

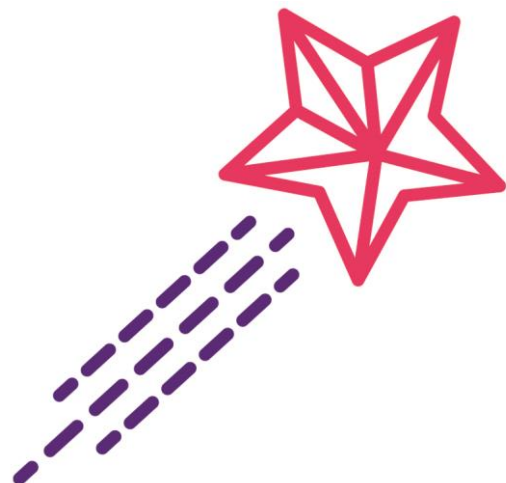


Home-Start Sutton

Annual Report & Financial

Statements

31st March 2021



**Home-Start Sutton, a company limited by guarantee no 05165417. Charity no. 1104960 Registered office:
Alexandra Gardens Children's Resource Centre, Stanley Road, Carshalton SM5 4LJ**

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Charity Number 1104960

Company Number 05165417

Principal Office and Registered Office

Alexandra Gardens Children's Resource Centre
Stanley Road
Carshalton
Surrey SM5 4LJ

Telephone 020 8647 6501

Email admin@homestartsutton.org.uk

Trustees	Janet Mountford	Chair
	Frances Smith	Treasurer
	Fran Boto	
	Peter Thomas	
	Tracey Holland	
	Pamela Roberts	
	Michele Rivers	

Company Secretary

Judith Hamilton (Armstrong)

Scheme Manager

Judith Armstrong

Independent Examiner

Philip Warner
108 Augustus Road
London SW19 6ER

Bankers

Co-operative Bank plc
P.O.Box 250
Delf House
Southway
Skelmersdale WN8 6WT

Charities Official Investment Fund
80 Cheapside
London EC2V 6DZ

Advisors	Shona Newmark	Employment Law Advisor

Personnel and Forward Planning Sub-Group

Janet Mountford
Frances Smith
Pamela Roberts
Michele Rivers

Chairperson's Report

This has been the most extraordinary year in the existence of Home-Start Sutton. It has been my continuing privilege to be Chair of Trustees and I have watched in awe and admiration at the commitment and dedication of all of our staff and volunteers through this year. I make no apology for this report being different to other years and thankfully as I write there finally looks as though there is likely to be some return to a new normal as the summer progresses.

In March 2020 our complete service offer had to be immediately shut to both groups and home visiting personal contact and rapidly restructured to home working for staff and volunteers. All ongoing support to families transferred to 'phone and Zoom. Initially this was difficult for all and required the Co-ordinators and Judith as Manager to handle not only the anxieties of families but also of our valiant volunteers alongside their own home and domestic circumstances. As the situation unfolded and restrictions eased and tightened services were risk assessed and pivoted accordingly. We were able to have socially distanced volunteer and family contact outdoors in the summer and in the autumn the groups and parenting programmes re-opened, until January, albeit with reduced numbers and safety measures in place.

Families are referred to us with problems and issues requiring a wide range of professional support and with lockdown anxieties and tensions were significantly raised within many families. On top of those documented worries came parental home working and home schooling, which affected the majority of our families, and Covid itself all making provision of family support to be more vital.

A significant number of our families experience low mood, parenting issues and around 30% at any time some element of domestic abuse. I am so grateful to the volunteers, many whilst self-isolating or shielding, who endeavoured to continue phone support with weekly calls and for some, later in the summer, who undertook some park walk and talk sessions.

As an organisation we became an integral part of the local authority response to Covid and delivered practical doorstep support to large numbers of families unable to leave home over many weeks. This was undertaken on top of the day job supporting families and at all hours and days of the week. We have also been recognised as a key organisation locally and have benefitted from some financial support from the borough.

Life is slowly returning to a stage where some face-to-face work and groups are restarting, referrals are steadily increasing again and thanks to some new funding we have been able to recruit a new co-ordinator and two support staff following the retirement of Zena Leaver at Christmas after 34 years as our administrator. Our grateful thanks to her for her loyalty and service to Home-Start and we all wish her very well in her retirement.

Through this very difficult year we have been one of two Mayoral charities. Unfortunately most fund raising events have had to be cancelled, though the creativity of the committee with Christine Lyndsay at the helm resulted in a number of remote/online events and still raised vital funds for the two charities. We are delighted

that the Mayor has confirmed that we will remain one of her charities for a second year.

In conclusion I wish to thank all volunteers, supporters, trustees and particularly Judith and her staff for the extraordinary way everyone has dealt with this year, and, despite it all there have been some lighter moments to enjoy and even a few laughs!

Janet Mountford

July 2021

The Trustees are pleased to present the report and financial statements of Home-Start Sutton for the year ended 31st March 2021. The report explains the activities of the charity that have made a significant contribution to the charity's purpose and provide public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Home-Start Sutton was incorporated by guarantee on 29th June 2004. It has no share capital and is a registered charity. In the event of the company being wound up the guarantee of each member is limited to £1. The governing document is the Memorandum and Articles of Association of the company and members of the Board of Trustees are the Directors of the company. The reference and administrative details of the charity are set out on page 2.

Appointment of Trustees

Under the Memorandum and Articles of Association the Trustees are elected at the Annual General Meeting. The Trustees appoint the officers of the charity (Chair, Vice-Chair, Treasurer and Secretary). The Trustees may subsequently co-opt any person duly qualified, to be a Trustee and that person will hold office until the next Annual General Meeting.

Officers and Trustees are elected to serve for a period of three years after which they must retire and can offer themselves for re-election at the next Annual General Meeting. All Trustees must be members of Home-Start Sutton.

