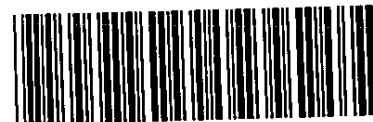


# HOME-START REDBRIDGE ANNUAL REPORT & FINANCIAL STATEMENT

2009/2010

Charity No 1107422  
Company No 5283340

THI  
THURSDAY



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	COMPANIES HOUSE		
A07	*AHLNVP0J*	11/11/2010	419
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## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2010

### INTRODUCTION

Home-Start is the UK's leading family support organisation working with over 33,913 families and 71,272 children each year. It is a voluntary organisation offering friendship, emotional and practical help to young families who are experiencing stress and difficulties. Support is given by specially trained volunteers and is available to any family with at least one child under 5 years of age.

The need for a scheme in Redbridge was identified by health and social services professionals who, through their work with local families, recognised that the support Home-Start offered would be invaluable.

Home-Start Redbridge came into existence in September 2001 and has been supporting local families since October 2002. It is now a vibrant community resource, helping to develop and deliver effective services for Redbridge parents and their children.

Redbridge is an area of mixed affluence with a diverse population of more than 267,700 in 2009.

Home-Start is about parents supporting parents in their own home. Parents welcome volunteers and see them as non-stigmatizing and non-judgmental, visiting them from choice, not as a paid worker. This is a key element in establishing links, particularly with families who are socially isolated or disadvantaged and seen by some agencies as 'hard to reach'.

Home-Start offers:

- support, friendship and practical help to parents with young children, in local communities throughout the UK
- a unique service, recruiting and training volunteers, who are usually parents themselves, to visit families who have at least one child under five
- offers informal, friendly and confidential support
- support to parents to help them grow in confidence, strengthen their relationships with their children and widen their links with the local community
- support to parents to help give children the best possible start in life

## **RESERVES POLICY**

The Reserve Fund has been set at £23, 637 and will continue to be regularly reviewed and adjusted in light of the current year's budget and budget forecast.

## **INVESTMENT POLICY**

In order to generate additional income, funds have been invested in a Club & Societies Deposit account.

## **RISK REVIEW**

The Management Committee has conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Policies and procedures are periodically reviewed to ensure that the needs of the Charitable Company are met.

## **STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITY**

The Management Committee acknowledge their ultimate responsibility for ensuring that Home-Start Redbridge has in place a system of controls that is appropriate to the business environment in which it operates. These controls are designed to give reasonable assurance with respect to: -

- the reliability of financial information used within the Charity or for publication
- the maintenance of proper accounting records, and the safeguarding of assets against unauthorised use or disposal

The following key elements of internal control have been in place for all or part of the financial year 2009/2010:-

- Formal policies and procedures are in place, including the documentation of key systems and rules relating to the delegation of authority, which prevent the unauthorised use of the assets of Home-Start Redbridge.
- Forecasts and budgets are prepared which allow the Management Committee to monitor the key risks, financial objects and progress towards the business plan
- Regular management accounts are prepared providing relevant, reliable and up-to-date financial information; variances are investigated.
- All significant new initiatives, major commitments and investment projects are subject to formal authorisation by the Management Committee.

As an incorporated company, Home-Start Redbridge is required to prepare financial statements for each financial year, which gives a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the surplus or deficit for the financial year.

In preparing the financial statements the Management Committee is required to:-

- select suitable accounting policies, apply them consistently and state them in the financial statements
- make judgements and estimates that are reasonable and prudent; and
- state whether applicable accounting standards have been followed.

The Management Committee is responsible for ensuring that arrangements are made for keeping proper books of account with respect to the charitable company's transactions and their assets and liabilities such as to enable every revenue account to give a true and fair view of the income and expenditure for the period, and the balance sheet to give a true and fair view as at the balance sheet date, of the state of affairs of Home-Start Redbridge.

The Management Committee is also responsible for establishing and maintaining a satisfactory system of control over the charitable company's books of account and transactions and for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## RESULTS


As at 31<sup>st</sup> March 2010 our unrestricted general reserves amounted to £27,245. The trustees have examined the requirement for free reserves which are those unrestricted funds not designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the charitable company's work, free reserves should be a minimum of three months revenue expenditure, but with the intention of achieving a level of six months.

