

HOME-START AYLESBURY VALE LIMITED

CHAIR'S REPORT

FOR THE YEAR ENDED 31st MARCH 2016

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COMPANIES HOUSE

Home-Start Aylesbury entered the financial year in a strong position due to both successful applications in the previous year and an unexpected large donation that became available to us. However, fundraising has been slower this year and we finish in a position with approximately 8 months of expenditure in the bank. However, it has been another busy year for us and I will outline some of the key activities here.

I would like to start by saying some thank you's. Firstly, thank you to Shushana Kendrick for her continued dedicated work as our Co-ordinator for both the crucial delivery of our service but also the other time she so generously gives to us supporting funding reporting, applications and fundraising activities. Thank you also to Maxine Siggers who maintains our office and provides the much needed support to families and volunteers. I would also like to thank Joy, Sam, Julia and Gill who left us as volunteers this year. Thank you for all your hard work and we wish you every success for the future.

Last but certainly not least I would also like to say thank you to the trustee board for so generously giving their time and skills to ensure the efficient running of the charity and our continued legal and financial compliance.

Successes

We continue to receive our Community Chest funding and with the successful submission of year two's report, with thanks to all the hard work of Shushana and Maxine, we have received our final funding for this coming year. The Community Chest has supported us in the past and it is with much regret to the community as a whole that this source of funds has now come to an end. I would like express our thanks to all those involved in managing the fund over the years.

We were closely involved with the launch of a new source of funds for local charities with the Vale Lottery launch. Due to the support of Caroline Wheller, one of our trustees, we were able to take part in the media launch which included attending a launch event at the District Council as well as taking part in local media, including an interview with BBC Oxford as one of the first charities to sign-up. So thank you to Caroline for getting us involved so early. We continue to recruit supporters through lottery ticket sales, please visit our dedicated webpage

<https://www.valelottery.co.uk/support/home-start-aylesbury>

Thank you also to the many individuals and organisations that have supported us throughout the year. This includes Mr C R Pearce, Nether Winchendon Carol Singers, Equitable Life (long term supporters of ours), Winslow In Bloom and other individual supporters who gave donations or fundraised, including those who bought our Christmas Cards. We were also asked to present at a new type of event through Buckinghamshire Care called a Soup Event and Caroline Wheller presented on our behalf. We weren't successful on the day but local opportunities such as this are important for our profile within the community. We also held a successful quiz night and having just held another, this is fast becoming an annual event. We were able to place a short news article on volunteering via Buckinghamshire Business First in their dedicated charity newsletter.

We continue to receive a steady flow of high quality volunteer applicants and we are very grateful as there is no service without their support. I would like to say a huge thank you to all our volunteers both new and existing for all the work you do for our families.

Challenges

As ever funding remains our most significant challenge. We applied but were unsuccessful for Continuation funding with the Big Lottery. The fund is significantly oversubscribed but it came as a disappointment after very positive feedback from our main funding reports and reviews. Efforts now need to be made to fill the funding gap that we will have this year to raise a minimum of £10k.

HOME-START AYLESBURY VALE LIMITED

CHAIR'S REPORT

FOR THE YEAR ENDED 31st MARCH 2016

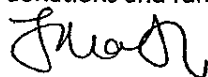
In addition, maintaining the strength of the board continues to be an important objective. Having welcomed her last year, it was with regret that we received the resignation of Anna Stachowiak in April 2016. We valued her contributions but understand work and family commitments meant it wasn't possible for her to continue. Thank you to Anna for the support we received and we hope to keep in touch. We will continue to look for more board members and ones that reflect the community that we provide our support to.

The year ahead

There are changes for the administrative function of the charity as Maxine will be moving to reduced hours from July. We are delighted that we are able to keep Maxine on and are now focusing on recruiting for an administrator to take on the remaining hours.

As already mentioned our focus must be on fundraising as an urgent action. We still hope to be able to create a fundraising group that can work alongside the trustees to support our fundraising efforts. Now we are in our final year of Community Chest funding we must also replace that contribution.

Thank you again to all those that continue to support us whether by giving their time and their skills, donations and fundraising support – we would not be here without you.



