

Home-Start Stroud District

(A company limited by guarantee)

Report and Financial Statements

For the Year

1 April 2017 - 31 March 2018

Charity Number 1107019

Company Number 05282509

Home-Start Stroud District
(A company limited by guarantee)

Financial Statements
For the Year ended 31 March 2018

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Home-Start Stroud District

Reference and Administrative Information

Charity Name: Home-Start Stroud District
Charity Registration Number: 1107019
Company Registration Number: 05282509

Registered office and operational address:
Annexe 3, The Wheelhouse, Bond's Mill Estate, Bristol Road,
Gloucestershire, GL10 3RF

Trustees of the Management Committee:

Mrs E Ewart-James (Chairman)
Mrs H Cunild (Treasurer)
Dr G Hamilton (Vice-Chairman)
Mrs Diana Lapping
Mrs S Marsh
Mrs S McGrath
Mr M Swait
Mrs H Walker
Ms S Lampard

External Advisors:

Cllr S Reed – Stroud District Council Representative
Miss J Wallace HR Specialist

President :

Mrs J Coney-Jones.

Patron

Nell Gifford

Company Secretary:

Mrs Heather Cunild, The Nodes, Shortwood, Nailsworth, Glos. GL6 0SN

Reporting Accountant:

Claire Owen FCCA, Owen Accountants Ltd, Patch Cottage, High Beech Road,
The Pludds, Ruardean, GL17 9UD.

Bankers:

Nat West Bank, George Street, Stroud. Glos, GL5 3DT.

CCLA Investment Management Ltd., COIF Charity Funds, 80 Cheapside,
London, EC2V 6DZ.

**Home-Start Stroud District
Income and Expenditure Account
for the year ended 31st March 2018**

	2018	2017
	£	£
Incoming Resources:		
Grants	2,900	41,730
Restricted Funds	123,800	117,925
Donations and Subscriptions	5,831	4,842
Tax Reclaim - Gift Aid	1,076	911
Fundraising	33,025	34,956
Membership Subscriptions	10	75
Bank and Deposit Interest	184	383
	<u>166,826</u>	<u>200,822</u>
Resources Expended:		
Administrative expenses		
Employee costs:		
Salaries and Pensions	141,852	109,656
Recruitment Expenses	1,157	274
	<u>143,009</u>	<u>109,930</u>
Defined Benefit Contribution Scheme		
Interest Expense	80	133
Impact of any change in assumptions	(84)	200
	<u>(4)</u>	<u>333</u>
Premises costs:		
Office Running Costs	6,909	5,981
	<u>6,909</u>	<u>5,981</u>
General administrative expenses:		
Telephone and fax	1,324	782
Postage	289	400
Stationery and printing	2,313	1,520
Hospitality	100	669
Repairs, Renewals and Maintenance	54	292
Credit Card and Charges	40	32
Insurance	566	710
Organisers Expenses	4,510	4,720
Volunteers Expenses	7,498	9,447
Group Workers Expenses	3,037	-
Group Resources	1,245	-
Fundraising Expenditure	2,418	110
Committee Members' Expenses	128	398
Training Staff and Management	410	350
Recruitment Expenses Volunteers	368	-
Training Volunteers	2,739	2,739
Families Transport	791	-
Premises Hire	5,522	816
Sundry Purchases	232	114
Depreciation	562	665
	<u>34,146</u>	<u>23,764</u>
Legal and professional costs:		
Accountancy fees	550	550
Consultancy and Subscription fees	3,615	2,159
Other Legal Fees	305	13
	<u>4,470</u>	<u>2,722</u>
Total Resources Expended:	<u>188,530</u>	<u>142,730</u>
Net income / (expenditure) for the period	(21,704)	58,092
Balances Brought Forward	108,481	50,389
Balances C/Fwd at 31st March 2018	<u>86,777</u>	<u>108,481</u>

