

COMPANY REGISTRATION NUMBER: 5169779  
CHARITY REGISTRATION NUMBER: 1105001

**Home-Start in Suffolk**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**For the year ended**  
**31 March 2018**

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**Home-Start in Suffolk**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 March 2018**

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# Home-Start in Suffolk

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2018

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

#### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered charity name</b>	Home-Start in Suffolk	
<b>Charity registration number</b>	1105001	
<b>Company registration number</b>	5169779	
<b>Principal office and registered office</b>	8a The Square Martlesham Heath Ipswich Suffolk IP5 3SL	
<b>The trustees</b>	Diane Milan Robert Taylor John Allsop Helen Clarkson-Fieldsend Steve Flory Colin MacRae	(Chair) (Vice-Chair) (Treasurer until 31 December 2017)  (Appointed 3 July 2017) (Appointed 22 November 2017) (Treasurer from 1 January 2018)
	Catherine French Deborah Watson Christine Abraham	(Resigned 4 July 2017) (Resigned 15 May 2018) (Appointed 17 July 2017 and Resigned 19 June 2018)
<b>Company secretary</b>	Colin MacRae John Allsop	(from 24 January 2018) (until 24 January 2018)
<b>Patrons</b>	Miranda Kendall Libby Purves OBE Stephen Foster	
<b>Independent examiner</b>	Shane Tharby FCA For and on behalf of Streets Chartered Accountants 3 Wellbrook Court Girton Cambridge CB3 0NA	

## Home-Start in Suffolk

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year ended 31 March 2018

### STRUCTURE, GOVERNANCE AND MANAGEMENT

Home-Start Suffolk Coastal was incorporated as a Company limited by guarantee in 2000. The company is registered as a Charity with the Charity Commission (registration number 1105001). The name of the charity was changed to Home-Start East Ipswich and Coastal in 2013 and then to Home-Start in Suffolk in 2017, to reflect the increased remit over the whole of Suffolk.

The Trustees meet bi-monthly to ensure compliance with the Memorandum and Articles and the policies of Home-Start. The day to day operation within the policies, forward plan and budgets is delegated to the Executive Manager and supporting staff.

Under the Memorandum and Articles of Association the Trustees appoint the officers of the Charity (Chair, Vice-Chair and Treasurer). The Trustees according to the Articles of Association are elected at the Annual General Meetings.

The Trustees may co-opt any person duly qualified to be appointed as a Trustee and that person will hold office until the next AGM.

### OBJECTIVES

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 child care; principally but not exclusively within the area of Suffolk.

### ACTIVITIES

Home-Start works with families who are experiencing difficulties and have at least one child under 12. It is a federated voluntary organisation which helps young children and their families struggling to cope with disabilities, additional needs, domestic violence, abuse, poverty, financial issues, unsafe environments, mental health, bereavement, poor nutrition, neglect and many other issues.

Vulnerable families are referred to Home-Start each year by several agencies, Early Help Team, and Social Services, as well as self-referrals. Our crucial support is given through the volunteer home-visiting service and some group services. Volunteers are carefully matched to a family based on personality, skills and circumstances, and the support offered is monitored by an experienced team of staff to ensure that positive families' outcomes are achieved and that client families receive the best possible service.

The aim is to help families with young children get through hardship and back on their feet by providing support until they no longer need it. As a result, Home-Start benefits the entire community through its child and family support services. The service is currently delivered through three offices in Suffolk: Martlesham, Bury St Edmunds and Beccles.

# Home-Start in Suffolk

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

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#### ACHIEVEMENTS AND PERFORMANCE

This year the Charity has expanded considerably and extended its remit. 1 July 2017 marked the completion of the merger with Home-Start South Suffolk and also the start of the contract with Suffolk County Council for family support across the entire county. The name of the Charity was changed to Home-Start in Suffolk to reflect these responsibilities. To cover the county, the Charity now operates from three offices in Martlesham, Bury St Edmunds and Beccles with a staff of 17 (previously 6). The task of beginning a completely new service in Lowestoft and Waveney was supported by a BIG Lottery grant beginning in April 2017 and has meant expanding the service to a challenging rural area of Suffolk. In addition, we are facing the challenge of reduced statutory support for families and a corresponding increase in more severe cases which require substantially more supervisory and volunteer support.