Jane Mather
Chair

HOME-START AYLESBURY VALE LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2016

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 31st March 2016. 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 for Smaller Entities (the FRSSE) (effective January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

5993373 (England and Wales)

Registered Charity number

1119763

Registered office

8 Temple Square
Aylesbury
Bucks
HP20 2QH

Trustees

J Mather (Chair)

J McGregor

J Swift

R Clarke (Hon Treasurer)

E Lucas

C Wheller

P du Bois resigned 15th July 2015

A Stachowiak resigned 22nd April 2016

Independent Examiner

Jill Andrews

Ashbys

Morton House

9 Beacon Court

Pitstone Green Business Park

Pitstone

LU7 9GY

Bankers

NatWest Bank plc

22 Market Square

Aylesbury

Bucks

HP20 1TR

HOME-START AYLESBURY VALE LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association. It is a company limited by guarantee as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Trustees are appointed by majority decisions of the existing trustees and after DBS checks. All new trustees receive a Welcome and Induction Pack, meet the staff and become fully acquainted with the administration of the office, policies and practices and roles and responsibilities of trusteeship. External trustee training is offered and includes Home-Start UK's induction training for trustees.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's objects (the Objects) are:

- a) to safeguard, protect and preserve the good health, both mental and physical of children and parents of children,
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children,
- d) to promote the education of the public in better standards of childcare within the area of Aylesbury and its environs.

The Vision

Home-Start wants to see a society in which every parent has the support they need to give their children the best possible start in life.

Core belief for Home-Start Aylesbury

Home-Start Aylesbury believes that children need a happy and secure childhood and that parents play the key role in giving their children a good start in life and helping them achieve their full potential.

HOME-START AYLESBURY VALE LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2016

Mission

Home-Start Aylesbury is a home visiting scheme for families where there is at least one child under five years of age. Help is offered at times of stress, so that difficulties do not turn into crises. Trained Volunteers work towards increasing the confidence and independence of parents by

- Offering support, friendship and practical assistance to families
- Visiting families in their own homes where the difficulties exist and where the individual's dignity and identity can be respected
- Developing a one to one relationship in which the volunteer offers time, flexibility of approach and understanding
- Encouraging the parent's strengths and emotional wellbeing in order that these may be transmitted to their children, thus enhancing their development
- Reassuring parents that difficulties in bringing up children are not unusual and emphasising the pleasures of family life
- Encouraging families to widen their network of relationships and to use community support and services effectively

Public Benefit

In setting its plans and priorities for areas of work, the trustees have had regard to the guidance from the charity commission on public statement of benefit. The summary of achievements demonstrates how Home-Start Aylesbury has set out to fulfil its principal charitable objective, that is the relief of children or parents in despair or in distress and the prevention of emotional, physical or mental abuse of such children.

Management of Service

Home-Start Aylesbury is managed by a committee of Trustees who are representatives from the local community, with a commitment to Home-Start's core beliefs. The Trustees employ a Co-ordinator for 30 hours a week to recruit, train, support and manage the team of volunteers who work with the families. The Co-ordinator is supported by an administrator who works 15 hours per week. Each local Home-Start is autonomous, though they sign an agreement with Home-Start UK undertaking to work to a set of Quality Standards and Methods of Practice.

ACHIEVEMENTS AND PERFORMANCE

During the period 1st April 2015 to 31st March 2016, 43 families have been individually supported to help them through a difficult time. A home visiting volunteer provided regular weekly support to the families, offering emotional and practical help. During this time 22 families ceased to receive Home-Start Aylesbury support and their files were closed. Our reviewing process demonstrated that their needs were significantly improved or fully met.

A total of 20 home-visiting volunteers were involved in supporting families during this period.

HOME-START AYLESBURY VALE LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2016

FINANCIAL REVIEW

Reserves Policy

Home-Start Aylesbury has budgeted and controlled its finances so that all likely expenses for up to three months are capable of being met out of cash resources currently held. In addition, a reserve is necessary to cover rent up to the next break point and any other statutory payments. In total this equates to approximately six months expenditure. However, the timing and amount of grants received can increase this by up to a further six months, which means that our total reserves can fluctuate between six months and a full year. The current level of reserves represents approximately eight months activity at our current level.

There are no material commitments or expenditure planned which are not included in the balance sheet and been deducted from the assets in calculating the reserves.