The full complement of the Board of Trustees is 12 people. Whilst it is the charity's goal to maintain a full complement of Trustees, vacancies can exist as the charity endeavours to find suitable candidates. Trustees are sought in a variety of ways, including recommendation from existing Trustees, staff and supporters. When seeking new Trustees the Board carefully considers the skills and knowledge needed to support the on-going development of the charity and to that end seek people with relevant experience and expertise. Potential Trustees are scrutinised by two officers of the charity and are subject to interview.

Trustee Induction and Training

New Trustees undertake an induction programme with the Manager of the charity. This programme explains their duties and responsibilities as a Trustee and includes a tour of the office and an overview of the operations of the charity. Each year the Trustees, along with all the staff and volunteers undertake mandatory Safeguarding Training. On-going training is available to the Trustees through the Home-Start UK national organisation, Community Action Sutton and appropriate ad-hoc training courses as identified by the charity or individual trustees.

Trustee Responsibilities

The Trustees (who are also directors of Home-Start Sutton for the purposes of company law) are responsible for preparing the Trustee Annual Report and Financial Statements in accordance with applicable law and United Kingdom generally accepted accounting practice (UKGAAP).

Company law requires that the Trustees prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including income and expenditure, for that period. In preparing these financial statements, the Board of Trustees are required to:-

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless there is a reasonable expectation that the charity will be unable to continue in operation.

The Board of Trustees is responsible for keeping proper accounting records. These must disclose with reasonable accuracy, at any time, the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Company law also requires that the Board of Trustees pay due regard to the public benefit guidance published by the Charity Commission and have a duty to achieve the purposes of the charitable company. In setting the charity's objectives, planning its activities and reviewing all proposed activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit. The Trustees review and approve the annual budget and periodically review the financial performance and reports of the company to ensure that it is operating in a manner consistent with achieving its purposes. In addition, the Trustees are of the opinion that the policies and procedures in place are sufficiently robust to ensure that the company achieves its purpose.

A scheme of delegation is in place and day-to-day responsibility for the running of the charity lies with the Scheme Manager, Judith Armstrong. As such, she is responsible for operating within the framework of the policies, forward plan and budgets to ensure the charity delivers the services specified and achieved its key performance indicators. In addition, the Manager is responsible for individual supervision of the staff team and ensuring that both the staff and the scheme volunteers continue to develop their skills and working procedures consistent with best practice. In turn the Manager of the charity is subject to bi-annual performance review with the charity's Chair.

Trustee Meetings

Full Board of Trustees meetings are held six times per year to review and agree major areas of policy and business activity and to oversee the operational performance of the charity. Key Performance Indicators, Treasurer's Report and Risk Assessment are reviewed at every meeting and staff members attend the meetings on a rota basis to give the Trustees an update on the recent achievements and activities in their area.

Home-Start Sutton

In addition to the Trustee meetings, there are regular meetings of the Fundraising sub group and Personnel and Forward Planning Group, this group is charged with the development of long-term strategy for Home-Start Sutton and the management and support of the staff and personnel resources. Given the recent precarious funding situation, the group has continued to meet regularly to determine short-term resources and planning services and staffing resources accordingly. This group currently comprises the chair, the vice chair and two other trustees. The scheme manager also attends the meetings.

Related Parties

Whilst Home-Start Sutton is an independent charitable company it is affiliated to Home-Start UK, the national umbrella organisation for UK Home-Start schemes. Consequently Home-Start Sutton has signed up to a national Home-Start agreement and works to the national organisation's standards and methods of practice. These standards commit the company to regular reviews of its operating procedures and subject the company to periodic audit reviews by the national organisation to ensure that the charity is conforming to the national procedures.

Additionally as an affiliated scheme Home-Start Sutton benefits from the umbrella organisation's expertise and advice as regards new legislation, regulations and internal control procedures and Home-Start Sutton Trustees, staff and volunteers are able to take advantage of the comprehensive range of training courses run by the national organisation.

Risk Assessment

The Board of Trustees has reviewed the major risks to which Home-Start is exposed and is satisfied that systems have or are being established to manage these risks.

The charity continues to review its procedures and policies to ensure that they are consistent with those best practices identified and documented by Home-Start UK, the national organisation. In addition it continues its focus on the following items:-

1. **Risks to Future Funding:** The funding situation for Home Start-Sutton remains of longer-term concern. The scheme needs to continue to concentrate efforts on sustaining longer term funding. There are limited independent funding bodies supporting Home-Start type activities. The impact of COVID 19 on funding opportunities and availability is yet to be determined and while the need for our support will undoubtedly increase the demand for available funding will also increase.

The charity is therefore ever more mindful of the need to diversify funding streams and source to minimise risk to overall operations.

Home-Start Sutton continues to work closely with the London Borough of Sutton (Children's Services, Health Services and Clinical Commissioning Groups) and to target grant making trusts.

The charity is working with Home-Start London a consortium of 13 London Home-Start schemes as regards potential for London-wide funding opportunities.

The charity continues to hold various sponsorship, sales and fundraising events locally to bring in sufficient monies to fund activities.

2. **Disclosure and Barring Checks:** Trustees, staff and volunteers are subject to enhanced Disclosure and Barring checks in line with Home-Start UK policies.
3. **Staff and Volunteer Training:** Ensuring that all staff and volunteers are properly trained, supported, supervised and motivated as they carry out their work for the charity.
4. **Internal Controls:** Ensuring that internal control risks are minimised by following procedures that require all transactions to be correctly authorised and recorded in the accounts of the charity.
5. **Safeguarding:** Ensuring that proper procedure and controls are in place to be able to identify and action instances of alleged or suspected abuse that come to the attention of Home-Start Sutton. Staff and trustees access local multi-disciplinary training and Home-Start UK safeguarding training in line with policy guidelines. A key element of the procedures is the on-going biennial training of all Trustees, staff and volunteers in the Safeguarding and Protection of Children.
6. **Legal Costs Cover:** Ensuring the maintenance of adequate insurance cover for the scheme to provide cover for employees, Trustees and volunteers carrying out work for and on behalf of Home-Start; this includes any claim resulting from alleged or actual abuse.
7. **Accommodation:** There remains the risk that were the charity to have to move offices it would have to pay a more expensive market level rent. This is not considered imminently likely whilst the charity is seen as providing valuable family support to Sutton residents. The charity remains open to conversations with other local organisations and networks regarding co-location, dependent on favourable financial and operational considerations.