Home-Start in Suffolk has three distinct volunteer roles: Home-Visiting, Family Groups and Peer Support for 8 - 12 year olds. All volunteers attend a comprehensive, accredited training course. On average our volunteers give 2 - 4 hours per week. During the year we have supported 341 families (199 last year) and 745 children. This work has been achieved by 151 volunteers many of whom are long-term volunteers and others who are newly recruited. In some cases, volunteers work with more than one family at a time due to demand for support and the available time and energy of volunteers. We are pleased to report that we have satisfied the Commissioner on the number of families supported and the quality of service provided to date and we look forward to continuing to help more families throughout Suffolk get back on their feet over the course of the 3-year contract and to complementing the work being done by statutory professionals.

Home-Start liaises closely with the statutory services run by Suffolk County Council, including Child Protection and is part of a national scheme Home-Start UK (HSUK), which provides guidance and a robust quality assurance scheme.

The key aim has been to maintain the ethos and quality of service to our families as we have expanded. We have been able to develop our service with the Peer Support service in Ipswich for 8 - 12 year olds as part of our Children in Need funding, and the training of Children's Centre staff, as part of the Suffolk County Council contract. The professionalism of the service has been ensured by running 9 Prep courses (3 in each office); these are essential to developing new volunteers for matching with families. Safeguarding is a crucial component of the training and the service as a whole.

#### PUBLIC BENEFIT

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and activities and in planning for future activities. It is the judgement of the Trustees that activities in pursuit of the above objectives fully meet the public benefit test, which have been incorporated into the framework when planning programmes for the charity.

## Home-Start in Suffolk

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year ended 31 March 2018

### FINANCIAL REVIEW

The Financial Year 2017/18 has been a year of major change for the Charity. On 1 July 2017, Home-Start in Suffolk merged with Home-Start South Suffolk and took over the staff and contractual obligations of Home-Start South Suffolk. Home-Start in Suffolk also received a cash amount of £43,236 after all the liabilities of Home-Start South Suffolk had been discharged. Home-Start South Suffolk has since been dissolved.

In respect of our main objective of supporting families in the region, the Charity was awarded a Big Lottery Grant for Reaching Communities in the Waveney District of Suffolk which got under way in April 2017. The Grant was for a period of 3 years of which £138,330 has been received in the year. Also, on 1 July 2017, The Charity was awarded a 3-year Contract with Suffolk County Council with the possibility of a further 2 years, for the delivery of Family Support Services across the whole County. This has necessitated the opening of a further office in Bury St Edmunds to support the existing offices based in Martlesham Heath and Beccles. The Charity received £154,949 in respect of this Contract during the year. During the year, the Charity has also had to recruit both additional co-ordinators and more volunteers in order to extend the reach of the services across the County.

In addition, the Charity was awarded a BBC Children in Need Grant for peer mentoring support to young people affected by poverty in the borough of Ipswich. The Grant is for a period of 3 years of which £26,644 has been received in the year, along with a balance from a previous Home-Start in Suffolk grant which amounted to £7,476.

All outcomes, for the year, in respect of these projects have been met and agreed with the respective Commissioning Bodies.

Income for the year amounted to £439,754 (£137,120 in 2017) and this included the cash received from Home-Start South Suffolk of £43,236. The growth in income reflects the awarding of new Grants and Contracts to support families in the County. Expenditure for the year amounted to £365,221 (£181,940 in 2017) again reflecting the additional costs of staff, premises and systems necessary to support the delivery of all our services across the County. The Charity had a net surplus of £74,533 for the year. (Deficit of £44,820 in 2017). Part of that surplus was due to the receipt of net cash from the merger with South Suffolk amounting to £43,236 which has been added to the General fund. Of the remainder, £15,655 was restricted and £15,642 has been added to the General fund.

The Charity ends the year in a good position to build on the need to both grow and sustain family support throughout the County.

# Home-Start in Suffolk

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

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#### RESERVES

The Trustees have reviewed the reserves of the Charity. This review encompassed the nature of the Income and Expenditure streams, the need to match income streams with fixed commitments and the nature of the reserves. At the year end, the Charity's free reserves amounted to £235,260, comprising General funds of £75,260 and Contingency reserve of £160,000.

The Trustees aim to maintain the Contingency reserve in unrestricted funds at a level equivalent to six months expenditure. During the year, an additional amount of £46,975 has been transferred from the General Fund to the Contingency Reserve. This reflects the level considered necessary to ensure the continuity of service in the event of an unexpected reduction in income or unanticipated increases in the cost of delivering the core services.