Efforts will be made to identify and apply for suitable fundraising opportunities to ensure the maintenance of healthy reserves.

### Going Concern

After making enquiries, the Management Committee have a reasonable expectation that Home-Start Redbridge has adequate resources to continue in operational existence for the next financial year. For this reason they continue to adopt the going concern basis in preparing accounts.

This report was approved by the Management Committee and signed on it's behalf by:

...  .....  
Ann Marsden  
Director & Chair

Date: ..... 5/10/2010 .....

## HOME-START REDBRIDGE

### INDEPENDENT EXAMINERS REPORT TO THE MANAGEMENT COMMITTEE OF HOME-START REDBRIDGE

I report on the accounts of Home-Start Redbridge for the year ended 31<sup>st</sup> March 2010 which are set out on pages seventeen to twenty one.

#### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that the audit requirement for this year under section 43(2) of the Charities Act 1993 does not apply and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act) and
- State whether particular matters have come to my attention

#### Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

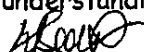
1 which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

have not been met, or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:



Karen Burnett, MAAT

Community Accountant & Consultant

103 Wellesley Road, Ilford, Essex IG1 4LJ

Date. 5/10/10

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2010**

		Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
	Notes				
<b><u>Incoming Resources</u></b>					
Donations	2	224	-	224	557
Activities to further charity's objects				0	
Grants Receivable	3	63127	28317	91444	61617
Fundraising	4	300	-	300	50
Other	5	3670	-	3670	2144
Deposit Account Interest		4	-	4	96
<b>Total Incoming Resources.</b>		<b>67325</b>	<b>28317</b>	<b>95642</b>	<b>64464</b>
 <b><u>Resources Expended</u></b>					
<b>Charitable expenditure:</b>					
<b>Costs of activities in furtherance of</b>					
Charity's objects	6	59059	1028	60087	45905
Management & Administration	7	6972	-	6972	5148
<b>Total Resources Expended.</b>		<b>66032</b>	<b>1028</b>	<b>67059</b>	<b>51054</b>
 <b>Net (Outgoing)/Incoming Resources</b>					
		1293	27289	28583	13410
 <b>Total fund 1 April 2009</b>					
		21578	7044	28622	15212
<b>Total fund 31 March 2010</b>		<b>22872</b>	<b>34333</b>	<b>57205</b>	<b>28622</b>

# BALANCE SHEET AS AT 31 MARCH 2010

	<u>Notes</u>	£	£ <u>2010</u>	£ <u>2009</u>
<b><u>Fixed Assets</u></b>				
Tangible assets	8		1,111	220
<b><u>Current Assets</u></b>				
Prepayments		142		144
Deposit account		23,642		10,387
Bank		38,361		20,326
Cash		78		102
		<u>62,224</u>		<u>30,960</u>
<b><u>Creditors: amounts falling due within one year</u></b>				
Accruals	9	<u>(1,756)</u>		<u>(2,557)</u>
<b><u>Net Current Assets</u></b>			<b>60,467</b>	<b>28,403</b>
<b><u>Total Assets Less Current Liabilities</u></b>			<b><u>61,578</u></b>	<b><u>28,622</u></b>
<b><u>Represented by:</u></b>				
<b>Funds Held</b>				
Restricted			<b>34,333</b>	<b>13,410</b>
Unrestricted			<b><u>27,245</u></b>	<b><u>15,212</u></b>
			<b><u>61,578</u></b>	<b><u>28,622</u></b>

For the year ending 31st March 2010 the company was entitled to exemption from audit under section 477(2) of the Companies Act 2006

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

The Directors acknowledge their responsibility for  
 (i) ensuring that the company keeps accounting records which comply with Section 386 and  
 (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 393 and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company

ON BEHALF OF THE MANAGEMENT COMMITTEE:

A. M. Marsden Date 23/11/10  
 Chair & Trustee

[Signature] Date 23/11/10  
 Treasurer & Trustee

## NOTES TO THE ACCOUNTS

### 1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective June 2002), the Companies Act and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000

#### **Taxation**

As a registered charity, the company is not liable to taxation on its income

#### **Incoming Resources**

Income represents revenue grants received and receivable from Redbridge Children's Trust and other donations and interest received