Membership

Membership is open to all who support the objects of the charitable company. At the 31st March 2021 there were 47 such members (2020 – 48 members).

Valuing Volunteers and Benefit in Kind

During the year Home-Start Sutton worked with 80 volunteers, 1 office volunteer, 4 were group volunteers, 7 were peer advocates and 68 were home visiting volunteers. Assuming 80 trained volunteers (2020 – 78 volunteers) each giving between two and four hours weekly, working on an average of 3 hours a week for 46 weeks and using standard pay rates for similar grades of staff of £14.51 per hour, the value of the benefit in kind applicable to the charitable activity was as follows:-

	2021 £	2020 £
Charitable activity - "Supporting parents with children"	<u>£160,190</u>	<u>£156,185</u>

MISSION, OBJECTIVES AND ACTIVITIES

Home-Start Sutton

The Trustees have referred to the guidance in the Charity Commission's general guidance on public benefit and complied with section 17(5) of the 2011 Charities Act when reviewing the charity's aims and objectives and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set specifically taking into account the perceived needs in London Borough of Sutton and of the support services being supported and funded by individuals, grant bodies and the local authority.

Mission

Home-Start Sutton provides practical and emotional support to vulnerable families with children under five, living in the London Borough of Sutton, actively enabling parents to give "the best start" to their children.

Objectives

In the year under review the main charitable objectives of Home-Start Sutton for the public benefit are to:-

- safeguard, protect and preserve the mental and physical health of children and parents of young children;
- prevent cruelty to or maltreatment of children;
- relieve sickness, poverty and need amongst children and parents of young children;
- promote the education of the public in better standards of child care within Sutton and its environs; and
- undertake or participate in child and parent related activities that support the viability of the company and enhance the delivery of the existing services around Sutton.

In order to achieve this Home-Start Sutton needs to:-

- recruit, train and manage suitable volunteers to allow one-to-one support to families;
- have sufficient resources to fund the service and achieve the scheme objectives;
- offer a quality service that is valued by both parents and funding bodies;
- employ, train and motivate staff so as to provide the target services;
- be able to recruit Trustees with the relevant skills to manage the charity in its achievement of its long term objectives;
- ensure that the expertise and knowledge within Home-Start Sutton is leveraged to its maximum potential with central and local organisations working in Sutton; and
- ensure that all staff, volunteers and Trustees are regularly trained in and fully conversant with latest safeguarding regulations and procedures.

Activities

The extraordinary delivered charitable activities of Home-Start Sutton in the year under review were:-

In response to the pandemic and restrictions and working closely with voluntary sector partners and the London Borough of Sutton and our volunteers, we responded families in crisis.

We supported 64 families over April 2020-July 2020, support included.

- Shopping and collecting prescriptions for families shielding and self-isolating.
- Providing nappies and essential baby supplies
- Signposting and referring to Sutton Carers, Citizens Advice, and other local services.
- Assisting families move to new accommodation – sourcing furniture, grants for white goods etc.
- Distributed donations from Sutton residents, community organisations and businesses- children's packed lunches, food, baby clothes, toys, and toiletries

Our delivered charitable activities were:

- 1 **Supporting parents with children**, Home-Start Sutton seeks to increase the confidence and independence of the family through the provision of a home-visiting service and appropriate family support groups. The support is targeted at families that have a child or children of five years of age or under and are resident in the London Borough of Sutton.

This support was given by a core of 8 part-time staff (5.0 full time equivalent) supported by a network of 80 volunteers who work to the following standards and methods of practice by:-

- visiting families in their own homes where the dignity and identity of each individual can be respected and protected;
- reassuring parents that difficulties in bringing up children are not unusual and encourage enjoyment of family life;
- 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 of individual families;
- offering support, friendship and practical assistance;
- encouraging the parents' strengths and emotional well-being for the ultimate benefit of their own children; and
- encouraging families to widen their network of relationships and to use effectively the support and services available within the community.
- In 2020/21 this support was adapted according to restrictions and remote/telephone/video support introduced to maintain connections and reduce isolation.

- 2 **Advocacy Project**, Sutton Parent2Parent Independent Advocacy Service offers support to parents facing an Initial Child Protection Conference. The support is intensive over 2/3 meetings and provided by peer advocates who have experience of the process. In 2020/21 ongoing funding from Tudor Trust, enabled Home-Start Sutton to continue and develop the service and expand to offering parents support at the first child protection review conference. Home-Start and the peer advocates have worked closely with Sutton Children's Services, Community Action Sutton and the Volunteer Centre Sutton. The aims are to facilitate and enable parental engagement in the child protection process, bridging any gap between the statutory services and the family for the ultimate benefit and well-being of the children/young people. In addition high quality training and support is offered to the peer advocates. Outcomes are being monitored via direct feedback from parents, social workers and conference chairs. COVID resulted in conferences moving to a remote format and advocacy support initially focused on pre-conference telephone support but by the autumn advocates were supporting families at the remote conferences.