#### RISK REVIEW

The Trustees have reviewed the many risks to which Home-Start is exposed and is satisfied systems have or are being established to mitigate these risks in a timely manner as part of the Business Continuity Plan. Disclosure and Barring Service checks for all volunteers and staff are undertaken in line with regulations.

All volunteers undertake an accredited training course and are regularly supervised. Safeguarding is an important part of training and supervision. Adequate insurance cover for the scheme has been taken out to cover employees and volunteers carrying out work for and on behalf of Home-Start.

#### PLANS FOR FUTURE PERIODS

Our sector faces many challenges in the medium and long term: reduced funding, increased competition for volunteers, more time-intensive cases and multiple charities competing for funding of very worthy programmes. For these reasons and to continue to meet the challenge of an expanded area of coverage, the Trustees intend to focus on the future sustainability and development of the service.

We will be undertaking a review of staff and Trustees to identify areas of need and recruit accordingly. There are also plans to enhance the management team by developing and diversifying the service where necessary and future proofing in line with the charity's aims and objectives. These plans will be underpinned by succession planning and risk management to ensure continuity of strategic values and principles.

The Trustees recognise that the extension of services county-wide should be matched by Trustee representation from beyond the current geographical area. We are also cognisant of the fact that we must ensure that Trustees are recruited to bolster the existing skills profile and to ensure effective succession planning. A PR and Income Generation Strategy has been agreed to develop the profile of Home-Start county-wide through PR and marketing, as well as taking steps to diversify funding streams. We will work increasingly with local partners in the development and delivery of Home-Start services in those cases where our expertise and capacity allow it and aim to increase capacity when needed in order to develop new partnerships.



**Home-Start in Suffolk**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) (continued)**

**Year ended 31 March 2018**

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 29/6/18 and signed on behalf of the board of trustees by:

Diane Millan (Chair)  
Trustee

*Diane Millan*



# Home-Start in Suffolk

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of Home-Start in Suffolk

Year ended 31 March 2018

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I report to the trustees on my examination of the financial statements of Home-Start in Suffolk ('the charity') for the year ended 31 March 2018.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Shane Tharby FCA  
Independent Examiner

For and on behalf of  
Streets Chartered Accountants  
3 Wellbrook Court  
Girton  
Cambridge  
CB3 0NA

29/6/18

# Home-Start in Suffolk

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2018

	2018	2017
Unrestricted funds	£	£
Restricted funds	£	£
<b>Total funds</b>	<b>£</b>	<b>£</b>
<b>Income and endowments</b>		
5 Donations and legacies	6,792	3,478
6 Charitable activities	52,611	111,013
7 Other trading activities	23,973	21,917
8 Investment income	393	712
<b>Total income</b>	<b>83,769</b>	<b>137,120</b>
<b>Expenditure</b>		
Expenditure on raising funds:		
9 Costs of other trading activities	7,633	7,592
10,11 Expenditure on charitable activities	9,251	174,348
<b>Total expenditure</b>	<b>16,884</b>	<b>181,940</b>
<b>Net income/(expenditure) and net movement in funds</b>	<b>66,885</b>	<b>(44,820)</b>
<b>Reconciliation of funds</b>		
Total funds brought forward	168,375	221,202
<b>Total funds carried forward</b>	<b>235,260</b>	<b>176,382</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 10 to 17 form part of these financial statements.

**Home-Start in Suffolk**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 March 2018**

	Note	2018		2017	
		£	£	£	£
<b>Current assets</b>					
Debtors	16	3,223		810	
Cash at bank and in hand		270,528		182,676	
		<u>273,751</u>		<u>183,486</u>	
<b>Creditors: amounts falling due within one year</b>	17	<u>22,836</u>		<u>7,104</u>	
<b>Net current assets</b>			250,915		176,382
<b>Total assets less current liabilities</b>			<u>250,915</u>		<u>176,382</u>
<b>Net assets</b>			<u>250,915</u>		<u>176,382</u>
<b>Funds of the charity</b>					
Restricted funds			15,655		8,007
Unrestricted funds			235,260		168,375
<b>Total charity funds</b>	20		<u>250,915</u>		<u>176,382</u>

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

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 29.11.18....., and are signed on behalf of the board by:

Diane Milan (Chair)  
Trustee

*Diane Milan*

Colin MacRae (Treasurer from 1 January 2018)  
Trustee

*Colin MacRae*

The notes on pages 10 to 17 form part of these financial statements.

