

**HOME-START NEWARK**  
**CASTLE HOUSE, GREAT NORTH ROAD,**  
**NEWARK, NOTTINGHAMSHIRE.**

**ACCOUNTS**

**YEAR ENDED 31 MARCH 2018**

SECRETARY K. Shirley	REGISTERED OFFICE -	Castle House, Great North Road, Newark, Nottinghamshire. NG24 1BY
COMPANY NUMBER 5433103		
CHARITY NUMBER 1109551		

**INDEX**

	<u>Page</u>
Trustees'/Directors' report	1 - 2
Independent Examiner's report	3
Profit and loss account	4
Statement of Financial Activities	5
Balance sheet	6
Notes	7 - 11

**HOME-START NEWARK****TRUSTEES' ANNUAL REPORT**

The trustees present their report and the accounts of the company for the year ended 31 March 2018.

**OBJECTIVES AND ACTIVITIES**

The objects of the company are to increase the confidence and independence of the family by:

- a) offering support, friendship and practical assistance;
- b) visiting families in their own homes, where the dignity and identity of each adult and child can be respected and protected;
- c) reassuring parents that difficulties in bringing up children are not unusual and encouraging them to enjoy family life;
- d) developing a relationship with the family in which time can be shared and understanding can be developed: the approach is flexible to take account of different needs;
- e) encouraging parents' strengths and emotional well-being for the ultimate benefit of their children;
- f) encouraging families to widen their network of relationships and to use effectively the support and services available within the community.

**ACHIEVEMENTS AND PERFORMANCE**

During the year, Home-Start Newark has continued the provision of its core group and voluntary home-visit services as well as continuing to develop new plans and projects to help families in the district in line with stated objectives. In particular, significant progress has been made in our Big Hopes Big Futures project, helping families prepare children for starting school.

In increasingly difficult times, we have been hit hard by significant reduction in funding from one of our main commissioners, which will completely stop in 2018-19. We continue to rely on all the fundraising and support from our volunteers and supporters who have raised or donated nearly £19,000 during the year. Along with significant grants this has resulted in a lower loss than we feared at the start of the year.

Throughout the year we have worked closely with Newark and Sherwood District Council. We are extremely grateful for the support that we have received in a difficult year. At the end of the financial year, the tough decision to give up our town centre office and relocate to the new Council offices at Castle House was made. The decision was taken both for financial reasons and also for operational reasons, enabling Home-Start Newark to be housed in the same building as many of our key partners.

We thank staff, volunteers and everyone who help support Newark Home-Start in the challenging work it does.

## FINANCIAL REVIEW

There was a net deficit of £3,922 for the year ended 31 March 2018. Total funds carried forward are £44,971 plus the revaluation reserve of £19,915. Of this, £10,416 is restricted reserves to be used only for the projects for which it was received.

It is the policy of Home-Start Newark to build and retain a reserve that would:

- a) Ensure the organisation could meet all outstanding liabilities should core funding be withdrawn at short notice.
- b) Ensure the organisation could continue operating for six months should core funding be significantly reduced. A significant reduction has been taken to mean a 50% cut. During the year in question all efforts would be made to obtain alternative funding to continue the service in the future.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Home-Start Newark is a company limited by Guarantee, the governing document being the memorandum and articles of Association.

Trustees are recruited from the local area and are people of good standing within the community, with the appropriate skills to support the scheme.

## REFERENCE AND ADMINISTRATIVE DETAILS

The directors in office in the period, who are also trustees, were as follows:

- a) L.J. Doorbar, J. Geraghty, H. Lockwood, T O'Dea, H.M. Sanderson, T. Wyatt and J. Cartledge served throughout the year.
- b) C. Willey was appointed during the year.

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006, and the Charities Statement of Recommended Practice (FRS102)(effective January 2015).

By order of the Board on 19 June 2018

Secretary                                          K. SHIRLEY

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOME-START NEWARK

I report on the accounts of Home-Start Newark, for the year ended 31 March 2018 which are set out on page 4 to 11.