The Trustee Board approved the activity on the basis that it:

- Provided an excellent opportunity to work closely with local Children's Services
 - Providing support to vulnerable families.
 - Provided the opportunity to build on the understanding of local authority child protection work which would be potentially beneficial in attracting funding.
3. **Connecting Families** – The National Lottery project enables Home-Start to extend our core service of home-visiting support to more families and included new service offers. The primary focus of the project is reducing isolation in families with young children. The additional strands of work are delivery of a parenting programme and school readiness work with families and specialist mental health training to volunteers. The correct choice of parenting programme was crucial to ensure the Home-Start ethos and model was not compromised, the Family Links Nurturing Parent Programme fits these criteria. COVID interrupted normal activities during 2020-21 staff delivered 1 full course, and a partial course which then adapted to online for the final sessions.
4. **Family Groups** funded by BBC Children in Need until December 2022, to provide two weekly groups to support isolated families, the second group launched in February 2020 focussing on mums and babies under 2 years. It has been a 'stop/start' year with pandemic restrictions, but the groups were delivered weekly either face to face, in the park or remotely online.
5. **Perinatal Support** –we secured funding to deliver two Maternal Journal groups, offering a block of 8 sessions to new mums with babies under 1 to explore the use of creative journaling for well-being. The sessions were delivered by a local artist who had been supported by Home-Start Sutton and were aimed at isolated mums who had become parents in lockdown and had mild to moderate mental ill-health. They were held face to face, socially distanced. Funded by Sutton Community Fund and Sutton Giving.
6. **Connecting from the Start**—perinatal mental health support- offering volunteer support for parents with babies under 1, started in January 2021. Volunteer mentors have had additional training in perinatal mental health and offer emotional support to new parents. Funded by Kristen Gerhard Foundation via HSUK.

- 7 **The Pod** temporary accommodation project a weekly drop-in for parents and under 5's in temporary/emergency accommodation. At the Dolphin, Sutton on Friday mornings 10-12. Signposting, access to information, someone to talk to. Numbers limited to be COVID safe. Re-started March 2021. Numbers were limited due to COVID restrictions, we also offer 1:1 support. Funded by LBS Public Health
- 8 **Transform - Nurturing Parent and Child Group** –we are part of the Transform partnership a new comprehensive domestic abuse service contract in the London Borough of Sutton. We are contracted to deliver two 11-week courses for parents and their children under 5 impacted by domestic abuse. This work aims to provide nurturing input for parents focussed on addressing their own and their children's emotional needs and direct support to the children through 1:1 and group play. In 2020/21 the pandemic interrupted delivery, parents were supported 1:1 and when we were able to in October the face-to-face support was re-started.
- 9 **Children with Disabilities Framework** – Sutton Children's Services have commissioned a range of organisations, including Home-Start to provide support for families with a child with a disability. Home-Start are commissioned to provide support under improving family resilience. The service is 'drawn down' as and packages of support are agreed with the family.
- 10 **Bridge the Gap** is a project funded by the Mayor of London's Young Londoners Fund and delivered in partnership with MAPS, the Volunteer Centre Sutton's youth mentoring project. The project started in January 2020. Home-Start provide family mentoring as part of a holistic offer to young people at risk of exclusion and their families.
11. **Volunteer** recruitment, training and support. We delivered two volunteer preparation courses online over Zoom, over the year for 19 new volunteers and ongoing training for volunteers, including mandatory annual safeguarding refresher training.
12. Additional **activities** included informal 'Walk and Talk' group for mums, a summer park trips and a Christmas online pantomime.

ACHIEVEMENTS AND PERFORMANCE

Key achievements of Home-Start Sutton in the deliverance of its charitable activities in 2020/21 for the public benefit are recorded in the Chair's report.

ANNUAL INFORMATION OUTCOMES UPDATE 2020/21

We supported **160** families through the core service and **98** through advocacy and **64** through emergency support, a total of **322** families.

There were **470 children** in supported families

This year we again have created a Social Impact Report to illustrate our outcomes.

Please refer to this document for key outcomes information

Ethnic Origin of Families and Volunteers

Ethnic Origin			Core Families Supported	Advocacy Families	Volunteers	Staff	Trustees
Asian	Indian		3	2	5	0	0
	Pakistani		4	0	1	0	0
	Bangladeshi		2	0	1	0	0
Other Asian Background			9	4	2	0	0
Black	Caribbean		4	2	1	0	0
	African		3	2	1	0	0
Other Black Background			7	2	2	0	0
Chinese or other ethnic group			0	0	0	0	0
	Chinese		0	0	0	0	0
Any other ethnic group			23	9	7	1	0
Mixed	Any mixed background		7	10	3		0
White	British		117	47	53	6	7
	Irish		1	4	0	1	0
Other White Background			4	0	4	0	0
Nil responses			0	20	0	0	0
	TOTALS		224	98	78	8	7

FINANCIAL REVIEW

Our turnover for the financial year ending March 31st 2021 was £274,741 (£231,950 in 2020) against which we had expenditure of £213,719 (£187,783 in 2020). The Income and Expenditure Account showed a surplus of £61,022 (surplus of £44,167 in 2020) with a net increase in the Restricted Fund Reserves of £14,487, from £28,082 to £42,569, and the Unrestricted Reserves increased by £46,535 from £58,255 to £104,790.

2020/21 saw many challenges in providing services but also brought opportunities to raise the profile of the organisation and to gain financial support. These challenges resulted in both commitment from the three 3-year grants (BBC Children in Need, National Lottery and the Young Londoners) as well as short term Covid support grants and donations. We were able to begin a number of pilot projects which will hopefully lead to more sustained funding to underpin the continued operation of the organisation.

The biggest contributor to our restricted grant funded income of £212k continued to be the National Lottery for the Connecting Families Project (£100k) followed by the BBC Children in Need Project (£29k) followed by the Advocacy Project (£25k) funded by the Tudor Trust, the Young Londoners Bridging the Gap Project (£17k) and then the LB Sutton Domestic Violence Project (£18k).

We were successful in securing funding for four new projects during the year: Connecting Families from the Start Project funded by the KGJ Foundation (£5k), City Bridge DCMS Wave 3 Project (£9k), LB Sutton Families in Temporary Accommodation (POD) Project (£8k) and the Maternal Journal Project funded by Sutton Giving (£5k).

The number of fundraising events were unfortunately curtailed due to Covid-19 constraints but we did receive a number of generous donations which helped support our families through the immediate requirements resulting from the impact of the virus. Income from donations and fundraising raised a magnificent sum of £20k. We are as ever very grateful to all off our benefactors.