## Home-Start in Suffolk

### Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2018

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 8a The Square, Martlesham Heath, Ipswich, Suffolk, IP5 3SL.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

There are no material uncertainties about the charity's ability to continue.

##### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Trustees have not identified any judgements or sources of estimation uncertainty that have a significant or key impact on the financial statements.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

# Home-Start in Suffolk

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

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#### 3. Accounting policies *(continued)*

##### Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as restricted funds as there is a contractual requirement for it to be spent on a particular purpose and returned if unspent.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events and non-charitable trading activities.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs are attributable to the single activity of the charity.

# Home-Start in Suffolk

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 3. Accounting policies *(continued)*

#### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

#### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

### 4. Limited by guarantee

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member.

### 5. Donations and legacies

Unrestricted Funds	Total Funds 2018	Unrestricted Funds	Total Funds 2017
£	£	£	£
6,792	6,792	3,478	3,478
Donations	Donations		

# Home-Start in Suffolk

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Family support services	–	154,565	154,565
Grants	9,250	201,420	210,670
Other	125	–	125
Scheme merger - South Suffolk	43,236	–	43,236
	<u>52,611</u>	<u>355,985</u>	<u>408,596</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Family support services	–	–	–
Grants	1,430	107,860	109,290
Other	1,723	–	1,723
Scheme merger - South Suffolk	–	–	–
	<u>3,153</u>	<u>107,860</u>	<u>111,013</u>

#### 7. Other trading activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Fundraising	12,134	12,134	12,186	12,186
Ball 2017	11,839	11,839	9,731	9,731
	<u>23,973</u>	<u>23,973</u>	<u>21,917</u>	<u>21,917</u>

#### 8. Investment income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Bank interest receivable	393	393	712	712

#### 9. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Fundraising costs	1,064	1,064	1,957	1,957
Ball 2017	6,569	6,569	5,635	5,635
	<u>7,633</u>	<u>7,633</u>	<u>7,592</u>	<u>7,592</u>

# Home-Start in Suffolk

## Company Limited by Guarantee

### Notes to the Financial Statements (continued)

Year ended 31 March 2018

#### 10. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds
Direct activities	8,603	273,300	281,903
Support costs	648	75,037	75,685
	<u>9,251</u>	<u>348,337</u>	<u>357,588</u>
Unrestricted Funds	38,515	135,833	174,348
Direct activities	–	92,766	92,766
Support costs	38,515	43,067	81,582
	<u>£ 38,515</u>	<u>£ 92,766</u>	<u>£ 131,281</u>
Unrestricted Funds	92,766	–	92,766
Direct activities	–	–	–
Support costs	–	–	–
	<u>£ –</u>	<u>£ –</u>	<u>£ –</u>
Restricted Funds	–	–	–
Direct activities	–	–	–
Support costs	–	–	–
	<u>£ –</u>	<u>£ –</u>	<u>£ –</u>
Total Funds	<u>£ 131,281</u>	<u>£ 131,281</u>	<u>£ 262,562</u>

#### 11. Expenditure on charitable activities by activity type

	Support undertaken directly	Support costs	Total funds
Activities undertaken directly	281,903	72,415	354,318
Direct activities	–	3,270	3,270
Governance costs	–	–	766
	<u>281,903</u>	<u>3,270</u>	<u>173,582</u>
Support costs	£ –	£ –	£ –
Direct activities	£ 281,903	£ 72,415	£ 354,318
Support costs	£ –	£ 3,270	£ 3,270
	<u>£ 281,903</u>	<u>£ 3,270</u>	<u>£ 173,582</u>
Support undertaken directly	£ 281,903	£ 72,415	£ 354,318
Direct activities	£ –	£ 3,270	£ 3,270
Governance costs	£ –	£ –	£ 766
	<u>£ 281,903</u>	<u>£ 3,270</u>	<u>£ 174,348</u>
Total fund	<u>£ 281,903</u>	<u>£ 72,415</u>	<u>£ 354,318</u>

#### 12. Analysis of support costs

	Direct activities	Total 2018	Total 2017
Staff costs	17,957	17,957	53,025
Premises	24,959	24,959	14,148
Communications and IT	8,253	8,253	498
General office	4,112	4,112	5,094
Human resources	–	–	50
Governance costs	3,270	3,270	766
Post-merger costs	3,540	3,540	–
Home-start subscription	6,299	6,299	2,776
Professional fees	7,295	7,295	5,225
	<u>75,685</u>	<u>75,685</u>	<u>81,582</u>



# Home-Start in Suffolk

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

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#### 13. Independent examination fees

	2018 £	2017 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	900	275
Preparation of the financial statements	600	—
	<u>1,500</u>	<u>275</u>

#### 14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018 £	2017 £
Wages and salaries	230,696	115,667
Social security costs	13,846	6,165
Employer contributions to pension plans	11,986	6,916
	<u>256,528</u>	<u>128,748</u>

The average head count of employees during the year was 14 (2017: 6).