**Home-Start Stroud District
Detailed Income and Expenditure Account
for the year ended 31st March 2018**

	Unrestricted	Restricted	Total 2018	Total 2017
	£	£	£	£
Incoming Resources:				
Grants	2,900	-	2,900	41,730
Restricted Funds	-	123,800	123,800	117,925
Donations and Subscriptions	5,831	-	5,831	4,842
Tax Reclaim - Gift Aid	1,076	-	1,076	911
Fundraising	33,025	-	33,025	34,956
Membership Subscriptions	10	-	10	75
Bank and Deposit Interest	184	-	184	383
	43,026	123,800	166,826	200,822
Resources Expended:				
Charitable activities:				
Restricted Funds Expenditure	-123,800	123,800	-	-
	-123,800	123,800	-	-
Administrative expenses				
Employee costs:				
Salaries and Pensions	141,852	-	141,852	109,656
Recruitment Expenses	1,157	-	1,157	274
	143,009	-	143,009	109,930
Defined Benefit Contribution Scheme				
Interest Expense	80	-	80	133
Impact of any change in assumptions	(84)	-	(84)	200
	(4)	-	(4)	333
Premises costs:				
Office Running Costs	6,909	-	6,909	5,981
	6,909	-	6,909	5,981
General administrative expenses:				
Telephone and fax	1,324	-	1,324	782
Postage	289	-	289	400
Stationery and printing	2,313	-	2,313	1,520
Hospitality	100	-	100	669
Repairs, Renewals and Maintenance	54	-	54	292
Credit Card and Charges	40	-	40	32
Insurance	566	-	566	710
Organisers Expenses	4,510	-	4,510	4,720
Volunteers Expenses	7,498	-	7,498	9,447
Group Workers Expenses	3,037	-	3,037	-
Group Resources	1,245	-	1,245	-
Fundraising Expenditure	2,418	-	2,418	110
Committee Members' Expenses	128	-	128	398
Training Staff and Management	410	-	410	350
Recruitment Expenses Volunteers	368	-	368	-
Training Volunteers	2,739	-	2,739	2,739
Families Transport	791	-	791	-
Premises Hire	5,522	-	5,522	816
Sundry Purchases	232	-	232	114
Depreciation	562	-	562	665
	34,146	-	34,146	23,764
Legal and professional costs:				
Accountancy fees	550	-	550	550
Consultancy and Subscription fees	3,615	-	3,615	2,159
Other Legal Fees	305	-	305	13
	4,470	-	4,470	2,722
Total Resources Expended:	64,730	123,800	188,530	142,730

**Home-Start Stroud District
Balance Sheet
as at 31st March 2018**

	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	3	1,687	1,996
Current assets			
Debtors and Prepayments	4	6,013	7,046
Funds held in Escrow	5	-	36
Designated Unrestricted Funds	6	3,630	4,346
Cash at bank and in hand		109,307	128,237
		<u>118,950</u>	<u>139,665</u>
Creditors: amounts falling due within one year	7	(28,020)	(26,254)
Net Current Assets		<u>90,930</u>	<u>113,411</u>
Total assets less current liabilities		<u>92,617</u>	<u>115,407</u>
Creditors: amounts falling due after more than one year	8,12	(5,840)	(6,926)
Net Assets		<u>86,777</u>	<u>108,481</u>
Funds			
Contingency Funds	9	60,000	50,000
Income and Expenditure Account		26,777	58,481
Shareholders' funds		<u>86,777</u>	<u>108,481</u>

For the year ended 31 March 2018 the company was entitled to exemption from audit under section 477 Companies Act 2006 relating to small companies.

Directors (trustees) responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2011 relating to small entities and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The accounts were approved by a meeting of the directors (trustees) of the company on 14th May 2018 and signed on its behalf by

Elizabeth Ewart-James

Home-Start Stroud District (a company limited by guarantee)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Accounting Basis

These financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice “Accounting and Reporting by Charities” issued in March 2005.

The accruals basis of accounting is used for income and expenditure.

Income is recognised in the period in which the company is entitled to receipt income is deferred only when the donor has specified that the income is to be expended in a future period such deferred income is recognised as a liability in the accounts.

Fixed Assets and Depreciation

Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their estimated useful lives to the scheme. The office equipment/furnishings etc are depreciated at 25% pa on the reducing balance method. Computers are depreciated fully over 3 years.

Pension Scheme

The charity participates in a multi-employer pension scheme, the Pension Trust, Growth Plan. The pension liability is the responsibility of the Growth Plan. As a result it is not possible to identify the assets and liabilities of the scheme that are attributable to the charity. Accordingly, the scheme is accounted for as if it were a defined contribution scheme.

Contributions to defined contribution pension schemes are charged to the statement of financial activities in the year in which they become payable.