Although 2020//21 was another difficult year, due to the dedication of our staff team, good financial management and the generosity of our benefactors the financial year ended successfully.

Looking forward, the financial year 2021/22 is expected to be another challenging year. There are number of short term projects that will come to an end, the impact of Covid-19 continues and we must start planning for the end of our 3-year grants in December 2022. The Trustees have been in a position to set a budget for 2021/22 and are able to confirm that the organisation is a going concern.

Reserves Policy

The core purpose of the charity is to provide its “Supporting Families with Children” activities to families experiencing difficulties that have (a) a child below five years of age and (b) live in the London Borough of Sutton.

As such the trustees have set a reserves policy whereby:-

- reserves are maintained at a level which ensures that Home-Start could continue with its above core activity during a short period of unforeseen difficulty;

- reserves are such as to enable an orderly rundown of the charity, notably in assisting vulnerable client families handover to other services, should Home-Start be unable to secure income to continue with its activities; and
- a proportion of reserves are maintained in a readily realisable form.

The calculation of the required level of reserves is an integral part of the scheme's planning, budget and forecast cycle. It takes into account risks associated with :-

- the current economic environment;
- each stream of income and expenditure being different from that budgeted;
- the planned activity level;
- the organisation's commitments;
- the organisation's structure and its ability to meet child safeguarding, financial and other regulatory requirements; and
- new activities having different set-up costs, take-up and payment terms to that previously undertaken by the charity.

The Trustees periodically examine Home-Start Sutton's requirement for reserves in the light of past experience and the current risks faced by the organisation. Generally, when the charity has on-going funding for much of its activities, the Trustees consider an Unrestricted Reserve equivalent to at least three months normal expenditure is appropriate, namely in the region of £60k to £70k. The Unrestricted Reserve as at 31 March 2021 was £105k. The Trustees have taken the impact of Covid-19 into account when setting the 2021/22 budget and no significant impact on the Unrestricted Reserves has been anticipated.

Investment Policy

Payments to Home-Start Sutton are generally quarterly in advance and as such, there are generally no funds available for long-term investment. Accordingly having considered all the options available, the Board of Trustees have previously agreed that any surplus cash should be placed on short-term deposit. However, with the current level of reserve we will now look at the possibilities for a Fixed 1-year investment for some of our funds, to achieve an improved interest return.

In selecting where to deposit the surplus monies Home-Start's first priority is to minimise risk and then achieve a reasonable return. Accordingly the monies are currently placed on deposit with the COIF Charities Deposit Fund, a common investment fund which has an AAA credit rating from Fitch Ratings Agency in reflection of its low and diverse risk. Similar criteria would be applied in deciding where to place any fixed-term investment. The charity remains aware of the need to monitor the performance and risk of the COIF Charities Deposit Fund, especially during periods of financial market turbulence.

Appointment of Auditors

The Trustees are satisfied that the company is entitled to exemption from audit under section 477 (small companies) of the Companies Act 2006 and that an independent examination is appropriate for the coming year.

The Trustees appointed John Penfold as the Independent Examiner at the AGM 11th November 2020 but John has subsequently stepped down. Philip Warner was appointed as his successor at the Trustee meeting on 20th April 2021.

This report has been prepared in accordance with FRSSE SORP - Financial Regulation Standard for Smaller Entities Statement of Recommended Practice

Janet Mountford
Chair
15th July 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOME-START SUTTON CHARITABLE COMPANY FOR THE YEAR TO 31st MARCH 2021

I report on the accounts of the charity for the year ended 31st March 2021, which comprise the statement of financial activities, balance sheet, statement of accounting policies and related notes. These financial statements have been prepared on the basis of the accounting policies set out therein.

This report is made solely to the Trustees as a body, in accordance with Section 145 of the Charities Act 2011. My examination has been undertaken so that I might state to the Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the Trustees as a body, for my examination, for this report, or for the opinions I have formed.

Respective responsibilities of Trustees and Examiner

The charity's trustees 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 of the Charities Act 2011 (the Act) and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having been satisfied 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 Charities Act 2011);
- to follow the procedure laid down in the General Directions given by the Charity Commissioners (under section 145(5) of the Charities Act 2011); and
- to 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 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 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 Examiners 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 2011; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities (revised 2005) 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.



Philip Warner
Chartered Institute of Management Accountants (8654555)

108 Augustus Road
London
SW19 6ER

15th July 2021

Home-Start Sutton
Statement of Financial Activities (incorporating Income & Expenditure Report)
For the year to 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	2020 £
Income					
Donations and Fundraising	3	19,895	0	19,895	41,523
Investment Income	4	140	0	140	558
Charitable Activities:					
"Supporting parents with children" income	5	0	212,190	212,190	187,472
Other Income	6	42,016	500	42,516	2,397
Total Income		62,051	212,690	274,741	231,950
Expenditure					
Expenditure on raising funds	7	4,345	-	4,345	6,147
Expenditure on Charitable Activities	8	11,171	198,203	209,374	181,636
Total Expenditure		15,516	198,203	213,719	187,783
Net Income (Expenditure)		46,535	14,487	61,022	44,167
Net transfers between Funds	19	-	0	0	0
Net Movement in Funds		46,535	14,487	61,022	44,167
Reconciliation of funds					
Total funds brought forward at 1st April		58,255	28,082	86,337	42,170
Total funds carried forward		104,790	42,569	147,359	86,337

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

Balance Sheet
As at 31st March 2021
Company Registration Number 05165417

	Note	March 2021 £	March 2020 £
Fixed Assets			
Tangible Fixed Assets	15	5,318	4,369
Current Assets			
Debtors	16	1,649	6,198
Prepayments		200	633
Short Term Deposits at COIF		164,425	132,285
Cash at Bank and in hand		57,123	24,307
		223,397	163,423
Liabilities: amounts falling due within 1 year			
Deferred Income	17	43,439	34,097
Creditors & Accruals	18	37,917	47,358
		81,356	81,455
Net Current Assets		142,041	81,968
Total Assets less Current Liabilities		147,359	86,337
Represented by:			
Funds			
Unrestricted Funds	19	104,790	58,255
Restricted Funds	19	42,569	28,082
		147,359	86,337

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective January 2015). The Directors are satisfied that the company is entitled to exemption from audit under section 477 (small companies) of the Companies Act 2006 and that; the members have not required the company to obtain an audit of its accounts for the year ended 31st March 2021 in accordance with section 476 and, the Directors acknowledge their responsibilities in complying with the Companies Act 2006 in respect to accounting records and the keeping of accounts.

