

HOME-START ARUN

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2012**

CHARITY REGISTRATION No: 1132416

COMPANY REGISTRATION No: 07007031

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

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**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

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**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2012**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1132416
COMPANY REGISTRATION NUMBER	07007031
START OF FINANCIAL YEAR	1st April 2011
END OF FINANCIAL YEAR	31st March 2012
DIRECTORS AT 31ST MARCH 2012	Pauline Allen M B E Peter Crowe Amanda Dacey Ian Graham (Chair) Rebecca Grey Lorinda Monaghan John Paton Glenn Powell Elizabeth Riedl Chris Warren-Adamson (Vice Chair)
COMPANY SECRETARY	Ian Graham
REGISTERED ADDRESS	5c Park Farm Chichester Road Arundel West Sussex BN18 0AG
DATE OF INCORPORATION	2nd September 2009
GOVERNING DOCUMENT	Memorandum and Articles of Association
BANKERS	Barclays Bank Plc 17 High Street Bognor Regis West Sussex PO21 1RL
INDEPENDENT EXAMINERS LTD	M J Easton BSc (Hons) MBA Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS
OBJECTS	<p>[a] To safeguard, protect and preserve the good health, both mental and physical of children and parents of children</p> <p>[b] To prevent cruelty to or maltreatment of children</p> <p>[c] To relieve sickness, poverty and need amongst children and parents of children</p> <p>[d] To promote the education of the public in better standards of child care within the area of Arun and its environs</p>

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2012**

Home-Start Arun is registered as a charity with the Charity Commission and became incorporated in September 2009

The aims of HOME START Arun are

- To safeguard, protect and preserve the good health, both mental and physical of children and parents of children
- To prevent cruelty to or maltreatment of children
- To relieve sickness poverty and need amongst children and parents of children
- To promote the education of the public in better standards of childcare within the Arun area

These objectives are achieved through a network of trained volunteers visiting vulnerable families in their homes to offer support and practical assistance in developing parenting skills, self confidence and self sufficiency of the families they work with

The charity is managed by a Board of Directors:

Mr Ian Graham
Dr Chris Warren-Adamson
Mrs Pauline Allen M B E
Mr Peter Crowe
Mrs Amanda Dacey
Ms Rebecca Gray
Mrs Lorinda Monaghan
Mr John Paton
Mr Glenn Powell
Mrs Liz Riedl

Chairman
Vice Chairman

Mr Ian Graham

Company Secretary

Advisors to the Board

Sue Mercer

Health Visitor

Volunteers are supported by a team of fulltime and part time staff headed by Mrs Bridget Richardson

The Directors have selected suitable accounting policies and applied them and have a reserve fund to protect our financial position

Statement of Director's responsibilities:

Company law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the company and of the profit or loss of the company during that period. In preparing those financial statements the directors are required to:

- (i) select suitable accounting policies and then apply them consistently,
- (ii) make judgements and estimates that are reasonable and prudent,
- (iii) prepare financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business
- (iv) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

I approve the attached statement of financial activities and balance sheet for the year ended 31st March 2012, and confirm that I have made available all information necessary for its preparation

Date

17/09/2012

Signature

PRINT NAME Ian S. Graham (Chair).

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2012**

Incorporating income and expenditure account

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2012/2011 £	TOTAL 2011/2010 £
INCOMING RESOURCES						
Incoming						
Voluntary Income	3a	55,538	0	180	55,718	83,461
Activities for Generating Funds	3b	17,481	0	0	17,481	3,015
Investment Income	3c	24	0	0	24	32
Other Incoming Resources	3d	0	0	0	0	4
TOTAL INCOMING RESOURCES		73,043	0	180	73,223	86,512
RESOURCES EXPENDED						
Costs of Generating Funds						
Fundraising Trading Costs	4a	90,952	0	12,010	102,962	95,148
Governance Costs	4b	830	0	0	830	743
TOTAL RESOURCES EXPENDED		91,782	0	12,010	103,792	95,891
NET INCOMING/ (OUTGOING) RESOURCES		-18,739	0	-11,830	-30,569	-9,379
Total Funds Brought Forward		38,573	27,000	12,824	78,397	87,776
TOTAL FUNDS CARRIED FORWARD		19,834	27,000	994	47,828	78,397

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 6 to 11 form part of these financial statements.