Finances - Honorary Treasurer's Review

The accounts for the 12 months to 31st March 2016 show a deficit of £10,824 (2015 – £12,360 surplus).

During the 12 months to 31st March 2016 donations and grants were received totalling £29,617 (2015 – £53,002). Expenditure during this period amounted to £41,827 (2015 – £41,747).

At 31st March 2016 there was a balance of £29,310 at bank and the accumulated fund at this date was £29,546.

Home-Start Aylesbury is associated with the national Home-Start charity, registered number 326148. The national charity has levied an annual fee for the period to 31st March 2016 equal to 2% of 90% of income receivable by Home-Start Aylesbury. A similar levy is being charged for the year to 31st March 2016.

Statement of Trustees Responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Report of the Trustees 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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

HOME-START AYLESBURY VALE LIMITED

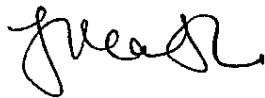
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2016

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees and signed on their behalf by:



J Mather
Chair

Date. 9/9/ 2016

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HOME-START AYLESBURY VALE LIMITED
FOR THE YEAR ENDED 31st MARCH 2016**

I report on the accounts of the charity for the period ended 31st March 2016 which are set out on pages 9 to 14

Respective responsibilities of trustees and examiner

The trustees (who are also the 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.

Having satisfied myself that the charity is not subject to an 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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 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 Charitieshave 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

Jill Andrews FCA
Ashby's Chartered Accountants
Morton House
9 Beacon Court
Pitstone Green Business Park
Pitstone
LU7 9GY

Date 31 October 2016

HOME-START AYLESBURY VALE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME & EXPENDITURE
ACCOUNT) FOR THE 12 MONTHS ENDED 31st MARCH 2016

	Note	Unrestricted Funds	Restricted Funds	Total Funds	
				2016	2015
Income					
Donations & legacies	2	6,617	0	6,617	16,902
Charitable activities	3	23,000	0	23,000	36,100
Other trading activities:					
Fundraising		1,372	0	1,372	1,092
Investments:					
Bank interest		14	0	14	13
		<hr/>	<hr/>	<hr/>	<hr/>
Total Income		31,003	0	31,003	54,107
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure					
Charitable activities	4	41,595	0	41,595	41,580
Raising funds		232	0	232	167
		<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditure		41,827	0	41,827	41,747
		<hr/>	<hr/>	<hr/>	<hr/>
Net (Expenditure) / Income		(10,824)	0	(10,824)	12,360
Total funds brought forward		40,370	0	40,370	28,010
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		29,546	0	29,546	40,370
		<hr/>	<hr/>	<hr/>	<hr/>

HOME-START AYLESBURY VALE LIMITED
BALANCE SHEET AS AT 31st MARCH 2016

Company No. 5993373	Note	2016	2015
	£	£	£
Fixed Assets			
Tangible	7	247	<u>782</u>
Current Assets			
Debtors	8	914	675
Cash at bank and in hand	9	<u>29,310</u>	<u>40,877</u>
		30,224	41,552
Creditors: Amounts falling due within one year	10	<u>(925)</u>	<u>(1,364)</u>
Net Current Assets		29,299	<u>40,188</u>
Creditors: Amounts falling due after one year	11	<u>0</u>	<u>(600)</u>
Total Assets Less Current Liabilities		<u>29,546</u>	<u>40,370</u>
Funds			
Restricted Funds	13	0	0
Unrestricted Funds	13	<u>29,546</u>	<u>40,370</u>
Total Funds		<u>29,546</u>	<u>40,370</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2016


The members have not required the charitable company to obtain an audit of its financial statements for the period ended 31 March 2016 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 period and of its profit or loss for each financial period 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 January 2015)

The financial statements were approved by the board of trustees on 9 9 2016 and were signed by.


 J Mather


 R D Clarke

The notes on pages 11 to 14 form part of these financial statements

HOME-START AYLESBURY VALE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDED 31st MARCH 2016

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Income

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Expenditure

All expenditure is included on an accruals basis when the liability is incurred

Fund accounting

All funds represent unrestricted income that is expendable at the discretion of the trustees in the furtherance of the objectives of the charity

Donations, grants and other income

All income including grants, subscriptions, donations and other are credited to the Statement of Financial Activities on an accruals basis.