#### **Resources Expended**

Resources expended are recognised in the period in which they are incurred and are inclusive of VAT

#### **Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. Items under the value of £200 are not capitalised

Office equipment & furniture 33 33% straight line

#### **Pension Costs**

The cost of providing retirement pensions and related benefits is included in Staff Costs and is charged to the income and expenditure account over the periods benefiting from the employee's services

#### **Designated Reserves**

Home-Start Redbridge may designate reserves for particular purposes with the expectation that such reserves will be transferred back to general reserves to match expenditure in the Income & Expenditure account

#### **Unrestricted Funds**

Unrestricted funds are received in furtherance of the objects of the charity and are available for use as general funds

#### **Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 2010

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>2 Donations</b>				
Redbridge College	-	-	0	200
Other	224	-	224	357
	<u>224</u>	<u>0</u>	<u>224</u>	<u>557</u>
<b>3 Activities to further charity's objects</b>				
Redbridge Children's Trust	63,127	28,317	91,444	61,617
	<u>63,127</u>	<u>28,317</u>	<u>91,444</u>	<u>61,617</u>
<b>4 Fund-raising</b>				
Tube Lines	300	-	300	-
Tea Party (J Pagram)	-	-	0	50
	<u>0</u>	<u>0</u>	<u>300</u>	<u>50</u>
<b>5 Other</b>				
Gift Aid	-	-	0	64
Havering College (Student Placements)	1,963	-	1,963	2,080
Insurance Claim	1,707	-	-	-
	<u>3,670</u>	<u>0</u>	<u>3,670</u>	<u>2,144</u>

6 Costs of Activities in furtherance  
of Charity's objects

Family Group	551	-	551	852
Fundraising	0	-	0	-
Head Office Levy	1,122	-	1,122	1,304
Premises Costs	3,129	-	3,129	2,500
Senior Co-ordinator expenses	250	-	250	270
Staff Costs	52,744	-	52,744	35,047
Staff Recruitment	0	-	0	3,283
Training	435	435	870	1,066
Volunteer Expenses	593	593	1,185	1,509
Volunteer Recruitment	236	-	236	74
	<u>59,059.19</u>	<u>1,027.58</u>	<u>60,086.77</u>	<u>45,905</u>

7 Management and Administration

Accountancy	200	-	200	200
AGM Costs	323	-	323	384
Committee Expenses	92	-	92	84
Depreciation	775	-	775	220
Insurance	571	-	571	710
Office Costs	3,360	-	3,360	1,021
Payroll Expenses	438	-	438	428
Postage	245	-	245	191
Printing/Stationery	111	-	111	1,024
Telephone	858	-	858	887
	<u>6,972</u>	<u>0</u>	<u>6,972</u>	<u>5,148</u>

**HOME-START REDBRIDGE****DETAILED STATEMENT OF FINANCIAL ACTIVITIES****FOR THE YEAR ENDED 31 MARCH 2010**

	£	£
<b><u>INCOME</u></b>		
Deposit account interest		4 29
Donations		223 81
Fundraising		300 00
Havering College (Social Work Placements)		1963 00
Gift Aid refund		-
Grants received		91444 00
Other		1706 91
<b>Total Income</b>		<b>95642 01</b>
 <b><u>EXPENDITURE</u></b>		
<b>Costs of activities in furtherance of</b>		
<b>Charity's objects</b>		
Family Group	551 01	
Fundraising	0 00	
Head Office Levy	1121 54	
Premises Costs	3128 85	
Senior Co-ordinator expenses	249 56	
Staff Costs	52744 21	
Staff Recruitment	0 00	
Training	870 08	
Volunteer Expenses	1185 08	
Volunteer Recruitment	236 44	
		60086 77
<b>Management and Administration</b>		
Accountancy	200 00	
AGM Costs	323 15	
Committee Expenses	91 63	
Depreciation	775 18	
Insurance	570 85	
Office Costs	3359 95	
Payroll Expenses	437 90	
Postage	244 71	
Printing/Stationery	111 36	
Telephone	857 67	
		6972 40
<b>Total Expenditure</b>		<b>67059.17</b>
 <b>Net surplus for the Year</b>		<b>28582.84</b>