

# **Home-Start Stoke-on-Trent**

## **Report and Financial Statements**

### **Year Ended 31 March 2012**

**Home-Start Stoke-on-Trent Ltd  
(Company Limited by Guarantee)  
Registered in England and Wales  
Company Registration No. 05122087  
Registered Charity No. 1104245**

**SATURDAY**



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**COMPANIES HOUSE**

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

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# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## LEGAL AND ADMINISTRATIVE INFORMATION

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### STATUS

The organisation is a charitable company limited by guarantee, incorporated on 7 May 2004 and registered as a charity on 9 June 2005.

The company was established under Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under these Articles the members of the Management Committee are elected at the Annual General Meeting.

At the Annual General Meeting, one third of the elected Trustees shall retire from office. The Trustees retire by rotation by the length of office.

### MANAGEMENT COMMITTEE

The names of the Management Committee, Trustees and Directors who have acted at any time during the period are -

#### DIRECTORS & TRUSTEES

P Harper (Chair)  
K Forrest-Hay (Vice-Chair)  
B Fox  
A Lakin (retired 28/11/11)  
S Tams  
M Corbishley (retired 28/11/11)  
R Pemberton  
S Davies (appointed 28/11/11)  
R Barnes (appointed 18/7/11)

#### TRUSTEES ONLY

N Ashdown (appointed Family Representative 18/7/11)  
C Dale (Volunteer Representative retired 19/4/12)

#### ADVISORS TO THE BOARD

Grindeys Community Ltd

#### SAFEGUARDING CHILDREN ADVISORS

P Carr  
G White  
G Gee

### COMPANY SECRETARY

A Lakin (retired 28/11/11)  
Grindeys Community Ltd (appointed 28/11/11)

### PRINCIPAL OFFICE

Family Centre  
The Old Church  
Shelton New Road  
Stoke-on-Trent  
Staffordshire  
ST4 6DP

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## LEGAL AND ADMINISTRATIVE INFORMATION (continued)

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### INDEPENDENT EXAMINER

S J Whiting  
Dean Statham  
Bank Passage  
Stafford

### BANKERS

Nat West Bank plc  
Hanley Branch  
PO Box 9  
1 Upper Market Square  
Hanley  
Stoke-on-Trent  
Staffordshire  
ST1 1QA

CAF Bank Limited  
25 Kings Hill  
West Malling  
Kent  
ME19 4JQ

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## REPORT OF THE MANAGEMENT COMMITTEE For the year ended 31 March 2012

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The Management Committee present their report along with the financial statements of the charity for the year ended 31 March 2012

### **Name**

The name of the charity is "Home-Start Stoke-on-Trent Limited (limited by guarantee)"

### **Governing Body**

The Management Committee is responsible for the direction of policy and management and meets at least three times in each financial year. Its membership is:-

- a The Chairperson, the Treasurer and Honorary Officers.
- b Not more than three members representing voluntary organisations in membership
- c Not more than two representatives of individual members
- d Not more than two representatives of Home-Start (Stoke-on-Trent) volunteers
- e Representatives from statutory bodies, as determined by the Management Committee, providing always that a funding authority shall be entitled as of right to representation, if it wishes to exercise that right.
- f Not more than five persons having special knowledge and experience co-opted until the next Annual Meeting by the Management Committee.

The Management Committee members formally agree each of the nominated representatives at a relevant meeting

The charity operates a number of committees to support the management committee being

- finance and personnel
- policy
- marketing

All decisions need to be ratified and reported to the main management committee meetings

The need for new trustees is monitored and experience gaps assessed annually. If a new trustee is required the company advertises and interviews relevant candidates. All new trustees are fully briefed by the scheme manager and offered the facility to attend courses on 'Home-Start'. Training is offered to all trustees if a need is identified in the annual assessment.

### **The Objectives**

The objectives from which Home-Start is established are to:

- a Safeguard, protect and preserve the good health, both mental and physical, of children and parents of children
- b Prevent cruelty to or maltreatment of children.
- c Relieve sickness, poverty and need amongst children and parents of children
- d Promote the education of the public in better standards of childcare

These are applied within the area of Stoke-on-Trent.