Approved by the Board of Trustees on 20th April 2021 and signed on behalf of the Trustees.

Janet Mountford
Chair

Date: 15th July 2021

The notes on pages 20 to 29 form part of these accounts

Note 1 **Accounting Policies**

a) **Basis of Accounting**

The Financial Statements are prepared under the historic cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2015) issued in Jan 2015, and the FRSSE (Jan 2015)

b) **Fund Accounting**

The Charity has various types of funds for which it is responsible, and which require separate disclosure.

Restricted Funds

Funds subject to specific restrictions imposed by the donor for the purpose of the appeal.

Unrestricted Funds

Funds available for use at the discretion of the Trustees in furtherance of the objectives of Home-Start Sutton.

Income

c)

All income included in the statement of financial activities as soon as Home-Start Sutton is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary Income

Comprises all income included from donations and fundraising and is accounted for on a receivable basis.

Incoming Resources from Charitable Activities

This consists of revenue grants receivable from donors in support of "Supporting Families with Children". Grants are accounted for on an accrual basis and where unconditional entitlement is dependent upon fulfilment of conditions in a future accounting period, such income is credited to deferred income and accounted for as a liability.

Investment Income

Comprises interest receivable on cash balances held in appropriate interest bearing deposits and which benefits unrestricted reserves.

Donated Facilities

The value of services provided by volunteers in respect of home-visiting, accounting and administration has not been included in these accounts.

d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Costs of Generating Funds

Comprises the costs associated with attracting future income.

Charitable Expenditure

Comprises those cost incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance Costs

Include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the independent examination fees and costs linked to the strategic management of the Charity.

e) Value Added Tax

The activities of the Charity are such that it is not registered for Vat and so all costs are charged gross of Vat.

f) Fixed Assets

Office Furniture & Equipment and Computer Equipment has been written off on a straight-line basis over 3 years.

Note 2 Legal Status

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

Home-Start Sutton

Notes to the Financial Statements

Note 3 **Donations and Fundraising**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
CAF Regular Donors	3,993	0	3,993	
Carshalton Lavender Fields	750	0	750	
Charities Trust	1,997	0	1,997	
Church of the Good Shepherd	2,500	0	2,500	
Cheam Consolidated Churches	700	0	700	
Co-op LCF	4,145	0	4,145	
Iceland Wallington	700	0	700	
Jean Quested	225	0	225	
Quiz Night	1,125	0	1,125	
Molly Latter	100	0	100	
Mr & Mrs Elson	100	0	100	
Mr & Mrs Melham	130	0	130	
Mr & Mrs Roberts	100	0	100	
Paypal	251	0	251	
Sarah Butlin	100	0	100	
Tudor Trust	2,000	0	2,000	
Virgin Money Giving	221	0	221	
Wallington Baptist Church Holy Trinity	150	0	150	
Waitrose Cheam	167	0	167	
Others	441		441	41,523
Total	19,895	0	19,895	41,523

Note 4 **Investment Income**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
COIF Interest Income	140	0	140	558
	140	0	140	558

Home-Start Sutton

Notes to the Financial Statements

Note 5 **Incoming resources from "Supporting Parents with children" activity**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
The National Lottery Connecting Families		99,693	99,693	91,266
BBC Children In Need		29,019	29,019	17,855
L B Sutton Care Leavers		0	0	9,780
Womens Aid Caring Dads		0	0	11,597
Tudor Trust Advocacy		25,000	25,000	25,000
LB Sutton Children with Disabilities		405	405	7,225
Sutton College		0	0	1,999
LB Sutton Domestic Violence		13,981	13,981	10,974
Young Londoners Bridging the Gap		16,520	16,520	4,130
SCCG/SCF Perinatal Peer Support		0	0	7,646
KGJ Fdn Connecting Families from the Start		5,000	5,000	0
City Bridge DCMS Wave 3		8,925	8,925	0
LB Sutton Families in Temp Accom		8,333	8,333	0
Sutton Giving Maternal Journal		5,314	5,314	0
	0	212,190	212,190	187,472

Note 6 **Other Income**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Sutton Nursing Association	0	500	500	250
Family Holiday Association	0	0	0	817
Sutton Soup	0	0	0	1,330
Tudor Trust	4,000	0	0	0
LB Sutton Covid Response	5,000	0	0	0
City Bridge	6,708	0	0	0
LB Sutton Capacity Building	13,500	0	0	0
BBC Children in Need	2,600	0	0	0
LB Sutton Small Business	3,732	0	0	0
HSUK/John Lewis Ptnship	3,300	0	0	0
Other small grants	3,176	0	0	0
	42,016	500	500	2,397

Home-Start Sutton

Notes to the Financial Statements

Note 7	Fundraising Costs	Unrestricted	Restr	Restr	Restr	Restr	Restr	Restr	Restr	Restr	Restr	Restricted	Total	Total
		Funds	Lottery	BBC CIN	POD	Advocacy	C-w-D	DV	Young Lndners	Maternal Journal	Connect From Start	DCMSW3	Total	Costs
		£	£	£	£	£	£	£	£	£	£	£	£	£
Staff Costs - Reallocation		3,492	0				0					0	3,492	3,843
General Office Costs - Realloc		793										0	793	267
Expenses		60										0	60	2,037
		4,345	0	0	0	0	0	0	0	0	0	0	4,345	6,147