Depreciation

Depreciation is calculated to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Fixtures and Fittings	10% of cost
Computer Equipment	33 ¹ / ₃ % of cost

Taxation

The charity is exempt from corporation tax on its charitable activities

HOME-START AYLESBURY VALE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDED 31st MARCH 2016

	Unrestricted Funds	Restricted Funds	2016 £	2015 £
2. Donations & Legacies				
Donations	5,832		5,832	16,379
Gift Aid	<u>785</u>		<u>785</u>	<u>523</u>
	<u>6,617</u>		<u>6,617</u>	<u>16,902</u>
3. Charitable Activities - Grants				
Big Lottery				7,500
Aylesbury Vale Community Chest	13,000		13,000	13,000
Bucks Community Foundation				5,000
Paradigm Foundation				10,000
Carrington Trust				500
William Harding Trust	10,000		10,000	0
Watermead Charitable Trust	<u> </u>	<u> </u>	<u> </u>	<u>100</u>
	<u>23,000</u>	<u>0</u>	<u>23,000</u>	<u>36,100</u>
4. Cost of Charitable Activities				
Travel and Motor Expenses			2,695	3,687
Post, Stationery & Advertising			301	301
Telephone & Fax			816	844
Training Costs			50	157
Administrative Salaries and National Insurance			30,103	29,752
Home-Start National annual levies			974	626
Rent			4,053	3,888
Insurance			696	564
DBS Checks			186	101
General Expenses			437	422
Governance Costs – Independent Examiner Fee			749	704
Depreciation of Equipment			<u>535</u>	<u>534</u>
Total			<u>41,595</u>	<u>41,580</u>

HOME-START AYLESBURY VALE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDED 31st MARCH 2016

	2016	2015
	£	£
5. Staff Costs		
Salaries	30,103	29,431
Social security costs	0	321
	<u>30,103</u>	<u>29,752</u>

The average number of employees during the period was 2 (2015 - 2)

No employees receive emoluments exceeding £60,000

6. Trustees' Remuneration and Benefits

There were no trustee's remuneration or other benefits for the period ended 31 March 2016

There were no trustee's expenses paid for the period ended 31 March 2016

7. Tangible Fixed Assets

	Fixtures & Fittings £	Computer Equipment £	Total £
Cost			
As at 1st April 2015	747	1,381	2,128
Additions	-	-	-
Less. Disposals	-	-	-
At 31st March 2016	<u>747</u>	<u>1,381</u>	<u>2,128</u>
Depreciation			
As at 1st April 2015	565	781	1,346
Charge for the year	75	460	535
At 31st March 2016	<u>640</u>	<u>1,241</u>	<u>1,881</u>
Net book Value			
At 31st March 2015	182	600	782
At 31st March 2016	<u>107</u>	<u>140</u>	<u>247</u>

	2016	2015
	£	£
8. Debtors		
Trade debtors	-	-
Sundry debtors	729	535
Prepayments	<u>185</u>	<u>140</u>
	<u>914</u>	<u>675</u>

HOME-START AYLESBURY VALE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDED 31st MARCH 2016

	2016	2015		
	£	£		
9. Cash at bank and in hand				
Current Account	9,541	10,045		
Deposit Account	19,769	30,832		
Cash in hand	<u>-</u>	<u>-</u>		
	<u>29,310</u>	<u>40,877</u>		
10. Creditors: amounts falling due within one year				
Creditors	-	-		
Other creditors	<u>925</u>	<u>1,364</u>		
	<u>925</u>	<u>1,364</u>		
11. Creditors: amounts falling due after one year				
Loan from Home Start UK	<u>0</u>	<u>600</u>		
	<u>0</u>	<u>600</u>		
12. Operating lease commitments				
The following operating lease payments are committed to be paid within one year				
Expiring within one year	<u>3,051</u>	<u>2,961</u>		
13. Movement in Funds				
	1 April 2015	Incoming Resources	Outgoing Resources	31 March 2016
Unrestricted Funds				
General Fund	40,370	31,003	(41,827)	29,546
Restricted Funds				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>40,370</u>	<u>31,003</u>	<u>(41,827)</u>	<u>29,546</u>
14. Related Parties				
There were no related party transactions that required disclosure				
15. Ultimate Controlling Party				
There was no ultimate controlling party at the balance sheet date				