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## REPORT OF THE MANAGEMENT COMMITTEE For the year ended 31 March 2012

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Home-Start nationally provides on going support and a levy is charged for this service. The support covers legal, HR advice and as well as ongoing monitoring visits.

### Service offered to Families

Home-Start is a voluntary organisation focussed to help, within Stoke-on-Trent, parents with young children, by offering:-

- a Friendly support from volunteers and paid staff who visit families at home and help them deal with the frustrations and problems that arise with caring for young children
- b Attendance at a meeting of parents and children when friendly support is offered to the parents and children on a group and individual basis

During the year 153 (2011 294) families had been supported by the charity.

### Volunteers

Home-Start volunteers -

- a Come from many different backgrounds and vary in age but are either parents or have parenting experience.
- b Are carefully selected for their friendliness and understanding of family problems are appropriately approved and all attend a course of preparation before being linked with families
- c Visit one or more families a week and take their own individual skills and experience to the families they visit.
- d Are neither paid for their work nor are they professionals, so they will not replace health visitors or social workers.

The charity is dependent upon the unpaid service of volunteers. The management committee wish to thank them for undertaking such work with families in Stoke-on-Trent. During the year 83 volunteers (2011 86) had supported the charity.

### Financial review and investment policy

The charity received total grants of £343,072 (2011 £485,878) including grants from the City of Stoke-on-Trent Joint Commissioning Unit and The Big Lottery. All grants applied for are to cover costs to be incurred during the period. The scheme manager is responsible for applying for the grants on a timely basis to ensure the on-going viability of the charity.

The directors monitor the grants received on a quarterly basis to ensure these are sufficient to meet the ongoing cost base. The grants received have met the directors' expectations. The major costs of the charity are payroll which is also closely monitored. Payroll costs increase in accordance with the guidance supplied by Home-Start UK.

The funds held by the charity are invested in business reserve accounts due to the need to access monies for ongoing expenditure. The finance committee reviews the level of the CAF Gold account at each meeting and recommends the level of investment dependent on the cash requirements of the charity over the following three months. The designated reserve for redundancy costs are retained in a CAF Gold Account.

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## REPORT OF THE MANAGEMENT COMMITTEE For the year ended 31 March 2012

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### Reserves Policy

As part of the risk review undertaken, a review of the reserves levels is performed. The management committee strive to maintain 1 month's unrestricted expenditure as free reserves, in addition a designated reserve has been established to accrue expected redundancy costs in the event of closure. The level of reserves is reviewed at each finance committee meeting.

The charity maintains restricted funds for all monies received under specific conditions. These reserves are maintained and only expenditure permitted allocated against these reserves. All other monies are kept as free reserves except for £44,561 (2011: £40,827) set aside for redundancy. Free reserves amount to £128,881 (2011: £158,268) at 31 March 2012.

### Risk review

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate these risks. Significant external risks to funding have led to the development of a strategic plan documenting the bodies where future funding is certain or needs to be replaced.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure quality for all operational aspects of the charitable company. These procedures are periodically reviewed by the policy committee to ensure the needs and risks of the charity are met.

### Members of the management committee

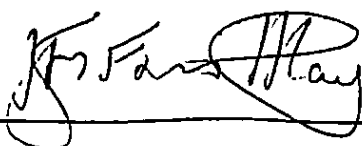
Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantors at 31 March 2012 was 21 (2011:16). The articles permit a minimum of 3 members.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of The Companies Act 2006 relating to small entities.

Approved by the directors on 26<sup>th</sup> September 2012 and signed on their behalf by -

Katie Forrest-Hay  
Director



# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE For the year ended 31 March 2012

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

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

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

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



## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)**

I report on the accounts of Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee) for the year ended 31 March 2012, which are set out on pages 8 to 21

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

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of Institute of Chartered Accountants in England and Wales

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to.