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
AS AT 31ST MARCH 2012**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Mar-12 Total £	31-Mar-11 Total £
Fixed Assets						
Tangible assets	2	1,095	0	348	1,443	1,924
Current Assets						
Debtors	6	509	0	0	509	508
Cash at bank and in hand		23,954	27,000	646	51,600	81,698
Total Current Assets		24,463	27,000	646	52,109	82,206
Creditors amounts falling due within one year	7	5,724	0	0	5,724	5,733
NET CURRENT ASSETS		18,739	27,000	646	46,385	76,473
TOTAL ASSETS less current liabilities		19,834	27,000	994	47,828	78,397
Creditors: amounts falling due in more than one year	8	0	0	0	0	0
NET ASSETS		19,834	27,000	994	47,828	78,397
Funds of the Charity						
General Funds		19,834	0	0	19,834	38,573
Designated Funds	14	0	27,000	0	27,000	27,000
Restricted Funds		0	0	994	994	12,824
Total Funds		19,834	27,000	994	47,828	78,397

Directors' Responsibilities:

The directors are satisfied that for the year ended on 31st March 2012 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 12

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the 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 accounts, so far as applicable to the company

Approved by the Directors on the 17/9/12

Signed on their behalf by Director ..

Print Name Ian S Graham (Chair)

Company Registration Number : 07007031

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012**

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the SORP. The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Incoming Resources

Recognition of Incoming Resources

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

- the charity becomes entitled to the resources,
- the Directors are virtually certain they will receive the resources, and
- the monetary value can be measured with sufficient reliability.

Incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services have been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

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

Investment Income

This is included in the accounts when receivable.

Investment gains and losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and liabilities

Liability recognition

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

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2012**

Changes in Accounting policies and previous accounts

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500 They are valued at cost or, if gifted, at the value to the charity on receipt

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end Other investment assets are included at Directors' best estimate of market value

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a reducing balance over their estimated useful lives The rates applied per annum are as follows

Equipment 25%

2. TANGIBLE FIXED ASSETS

		Unrestricted £	Restricted £	Total £
EQUIPMENT				
Cost	01-Apr-11	9,611	5,232	14,843
Additions		0	0	0
Cost at	31-Mar-12	<u>9,611</u>	<u>5,232</u>	<u>14,843</u>
Depreciation	01-Apr-11	8,151	4,768	12,919
Charge		365	116	481
Depreciation at	31-Mar-12	<u>8,516</u>	<u>4,884</u>	<u>13,400</u>
Net Book Value	31-Mar-12	<u>1,095</u>	<u>348</u>	<u>1,443</u>
Net Book Value	31-Mar-11	1,460	464	1,924

The annual commitments under non-cancelling operating leases and capital commitments are as follows

31st March 2012 None

31st March 2011 None

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2012**

3. INCOMING RESOURCES

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2012/2011 £	TOTAL 2011/2010 £
a) Voluntary Income					
Donations	5,312			5,312	6,127
Grants	50,226		180	50,406	77,334
	55,538	0	180	55,718	83,461
b) Activities for Generating Funds					
Fundraising	17,481			17,481	3,015
	17,481	0	0	17,481	3,015
c) Investment Income					
Bank Interest	24			24	32
	24	0	0	24	32
d) Other Incoming Resources					
Other income				0	4
	0	0	0	0	4

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2012**

4 RESOURCES EXPENDED

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2012/2011 £	TOTAL 2011/2010 £
a) Fundraising Trading Costs					
Advertising	108			108	138
Property	1,811			1,811	1,340
Telephone & IT	1,468			1,468	2,435
Staff Conferences				0	4
Depreciation	481			481	242
Expenses Employees	254			254	1,300
Family Fund			392	392	148
Fundraiser	6,700			6,700	0
Fundraising Costs	6,450			6,450	92
Insurance	691			691	550
Memberships / Subscriptions				0	234
National Insurance Employers	3,346			3,346	3,739
Payroll Bureau Fees				0	385
Postage, Printing & Stationery	1,722			1,722	1,671
Professional Fees	3,285			3,285	3,172
Refreshments	454			454	531
Rent / Rates / Utilities	8,827			8,827	7,668
Salaries	50,406		11,307	61,713	63,372
Sundry Expenses	727		131	858	1,445
Training	46			46	990
Travel	1,956			1,956	1,840
Utilities				0	868
Volunteers	2,219		180	2,399	2,984
	90,952	0	12,010	102,962	95,148

b) Governance Costs

Governance/Head Office	17			17	0
Independent Examiners Fee	663			663	682
Trustees Fees	150			150	61
	830	0	0	830	743