Note 8 "Supporting parents with children" costs

	Unrestricted	Restr	Restr	Restr	Restr	Restr	Restr	Restr	Restr	Restr	Restr	Restricted	Total	Total
	Funds	Lottery	BBC CIN	POD	Advocacy	C-w-D	DV	Young Lndners	Maternal Journal	Connect From Start	DCMSW3	Total	Costs	2020
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Group & Family Activities	2,226	1,113	3,191	520			0		2,438			7,262	9,488	5,681
Staff Salaries	18,132	90,229	22,835	3,308	16,487		13,067	13,725		1,574	8,141	169,366	187,498	142,241
Premises Costs	2,243											0	2,243	3,879
Staff & Volunteer Costs	999	1,773	460	7	472		333	10				3,055	4,054	9,924
General Office Costs	3,724											0	3,724	5,017
Bank Charges	0											0	0	0
Equipment	379											0	379	579
Depreciation	2,461											0	2,461	1,684
Membership & Affiliation	4,175											0	4,175	3,108
Governance Costs	4,474											0	4,474	3,935
Net contr to redund prov	(9,622)											0	(9,622)	4,521
Support Cost Allocation	(18,020)	3,831			10,000	405	3,000				784	18,020	0	0
	11,171	96,946	26,486	3,835	26,959	405	16,400	13,735	2,438	1,574	8,925	197,703	208,874	180,569

Home-Start Sutton

Notes to the Financial Statements

Note 8 "Other costs"

	Unrestricted Funds £	Restricted Funds £	Total Costs £	Total 2020 £
Group & Family Activities		500	500	1,067
	0	500	500	1,067

Note 9 Governance Costs

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2020 £
Staff Costs - Reallocation	2,498		2,498	2,095
General Office Costs - Reallocation	822		822	296
PQASSO (3 years from Jan18)	450		450	600
Trustee Expenses	204		204	285
AGM & Annual Report Expenses	0		0	59
Independent Examination Fee	500		500	600
	4,474	0	4,474	3,935

Note 10 Support Cost Allocation

Costs are charged to the activities Fundraising, 'Supporting Families with Children' and Governance on the following basis:

Third Party Costs and Charges

On a direct cost allocation to the appropriate individual activity.

Support Salary Cost

A detailed assessment is undertaken of the time spent by employees on the separate activities and the cost is allocated accordingly.

General Office Costs

All appropriate office costs were aggregated and a share allocated to fundraising and governance based on the ratio of their allocated salary cost.

Allocation of costs over individual funds

Costs within each expenditure category are allocated to specific funds consistent with the terms and conditions under which the donor gave the grant.

Home-Start Sutton

Notes to the Financial Statements

Note 11 **Net income/expenditure**

This is stated after charging:

	2021	2020
	£	£
Independent Examination Fee	500	600
Depreciation	2,461	1,684
	<u>2,461</u>	<u>1,684</u>

Note 12 **Staff Costs and Numbers**

	2021	2020
	£	£
Salaries	162,901	134,176
Employers National Insurance	14,061	11,196
Pension incl enhanced pension	16,525	2,807
	<u>193,487</u>	<u>148,179</u>

	2021	2020
Average number of persons employed	8	6
Average full time equivalent	5	4.2
Sessional Workers	3	2
No employee earned in excess of £60,000 (2020 - nil)		

Note 13 **Trustee Remuneration & Related Party Transactions**

	Number	2021	Number	2020
		£		£
Trustee Travel & Parking	0	0	0	0
Trustee Insurance	all	0	all	235
Trustee Training & Conferences	0	(20)	1	50
		<u>(20)</u>		<u>285</u>

No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year (2020 - Nil).

Note 14 **Taxation**

As a Charitable Company, Home-Start Sutton is exempt from tax on income and gains arising from its charitable activities.
No tax charges have arisen for the Charity in 2021 (2020 - Nil)

Home-Start Sutton

Notes to the Financial Statements

Note 15 Tangible Fixed Assets

	Office and Computer Equipment £
Cost	
As at 1st April 2020	8,103
Additions	3,410
Disposals	0
As at 31 March 2021	<u>11,513</u>
Depreciation	
As at 1st April 2020	3,734
Charge for year	2,461
Disposals	0
As at 31 March 2021	<u>6,195</u>
Net Book Value	
As at 31 March 2021	<u>5,318</u>
As at 31 March 2020	<u>4,369</u>

Note 16 Debtors

	2021 £	2020 £
LB Sutton C w Disabilities	0	1,782
LBS Dom Violence (Cranstoun)	1,649	4,416
	<u>1,649</u>	<u>6,198</u>

Note 17 Deferred Income

	2021 £	2020 £
Restricted Funds		
The National Lottery Connecting Families	25,670	24,674
BBC Children In Need	0	1,456
KGJ Fdn Connecting from the Start	5,000	0
Families in Temp Accom (POD)	1,667	0
Sutton Giving Maternal Journal	3,796	0
Young Londoners Bridging the Gap	3,139	3,800
Tudor Trust Advocacy	4,167	4,167
	<u>43,439</u>	<u>34,097</u>

Home-Start Sutton

Notes to the Financial Statements

Note 18 Creditors and Accruals

	2021	2020
	£	£
Restricted Funds		
Accrued CIN costs	363	0
Accrued Temp Acc (POD) costs	240	0
Unrestricted Funds		
Redundancy Provision	35,316	44,938
Accrued Holiday Pay	1,000	1,000
Independent Examiner	600	600
Other Sundry Accruals	398	820
	<u>37,917</u>	<u>47,358</u>