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

*S J Whiting*

*5 October 2012*

S J Whiting

Institute of Chartered Accountants in England and Wales  
ON BEHALF OF Dean Statham  
Bank Passage  
Stafford

# Home-Start Stoke-on-Trent Limited

## (Company Limited by Guarantee)

### STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) For the year ended 31 March 2012

	Notes	Unrestricted £	Restricted £	31 March 2012 £	31 March 2011 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds- voluntary income		4,619	1,292	5,911	8,725
Incoming resources from charitable activities		116,502	226,570	343,072	485,978
Other incoming resources		464	-	464	354
<b>TOTAL INCOMING RESOURCES</b>	<b>1</b>	<b>121,585</b>	<b>227,862</b>	<b>349,447</b>	<b>495,057</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Charitable activities		(124,905)	(184,237)	(309,142)	(366,799)
Costs of generating funds- voluntary income					
Governance costs		(22,647)	(54,184)	(76,831)	(74,616)
<b>TOTAL RESOURCES EXPENDED</b>	<b>2</b>	<b>(147,552)</b>	<b>(238,421)</b>	<b>(385,973)</b>	<b>(441,415)</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>	<b>11</b>	<b>(25,967)</b>	<b>(10,559)</b>	<b>(36,526)</b>	<b>53,642</b>
<b>TRANSFERS</b>					
TOTAL FUNDS BROUGHT FORWARD AT 31 MARCH 2011		199,532	21,716	221,248	167,606
<b>TOTAL FUNDS CARRIED FORWARD AT 31 March 2012</b>		<b>173,565</b>	<b>11,157</b>	<b>184,722</b>	<b>221,248</b>

There are no realised gains or losses other than disclosed above

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## BALANCE SHEET As at 31 March 2012

	Notes	Year ended 31 March 2012		Year ended 31 March 2011	
		£	£	£	£
<b>Fixed assets available for use by the charity</b>					
Tangible fixed assets	7		1,967		2,934
<b>Current assets</b>					
Debtors	8	32,304		3,007	
Cash at bank and in hand	9	209,865		287,319	
		<u>242,169</u>		<u>290,326</u>	
<b>Creditors: amounts falling due for payment within one year</b>	10	(59,414)		(72,012)	
<b>Net current assets</b>			<u>182,755</u>		<u>218,314</u>
<b>Net assets</b>			<u>184,722</u>		<u>221,248</u>
<b>Funds</b>					
<b>Unrestricted funds</b>					
General			128,881		158,268
Designated	11		<u>44,684</u>		<u>41,264</u>
			173,565		199,532
<b>Restricted funds</b>					
As detailed	11		<u>11,157</u>		<u>21,716</u>
<b>Total funds</b>			<u>184,722</u>		<u>221,248</u>

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## BALANCE SHEET As at 31 March 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012

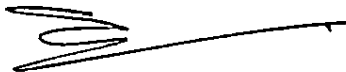
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006

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 small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 26<sup>th</sup> September 2012 and were signed on its behalf by:



**Stephen Davies**  
Director

# Home-Start Stoke-on-Trent Limited

## (Company Limited by Guarantee)

### ACCOUNTING POLICIES

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- (a) The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2008), the Companies Act 2006 and The Statement of Recommended Practice (SORP): Accounting and Reporting by Charities, published in March 2005.

The company has taken advantage formats to reflect the special nature of the Charity's activities as allowed by the Companies Act 2006.

- (b) The charity is a company limited by guarantee. There are 21 members. In event of the charity being wound up the liability in respect of the guarantee is limited to £1.
- (c) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (d) Grants, including grants for the purchase of fixed assets, are recognised in the Statement of Financial Activities. These grants are allocated to the period they relate to and if deferred included in the deferred income in creditors.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned as allowed per the grant conditions.
- (g) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Items of equipment are capitalised where the purchase price exceed £10:
- |                  |   |                  |
|------------------|---|------------------|
| Office equipment | - | over two years   |
| Office furniture | - | over three years |
- (h) Unrestricted funds are donations and grant income and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (i) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- (j) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with an allocation of management and support costs as agreed in the grants.

Grants received during the year for the purchase of fixed assets are treated as restricted funds and are itemised in the notes. At the end of the assets useful life the funder has the option to acquire the asset.