2 Restricted Funds

	2018	2017
	£	£
Peter Lang Trust	£64,058	£18,742
Hill, Valley and Vale	£1,252	£17,626
Gloucestershire Clinical Commissioning Group	£19,167	£69,000
Quartet Community Foundation	£6,477	£876
Barnwood Trust	£0	£1,000
Gloucestershire County Council – Community Chest	£0	£1,537
Stroud Town Council	£3,000	£3,000
Stroud District Council	£7,000	£6,144
Nailsworth Town Council	£4,512	£0
Henry Smith	£10,000	£0
Act	£8,334	£0
	<u>£123,800</u>	<u>£117,925</u>

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3 Tangible Fixed Assets

Tangible fixed assets-office equipment/furnishings	2018 £	2017 £
Cost brought forward	12,579	10,554
:plus additions	<u>253</u>	<u>2,025</u>
	12,832	12,579
Depreciation brought forward	10,583	9,918
:charge for period	<u>562</u>	<u>665</u>
	<u>11,145</u>	<u>10,583</u>
	<u>1,687</u>	<u>1,996</u>

4 Debtors and Prepayments

	2018 £	2017 £
Prepayments	6,013	7,046

5 Funds Held in Escrow

This concerned 'Funds for Families' which involved money given to the charity from specific donations which are not part of the charities normal funding.

6 Pension Contributions

	2018 £	2017 £
Pension Contributions Opening Provision	4,346	5,041
Pension Deficit Contributions Paid in Year	<u>(716)</u>	<u>(695)</u>
	<u>3,630</u>	<u>4,346</u>

7 Creditors: Amounts falling due within one year

	2018 £	2017 £
Trade creditors and accruals	550	550
Net Pay	379	0
PAYE Liability	0	16
Credit Card	176	548
Funds restricted for the following year	<u>26,915</u>	<u>25,140</u>
	<u>28,020</u>	<u>26,254</u>

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8 Creditors: Amounts falling due after more than one year	2018
	£
J Curtis Transfer Funds	£116
Pension Provision at Year End	<u>£5,724</u>
	<u>£5,840</u>

9 Reserves

£10,000 was moved to reserves during the year.

10 Employees Remuneration

Total remuneration for the year (excluding PAYE and employer NI Contributions) amounted to £116,855.18 (2017 £86,313.19); PAYE and employer's national insurance totalled £17,672.82 (2017 £16,526.92) and pension contributions £7,323.55 (2017 £6,815.07). There are currently ten part time employees.

11 Officers' Remuneration and Expenses

None of the trustees nor any person connected with them has received or is due to receive any remuneration for the period directly or indirectly from charity funds.

12 Taxation

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

13 Pension Scheme

Home-Start Stroud District participates in the Pensions Trust's Growth Plan, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2011. This valuation showed assets of £780m, liabilities of £928m and a deficit of £148m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

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Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum	(payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum	(payable monthly and increasing by 3% each on 1st April)

Unless a concession has been agreed with the Trustee the term to 30 September 2025 applies.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

PRESENT VALUES OF PROVISION

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2018 (£s)	Period Ending 31 March 2017 (£s)
Provision at start of period	6,444	6,806
Unwinding of the discount factor (interest expense)	80	133
Deficit contribution paid	(716)	(695)
Remeasurements - impact of any change in assumptions	(84)	200
Remeasurements - amendments to the contribution schedule	-	-
Provision at end of period	5,724	6,444

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INCOME AND EXPENDITURE IMPACT

	Period Ending 31 March 2018 (£s)	Period Ending 31 March 2017 (£s)
Interest expense	80	133
Remeasurements – impact of any change in assumptions	(84)	200
Remeasurements – amendments to the contribution schedule	-	-
Contributions paid in respect of future service*	*	*
Costs recognised in income and expenditure account	*	*

*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

ASSUMPTIONS

	31 March 2018 % per annum	31 March 2017 % per annum	31 March 2016 % per annum
Rate of discount	1.71	1.32	2.07

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

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Independent Examiner's Report

I report on the accounts of the company for the year ended 31st March 2018 which are set out on pages 3 to 10.

Respective responsibilities of Trustees and Examiner

The Trustees (who are also the Directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act (the 2011 Act) and that an independent examination is needed.

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
- Follow the procedures laid down in the General Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- 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 statements

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.

C Owen FCCA

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