Note 19 Fund Balances

	Opening Balance 1.4.20	Incoming Resources	Resources Expended	Transfers between funds	Closing Balance 31.3.21
	£	£	£	£	£
Restricted Funds					
The National Lottery Connecting Families	5,924	99,693	(96,946)		8,671
BBC Children In Need	(171)	29,019	(26,486)		2,362
Women's Aid Caring Dads	11,597	0	0		11,597
LB Sutton Children with Disabilities	0	405	(405)		0
LB Sutton Domestic Violence	5,429	13,981	(16,400)		3,010
Tudor Trust Advocacy	4,517	25,000	(26,959)		2,558
Young Londoners Bridging the Gap	786	16,520	(13,735)		3,571
KGJ Fdn Connecting Families from the Start	0	5,000	(1,574)		3,426
City Bridge DCMS Wave 3	0	8,925	(8,925)		0
LB Sutton Families in Temp Accom	0	8,333	(3,835)		4,498
Sutton Giving Maternal Journal	0	5,314	(2,438)		2,876
	<u>28,082</u>	<u>212,190</u>	<u>(197,703)</u>	<u>0</u>	<u>42,569</u>
Other Restricted Income	0	500	(500)		0
Unrestricted Funds					
General	58,255	62,051	(15,516)		104,790
Total	<u>86,337</u>	<u>274,741</u>	<u>(213,719)</u>	<u>0</u>	<u>147,359</u>

Home-Start Sutton

Notes to the Financial Statements

Note 20 Analysis of Net Assets Between Funds

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total 2021 £
Restricted Funds				
The National Lottery Connecting Families		34,438	(25,767)	8,671
BBC Children In Need		2,821	(459)	2,362
Women's Aid Caring Dads		11,597	0	11,597
LB Sutton Domestic Violence		3,107	(97)	3,010
Tudor Trust Advocacy		6,725	(4,167)	2,558
Young Londoners Bridging the Gap		6,710	(3,139)	3,571
KGJ Fdn Connecting Families from the Start		8,426	(5,000)	3,426
LB Sutton Families in Temp Accom		6,405	(1,907)	4,498
Sutton Giving Maternal Journal		6,672	(3,796)	2,876
	0	86,901	(44,332)	42,569
Other Restricted Income		0	0	0
Unrestricted Funds				
General	5,318	136,496	(37,024)	104,790
	<u>5,318</u>	<u>223,397</u>	<u>(81,356)</u>	<u>147,359</u>

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Home-Start Sutton

Staff and Volunteers

Employees and volunteers who have contributed to the success of Home-Start Sutton in the period under review:-

Staff

Judith Armstrong	Manager
Emma Clements	Volunteer Recruitment and Development (Jan 2021)
Bev Daines	Family Support Co-ordinator
Charlotte Donovan	Finance and Business Support (Jan 2021)
Kim Farlow	Family Support Co-ordinator
Sima Ganji	Group Worker
Sharon Godwin	Play Worker
Chantal Hayden	Family Support Co-ordinator
Zena Leaver	Administrator (left Dec 2020)
Gayle Sawyer	Family Support Co-ordinator
Helen Warwick	Group Worker and Play Worker

Volunteers

Nada Alane	Miranda French	Andrea Rivers
Liz Arriens	Rebecca Gates	Michele Rivers
Elkanah Arthur	Jackie Gossington	Lesley Roberts
Alison Bardon	Denise Haseler	Mercedes Robinson
Cassandra Benham	Wendy Hawkins	Charlotte Rogers
Maria Bickell	Lynda Hicks	Judy Sampson *
Fran Boto	Sue Holley	Claire Shaw
Diana Broad	Coleen Huggett	Chantal Steele
Kathleen Burman	Anna Hunt	Paula Swann
Veronica Calabro	Stacey Jarvis	Jane Swindle
Camiya Chacka	Manohari Jeyasingham	Aysegul Takimoglou
Sue Childs	Emma Jones	Mike Taylor
Katie Connaire	Celia Mathani	Phyllis Thompson
Rachel Davey	Pamela Manisier	Lorraine Thrower
Valerie Davis	Karen Mason	JoJo Tsitropoulou
Fiona Denton	Anne-Marie Mika	Lesley Turner
Denise Earwicker	Uzma Mobin	Kate Webber
Angela Christopher-	Megan Morrisey*	Fiona Webster
Ejemba	Suchitra Mulmudi	Kelly Whetren
Sue Elson	Paul McCarthy	Gill Wong
Kirsty Ferrin	Kelly Larry	Helen Wright
Suzanne Fitter	Stuart Phillips	
Dawn Forbes	Victoria Presswood	
Mags Fox		

Peer Advocates

Mags Fox	Paul McCarthy	
Sarah Kirkpatrick	Amy Newbury	Paula Swann
Kelly Larry	Charlene Parker	

***denotes leavers in period**

Home-Start Sutton

Acknowledgements

In addition to those listed previously who have donated money to Home-Start Sutton, we would like to thank the following for their support: -

Al-Mizan Charitable Trust
Anne Dodwell
Bob Watson
Carshalton Beeches Residents Association
CAP (Christians Against Poverty)
Cheam Common Junior Academy
Church of the Good Shepherd
Citizens Advice Bureau Sutton
Community Action Sutton
Community Champions
Fran Boto
Free Cakes for Kids Sutton
Hindmarsh Family
Home-Start London
Holy Trinity Church, Wallington
Home-Start UK
Horizon Church Sutton
Iceland, Wallington
Jean and Rupert Quested
Jigsaw4U
Linus Project
London Borough of Sutton
Mrs Molly Latter
New Mill House Quarter Residents
Nisha Thiru
PC Hamilton and PC Lambert
Riverside Centre
Shona Newmark
St Oswalds Church Cheam
St. Patricks Church Wallington
Sue Elson
Sutton Children's Centres
Sutton and Cheam Rotary Club
Sutton College
Sutton Foodbank
Sutton Health Visiting Teams
Sutton Mental Health Foundation
Sutton Nursing Association
Sutton Vineyard Church
Sutton Volunteer Centre
Sutton Women's Centre
The Grange Restaurant
The Hygiene Bank
Thomas Wall Centre
Wallington Baptist Church
Wallington Bowls Club