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE FIRST PERIOD ENDED 31ST MARCH 2012**

5 RESTRICTED FUNDS

	Balance 01-Apr-11 £	Income £	Expenditure £	Balance 31-Mar-12 £
Family Fund- bank account	980	0	392	588
Arun Grant - family groups	0	0	0	0
Lloyds - family groups salary	1,013	0	1,013	0
Henry Smith- senior organiser salary	2	0	1	1
Littlehampton Town Council - volunteers	0	0	0	0
Hotham Rotary - toys	130	0	130	0
Angmering Council - volunteers	0	0	0	0
Arun District Council - salaries	10,699	0	10,294	405
Amberley Parish Council - volunteers	0	180	180	0
	12,824	180	12,010	994

The restricted funds are wholly represented by cash reserves of the charity

6 DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Designated Funds £	Restricted Fund £	Total 31-Mar-12 £	Total 31-Mar-11 £
Prepayments (Internet and Insurance)	259	0	0	259	258
Home-Start West Sussex - Consortium	250	0	0	250	250
	509	0	0	509	508

**7 CREDITORS AND ACCRUALS AMOUNTS FALLING DUE
WITHIN ONE YEAR**

	Unrestricted Fund £	Designated Funds £	Restricted Fund £	Total 31-Mar-12 £	Total 31-Mar-11 £
Accruals	1,629	0	0	1,629	550
Creditors Short Term	1,386	0	0	1,386	1,382
PAYE Liability	1,269	0	0	1,269	2,075
200 Club	777	0	0	777	1,087
Independent Examiners Fees	663	0	0	663	639
	5,724	0	0	5,724	5,733

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2012**

**8 CREDITORS AND ACCRUALS. AMOUNTS FALLING DUE
IN MORE THAN ONE YEAR**

Home-Start Arun does not have any Creditors or accruals falling due in more than one year (2011/2010 £Nil)

9. STAFF COSTS AND NUMBERS

	31-Mar-12	31-Mar-11
	£	£
Gross Wages and Salaries	61,713	63,372
Employer's National Insurance Costs	3,346	3,739
Pension Contributions	<u>65,060</u>	<u>67,111</u>

Employees who were engaged in each of the following activities

	31-Mar-12	31-Mar-11
	TOTAL	TOTAL
Activities in furtherance of organisation's objects	5	5
Supporting programmes		
Management and administration	3	3
Total	<u>8</u>	<u>8</u>

No employees received emoluments in excess of £60,000 Staff are paid through the PAYE system

10 DIRECTORS AND OTHER RELATED PARTIES

No payments were made to directors or any persons connected with them during this financial period No material transaction took place between the organisation and a trustee or any person connected with them

11 RISK ASSESSMENT

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks

12 RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs This is based on the charity's size and the level of financial commitments held The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure The directors will endeavour not to set aside funds unnecessarily

13 PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit Details of how the charity has achieved this are provided in the Trustees report The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake

14 WINDING DOWN DESIGNATED FUND

The trustees have reviewed the charity's needs for reserves last year in line with the guidance issued by the Charity Commission and consider it prudent that designated reserves should be sufficient to cover

1 Three months running costs in order to negate any problems with cash flow due to late payments of grants etc to ensure there will be no interruption to the service provided to the families

2 All necessary expenses for the closure of the scheme in the event that this proves necessary - to include staff redundancies, outstanding rent on the office accommodation and other associated closure costs

The Trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries Trustees monitor the level of unrestricted reserves at each Management Board meeting

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Home-Start Arun on the accounts for the year ended 31st March 2012 set out on pages 4 to 12

Respective responsibilities of trustees and examiner

As described on page 5, the Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

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

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

Basis of independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

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

M J Easton BSc (Hons) MBA
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Date 19th October 2012