# Home-Start Stoke-on-Trent Limited

## (Company Limited by Guarantee)

### ACCOUNTING POLICIES

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- (k) The charity contributes to a stakeholders' pension on behalf of the employees. Pension costs are charged to the income and expenditure on an accruals basis.
- (l) As is normal for this type of charity the company is heavily dependent on grant monies received from public bodies and one off funding from certain trusts and organisations. The directors have prepared forecasts, taking into account the key charity risks of reduced funding levels and considered the resources available to fund certain items from reserves to meet any shortfall. The directors believe there will be adequate funding but in the event there are any changes in funding assumptions the directors will continue to review the services levels and take the appropriate actions to keep the cost levels within the funding levels obtained. The company has designated certain reserves to cover redundancy payments for all staff if required. On this basis the directors consider it appropriate to adopt a going concern basis.

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

### 1. INCOME RESOURCE

	Unrestricted	Restricted	Year ended 31 March 2012 Total	Year ended 31 March 2011 Total
	£	£	£	£
<b>Grants</b>				
Henry Smith Foundation	40,000	-	40,000	40,000
JCU	76,502	-	76,502	117,013
PCT	-	-	-	16,885
Big Lottery Fund				
Family Support	-	54,504	54,504	91,845
Awards 4 All	-	2,642	2,642	-
Family Group Combined funding	-	670	670	158
Family Support Network	-	42,509	42,509	110,786
BBC Children In Need	-	5,160	5,160	5,160
Adult & Community Learning	-	2,782	2,782	-
Lloyds TSB - FSW	-	-	-	11,925
Lloyds TSB	-	-	-	17,034
JCU - Aiming High	-	49,613	49,613	75,172
Crossroads - Aiming High	-	29,180	29,180	-
Children's Centres	-	39,510	39,510	-
<b>Sub-total</b>	<b>116,502</b>	<b>226,570</b>	<b>343,072</b>	<b>485,978</b>
<b>Donations / Fundraising</b>				
Social Work Students Placement	2,040	-	2,040	2,800
Fee - Keele university	-	-	-	-
The Frank Buttle Trust	-	150	150	-
Rowley Trust Emergency Fund	-	-	-	1,000
Family Emergency Fund	-	50	50	54
Direct Services	-	280	280	1,528
Hillside (New Media) td	-	-	-	1,000
Co-operative Community Fund	-	-	-	1,000
Challenger Mobiles	-	-	-	100
VAST -training	-	-	-	400
I-Can Bursary	-	112	112	-
Volunteer Donations	473	-	473	396
Sundry	2,106	700	2,806	447
<b>Sub-total</b>	<b>4,619</b>	<b>1,292</b>	<b>5,911</b>	<b>8,725</b>
<b>Investment Income</b>				
Bank Interest	464	-	464	354
<b>Sub-total</b>	<b>464</b>	<b>-</b>	<b>464</b>	<b>354</b>
<b>Total Incoming Resource</b>	<b>121,585</b>	<b>227,862</b>	<b>349,447</b>	<b>495,057</b>

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2012

### 1 INCOME RESOURCE (continued)

During the year the company received cash of £50,921 (2011: £92,073) in respect of the Family Support project and Awards 4 All from the Big Lottery Fund Grant.

### 2. TOTAL RESOURCE EXPENDED

Analysis by type of fund	Unrestricted	Restricted	Year ended 31 March 2012 Total	Year ended 31 March 2011 Total
	£	£	£	£
<b>Direct charitable expenditure</b>				
Provision of support to families	124,905	184,237	309,142	366,799
Fundraising and publicity	-	-	-	-
<b>Sub totals</b>	<b>124,905</b>	<b>184,237</b>	<b>309,142</b>	<b>366,799</b>
<b>Governance Costs of the charity</b>				
Payroll	29,730	-	29,730	29,791
Premises	19,970	-	19,970	19,170
Communications	4,539	2,094	6,633	6,558
Stationery and computer supplies	1,961	-	1,961	2,517
Home-Start Central Levy	9,076	-	9,076	7,345
Independent Examination	1,013	-	1,013	564
Cost of management committee meetings	270	-	270	39
Cost of AGM	209	-	209	180
Depreciation	386	1,503	1,889	3,024
Insurance and subscriptions	1,246	-	1,246	1,496
Other expenses	4,057	777	4,834	3,932
Transfer Share of management and Administration	(49,810)	49,810	-	-
<b>Sub totals</b>	<b>22,647</b>	<b>54,184</b>	<b>76,831</b>	<b>74,616</b>
<b>Total resource expended</b>	<b>147,552</b>	<b>238,421</b>	<b>385,973</b>	<b>441,415</b>