### Respective responsibilities of trustees and examiner

As the Charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the Charities Act) does not apply, and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to 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 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

David Pattinson, Chartered Accountant  
233, London Road,  
Balderton,  
Newark,  
Nottinghamshire.  
NG24 3HA

27 June 2018

**HOME-START NEWARK**  
**PROFIT AND LOSS ACCOUNT**  
**YEAR ENDED 31 MARCH 2018**

	2018	2017
	£	£
TURNOVER	82,816	92,554
Administrative expenses	86,848	80,470
OPERATING PROFIT/(LOSS)	(4,032)	12,084
Interest receivable and similar income	110	503
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION	(3,922)	12,587
Tax on profit on ordinary activities	-	-
PROFIT/(LOSS) FOR THE FINANCIAL YEAR AFTER TAXATION	(3,922)	12,587
Retained surplus brought forward	48,893	36,306
RETAINED SURPLUS CARRIED FORWARD	44,971	48,893

The notes on pages 7 to 11 form part of these accounts

## HOME-START NEWARK

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2018

	2018			2017		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
	Note					
<b>Income and endowments from:</b>	3					
Donations and legacies						
Other trading activities						
Investments						
<b>Total</b>						
<b>Expenditure on:</b>	4					
Raising funds						
Charitable activities						
Other						
<b>Total</b>						
<b>Net income/(expenditure)</b>						
Transfer between funds						
<b>Net movement in funds</b>						
<b>Reconciliation of funds:</b>	9					
Total funds brought forward						
<b>Total funds carried forward</b>						

The notes on pages 7 to 11 form part of these accounts

## HOME-START NEWARK

## BALANCE SHEET

31 MARCH 2018

	Note	£	2018 £	£	2017 £
<b>Fixed assets:</b>	6				
Tangible assets			1,695		2,442
<b>Current assets:</b>	7				
Debtors		1,081		2,157	
Cash at bank and in hand		84,359		69,778	
Total current assets		85,440		71,935	
<b>Liabilities:</b>	8				
Creditors: Amounts falling due within one year		22,249		5,569	
Net current assets			63,191		66,366
<b>Total net assets</b>			64,886		68,808
<b>The funds of the charity:</b>	9				
Unrestricted funds			34,555		36,524
Restricted - Children in Need		-		828	
BHBF		10,365		11,353	
Awards for All Capital		51	10,416	188	12,369
Revaluation reserve			19,915		19,915
<b>Total charity funds</b>			64,886		68,808

The directors are satisfied that the company is entitled to exemption from audit under Section 477 of the Companies Act 2006 and that no members have requested an audit pursuant to Section 476 of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006; and
- 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 and loss for the financial year in accordance with the requirements of Section 396 of the Companies Act 2006, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

J. GERAGHTY

) Directors

T. WYATT

Approved by the board on 19 June 2018

Company number 5433103

The notes on pages 7 to 11 form part of these accounts

## HOME-START NEWARK

## NOTES

31 MARCH 2018

**1. ACCOUNTING POLICIES****a) Basis of accounting**

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS102) (effective January 2015).

**b) Grant income and donations**

Grants are treated as income in the year to which they relate; donations are accounted for as received.

**c) Expenses**

Expenditure is accounted for as incurred.

**d) Tangible fixed assets**

Fixed assets are depreciated in equal annual instalments over their expected useful life of ten years.

**e) Pension scheme**

The company operates a defined contribution scheme and contributions are charged against profits in the period when due.

**2. STAFF COSTS**

	2018	2017
Average number of employees	6	5
	-----	-----
	£	£
Wages	57,224	51,153
Social Security	-	-
Pension contributions	2,521	2,443
	-----	-----
	59,745	53,596
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## HOME-START NEWARK

## NOTES

YEAR ENDED 31 MARCH 2018

## 3. INCOME AND ENDOWMENTS

	Unrestricted funds £	2018 Restricted funds £	Total funds £	Unrestricted funds £	2017 Restricted funds £	Total funds £
(a) <u>Donations and legacies</u>						
Core funding - Notts Commissioning Board PCT	10,875	-	10,875	26,099	-	26,099
Notts County Council	19,582	-	19,582	19,582	-	19,582
Newark and Sherwood DC	10,690	-	10,690	4,690	-	4,690
Group funding- Children in Need	-	9,846	9,846	-	9,970	9,970
Other grants - Inspire	-	-	-	1,082	-	1,082
Royal London	5,000	-	5,000	-	-	-
Benoy Foundation Ltd	-	8,000	8,000	-	11,990	11,990
Homestart	150	-	150	150	-	150
WH Smith	-	-	-	100	-	100
The Hillary 2001 Trust donation	10,000	-	10,000	-	-	-
Donations	1,891	-	1,891	10,578	-	10,578
Gift Aid tax refund on donations	888	-	888	2,065	-	2,065
Volunteers' donations	1,098	-	1,098	1,083	-	1,083
	60,174	17,846	78,020	65,429	21,960	87,389
(b) <u>Other trading activities</u>						
Fund raising efforts	4,796	-	4,796	5,165	-	5,165
(c) <u>Investments</u>						
Interest	110	-	110	503	-	503
Total incoming resources	65,080	17,846	82,926	71,097	21,960	93,057