Key management remuneration for the year was £44,929 (2017: £33,791).

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

#### 15. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

During the year 2 (2017: 2) trustees have had general travel expenses reimbursed totalling £854 (2017: £207).

#### 16. Debtors

	2018 £	2017 £
Other debtors	<u>3,223</u>	<u>810</u>

The debtors above include the following amounts falling due after more than one year:

	2018 £	2017 £
Other debtors	<u>—</u>	<u>810</u>

#### 17. Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals and deferred income	<u>22,836</u>	<u>7,104</u>

Included above is deferred income of £8,912 (2017: £Nil) in respect of a fund raising event not held as at the balance sheet date.

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# Home-Start in Suffolk

## Company Limited by Guarantee

### Notes to the Financial Statements (continued)

Year ended 31 March 2018

#### 18. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £11,986 (2017: £6,916).

##### 19. Related party transactions

There were no related party transactions in the current or previous year.

#### 20. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2017	Income	Expenditure	Transfers 31 March 2018	At
	£	£	£	£	£
General fund	55,350	74,519	(7,634)	(46,975)	75,260
Contingency reserve	113,025	—	—	46,975	160,000
LD Rope	—	8,000	(8,000)	—	—
SCF IBS	—	500	(500)	—	—
Great Conard - PC	—	500	(500)	—	—
Great Conard - Town	—	500	(500)	—	—
Land Charity	—	150	(150)	—	—
Hitcham PC	—	100	(100)	—	—
	<u>168,375</u>	<u>83,769</u>	<u>(16,884)</u>	<u>—</u>	<u>235,260</u>

##### General fund

The free reserves of the Charity after allowing for any designated funds

##### Contingency reserve

The reserves necessary for the running down of the Charity in the event of there being insufficient income to continue its Charitable Activities

# Home-Start in Suffolk

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2018

#### 20. Analysis of charitable funds *(continued)*

##### Restricted funds

	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Suffolk CC Family Support	—	154,949	(139,294)	—	15,655
BIG Lottery	—	138,330	(138,330)	—	—
BBC CIN	—	34,120	(34,120)	—	—
Stepping Stone	—	10,805	(10,805)	—	—
IBC	—	10,700	(10,700)	—	—
SCF	1,500	3,108	(4,608)	—	—
NCF Lovewell	—	1,953	(1,953)	—	—
Felixstowe Rotary	—	1,000	(1,000)	—	—
RJB Fund	—	600	(600)	—	—
Kirkley Poor's	—	300	(300)	—	—
John Dorkin	—	120	(120)	—	—
SCF - Time to Talk	2,000	—	(2,000)	—	—
SCF - Nurture Group	1,500	—	(1,500)	—	—
SCF - Dolphin Fund	1,400	—	(1,400)	—	—
SCF - Bluebell Fund	1,360	—	(1,360)	—	—
SCF - Dolphin Fund	247	—	(247)	—	—
	<u>8,007</u>	<u>355,985</u>	<u>(348,337)</u>	<u>—</u>	<u>15,655</u>

##### Suffolk County Council Family Support

For salaries and running costs in connection with the delivery of Family Support Services across the County of Suffolk.

##### BIG Lottery

For salaries and running costs to develop a service in the Waveney district.

##### BBC CIN

To provide peer mentor and group support services to 8-12 year olds in the Borough of Ipswich.

##### Other

All other Funds which have been in receipt of donations or grants during the year and which have all been expended during the year have all been properly applied for the purpose which they were intended.

#### 21. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Current assets	258,096	15,655	273,751	183,486
Creditors less than 1 year	(22,836)	—	(22,836)	(7,104)
<b>Net assets</b>	<u>235,260</u>	<u>15,655</u>	<u>250,915</u>	<u>176,382</u>