Analysis by type of expense	Salary costs	Families and volunteers	Depreciation	Other costs	2012 Total	2011 Total
	£	£	£	£	£	£
Provision of support to families	282,380	26,762	-	-	309,142	366,799
Governance Costs of the charity	29,730	-	1,889	45,212	76,831	74,616
<b>Total resource expended</b>	<b>312,110</b>	<b>26,762</b>	<b>1,889</b>	<b>45,212</b>	<b>385,973</b>	<b>441,415</b>



# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2012

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### 3. NET INCOME FOR THE YEAR

This is stated after charging:

	2012 £	2011 £
Depreciation	1,889	3,024

### 4. STAFF COSTS

Staff costs were as follows.

	2012 £	2011 £
Salaries	263,302	320,948
Social security costs	18,837	24,918
Pensions	9,380	11,462
Recruitment, training and travel expenses	12,004	11,918
Redundancy pay	8,587	1,960
	<u>312,110</u>	<u>371,206</u>

No employee earned £60,000 per annum or more

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

	2012 Number	2011 Number
Manager	1	1
Co-ordinators	3	4
Family group workers and play leaders	8	9
Administration staff	2	3
	<u>14</u>	<u>17</u>

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2012

### 5. REMUNERATION AND EXPENSES OF DIRECTORS AND TRUSTEES

Directors and Trustees did not receive any remuneration and were reimbursed expenses as follows:

	2012 £	2011 £
Travel and other expenses	270	39

There are 9 Directors and Trustees of the charity (2011: 7).  
The company pays for trustee indemnity insurance. The cost in the year was £164 (2011: £162).

### 6. TAXATION

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

### 7. FIXED ASSETS

Tangible fixed assets	Office Equipment £	Office furniture £	Total £
<b>Cost</b>			
At 1 April 2011	18,011	31,652	49,663
Additions	1,032	123	1,155
Disposal	(3,650)	(2,270)	(5,920)
<b>At 31 March 2012</b>	<b>15,393</b>	<b>29,505</b>	<b>44,898</b>
<b>Depreciation</b>			
At 1 April 2011	17,591	29,138	46,729
Charge for year	576	1,313	1,889
On disposal	(3,779)	(1,908)	(5,687)
<b>At 31 March 2012</b>	<b>14,388</b>	<b>28,543</b>	<b>42,931</b>
<b>Net book value:</b>			
At 31 March 2012	1,005	962	1,967
At 31 March 2011	420	2,514	2,934

# Home-Start Stoke-on-Trent Limited

## (Company Limited by Guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

#### 8. DEBTORS

	31 March 2012 £	31 March 2011 £
Grants committed but not paid	30,106	1,335
Prepayments	1,079	1,560
Other debtors	1,119	112
	<u>32,304</u>	<u>3,007</u>

#### 9. CASH AT BANK AND IN HAND

	31 March 2012 £	31 March 2011 £
Cash in hand	374	263
Current account	187	(26)
Business reserve	125,513	151,197
CAF Gold	83,791	135,885
	<u>209,865</u>	<u>287,319</u>

#### 10. LIABILITIES. Creditors falling due for payment within one year

	31 March 2012 £	31 March 2011 £
Trade creditors	3,327	2,761
Deferred income	-	7,785
Accruals	2,455	5,795
Other creditors	53,632	55,671
	<u>59,414</u>	<u>72,012</u>

Deferred income of £7,785 brought forward from 2011 was fully released to the income and expenditure account in 2012. There was no deferred income outstanding at 31 March 2012.

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2012

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### 11. FUNDS

#### *Designated funds*

The trustees have designated unrestricted funds as follows:

	31 March 2012 £	31 March 2011 £
Possible redundancy payments	44,561	40,827
Fixed assets funded	123	437
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	44,684	41,264
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The charity has estimated the cost of redundancy of its employees to the extent of the amount shown above and the Trustees have designated funds of £44,561 to a reserve from which this liability could be paid

# Home-Start Stoke-on-Trent Limited

## (Company Limited by Guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2012

#### 11 FUNDS (continued)

##### *Restricted funds*

Movement on restricted funds during the year was.