**HOME-START NEWARK**  
**NOTES**  
**YEAR ENDED 31 MARCH 2018**

**4. EXPENDITURE**

	Unrestricted funds £	2018 Restricted funds £	Total funds £	Unrestricted funds £	2017 Restricted funds £	Total funds £
(a) <u>Raising funds</u>						
Fundraising expenses	324	-	324	91	-	91
(b) <u>Charitable activities</u>						
Activities and trips	80	1,409	1,489	210	1,248	1,458
AGM and Trustee expenses	118	-	118	128	-	128
Annual fee	1,714	-	1,714	1,513	-	1,513
Insurance	964	-	964	949	-	949
Miscellaneous	-	-	-	18	-	18
Play equipment	-	-	-	-	196	196
Premises	683	-	683	413	-	413
Publicity and advertising	-	-	-	373	507	880
Refreshments	105	549	654	92	712	804
Rent and premises hire	9,171	2,196	11,367	9,000	2,326	11,326
Staff expenses	2,120	186	2,306	2,198	73	2,271
Staff training	48	91	139	40	300	340
Stationery and office equipment	1,075	25	1,100	1,145	12	1,157
Telephone and postage	1,155	-	1,155	1,243	-	1,243
Utilities	1,791	-	1,791	1,426	-	1,426
Volunteer expenses	1,495	88	1,583	1,228	-	1,228
Volunteer training	139	-	139	98	-	98
Wages	44,627	15,118	59,745	45,328	8,268	53,596
	65,285	19,662	84,947	65,402	13,642	79,044
(c) <u>Other</u>						
Accountancy charges	312	-	312	312	-	312
Book keeping	206	-	206	200	-	200
Depreciation	362	-	362	487	-	487
Independent Examiner's fee	312	-	312	336	-	336
Amortisation of capital funds	(137)	137	-	(137)	137	-
Loss on fixed assets	385	-	385	-	-	-
	1,440	137	1,577	1,198	137	1,335
Total expenditure	67,049	19,799	86,848	66,691	13,779	80,470

10  
HOME-START NEWARK

NOTES

31 MARCH 2018

**5. TAXATION**

As a Registered Charity, the company is exempt from UK Corporation Tax.

**6. TANGIBLE FIXED ASSETS**

	<u>Equipment</u>
	£
<u>Cost</u>	
1 April 2017	8,403
Sales	(4,653)
	-----
31 March 2018	3,750
	-----
<u>Depreciation</u>	
1 April 2017	5,961
Charged	362
Released	(4,268)
	-----
31 March 2018	2,055
	-----
<u>Net book value</u>	
31 March 2018	1,695
	-----
31 March 2017	2,442
	-----

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

	2018	2017
	£	£
Prepayments	193	181
Tax refund on Gift Aid donations	888	1,976
	-----	-----
	1,081	2,157
	-----	-----

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

Trade creditors	-	361
Accruals and deferred income	22,249	5,208
	-----	-----
	22,249	5,569
	-----	-----

11  
HOME-START NEWARK

NOTES

31 MARCH 2018

**9. RESERVES**

	2018 £	2017 £
<u>a) Revaluation reserve</u>		
Balance 1 April 2016 and 31 March 2017	19,915	19,915
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The revaluation reserve is the value of assets less liabilities taken over from the old unincorporated charity.

Outline summary of fund movements

	Fund balances Brought forward £	Income £	Expenditure £	Transfers £	Gains and Losses £	Fund balance Carried forward £
Unrestricted funds	36,524	65,080	(67,049)	-	-	34,555
Restricted - Children in Need	828	9,846	(10,674)	-	-	-
BHBF	11,353	8,000	(8,988)	-	-	10,365
Awards for all Capital	188	-	(137)	-	-	51
Revaluation reserve	19,915	-	-	-	-	19,915
	-----	-----	-----	-----	-----	-----
	68,808	82,926	(86,848)	-	-	64,886
	-----	-----	-----	-----	-----	-----

Unrestricted funds are those available for the general purposes of the charity. The restricted funds are grants from Children in Need and Benoy Foundation Limited which may be spent only on the projects for which they were given.

**10. TRUSTEES' EXPENSES, REMUNERATION AND BENEFITS**

No trustee expenses have been incurred.

No trustees have been paid any remuneration or received any other benefit from an employment with Home-Start Newark.