	1 April 2011 Opening balance £	Incoming £	Movement In funds Expended £	Transfers £	31 Mar 2012 Closing balance £
Funds available for use					
Family Support Network	5,991	42,509	(48,500)	-	-
JCU - Aiming High	1,223	49,613	(50,834)	(2)	-
Crossroads-Aiming High	-	29,180	(28,682)	-	498
Big Lottery Fund Grant					
Family Support	4,627	54,504	(58,623)	-	508
Dosti	2	-	-	(2)	-
Awards 4 All	-	2,642	(1,004)	-	1,638
Family group combined funding	698	670	(160)	-	1,208
Family Emergency Fund	54	50	(104)	-	-
Lloyds TSB	1,772	-	(1,772)	-	-
Rowley Trust Emergency Fund	1,016	-	(560)	-	456
Continuing Education	5	-	-	(5)	-
Direct Services to Families	2,796	280	(277)	10	2,809
BBC Children In Need	619	5,160	(5,577)	-	202
Children's Centres	-	39,510	(39,510)	-	-
Community Chest - Toy Library	1	-	-	(1)	-
LEAP	245	-	-	-	245
Co-operative Community Fund	160	-	(56)	-	104
The Frank Buttle Trust	-	150	(150)	-	-
Adult & Community Learning	-	2,782	(677)	-	2,105
I-Can Bursary	-	112	(112)	-	-
P Harper Fund	-	700	(330)	-	370
Capital Fund	10	-	-	-	10
Future depreciation charges on tangible fixed assets financed by restricted funds	2,497	-	(1,493)	-	1,004
	<u>21,716</u>	<u>227,862</u>	<u>(238,421)</u>	<u>-</u>	<u>11,157</u>

# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2012

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### 11 FUNDS (continued)

The balances will be used as follows.

Name of fund	To be used to fund the following:
Aiming High	Supporting disabled children across the City
Big Lottery Fund Grant	Supporting families across the City
Family Group Combined Funding	Running of family groups
Rowley Trust Emergency Fund	Emergency purchases for families
BBC Children in Need	Outings & seasonal activities for families
Direct Services to Families	Outings & seasonal activities for families
Adult & Community Learning	Training of volunteers
Capital Fund	Purchase of equipment for fixed assets

#### Unrestricted funds

Movement on unrestricted funds during the year was

	£
Balance at 1 April 2011	199,532
Expenditure over income	(25,967)
	<hr/>
Balance at 31 March 2012	173,565
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# Home-Start Stoke-on-Trent Limited (Company Limited by Guarantee)

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2012

### 11 FUNDS (continued)

Fund balances at 31 March 2012 are represented by:-

Restricted funds	Tangible fixed assets £	Net current assets £	Net assets £
Restricted Funds			
Future depreciation charges on tangible fixed assets	1,844	9,313	11,157
Sub Total	1,844	9,313	11,157
Unrestricted funds			
Designated:			
Redundancy payments	123	44,561	44,684
Future depreciation charges on tangible fixed assets			
Other unrestricted	-	128,881	128,881
Sub Total	123	173,442	173,565
Net assets	1,967	182,755	184,722

### 12. RELATED PARTY TRANSACTIONS

Home-Start Stoke-on-Trent Limited is a separate legal entity but strives to achieve the objectives of Home-Start UK. A levy of £8,912 (2011:£ 7,343) was paid to Home-Start UK who provide legal advice, quality review and guidance to the management committee as required

### 13. PENSION COSTS

During the year pension costs of £9,380 (2011:£ 11,462) were paid. No payments were due at the year end (2011: nil).

### 14. POST BALANCE SHEET EVENTS

On 1<sup>st</sup> July 2012 Home-Start Stoke-on-Trent Ltd entered into a new lease agreement for business premises at Family Centre, The Old Church, Shelton New Road, Hartshill, Stoke-on-Trent, ST4 6DP. The financial commitment to the lease to be paid within one year.

Expiring	31 March 2012 £	31 March 2011 £
Between one and five years	17,500	-