

**Registered Charity Number: 1108612**  
**Registered Company Number: 05375011**

**HOME-START OXFORD**

**REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2018**

# HOME-START OXFORD

## Contents

	<b>Page</b>
Company Information	1
Trustee Annual Report	2-5
Statement of trustees' responsibilities	5-6
Independent Examiner's report	7
Statement of Financial Activities	8-9
Income and Expenditure account	10
Recognised Gains and Losses	11
Movements in Accumulated Funds	11
Balance Sheet	12
Notes to the accounts	13-19
Detailed Statement of Financial Activities	20-22

**HOME-START OXFORD  
COMPANY INFORMATION**

**Directors and Trustees**

Charlotte Beatson (co-Chair from 16/10/17)  
Linda McDiarmid (co-Chair from 16/10/17)  
Alison Scott (Chair until 16/10/17)  
Douglas Keir (Treasurer)  
Sally Bagenal (appointed 16/10/17)  
Rosemary Bean (resigned on 16/10/17)  
Lucia Nixon  
Prue Reynolds (co-opted 19/3/18)  
Sarah Wood

**Accountants**

Alder Demain & Akers  
2 Michaels Court  
Hanney Road  
Southmoor  
Oxfordshire, OX13 5HR

**Company registered number: 5375011**

**Charity registered number: 1108612**

**Registered office**

Blackbird Leys Youth and Community Centre  
Blackbird Leys Road  
Oxford  
OX4 6HW  
Telephone: 01865 779991

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
West Malling  
Kent, ME19 4JQ

Virgin Money  
Jubilee House  
Gosforth  
Newcastle upon Tyne, NEW 4PL

**Employees**

***Scheme manager***

Katharine Barber

***Senior co-ordinator***

Karen Porter

***Co-ordinators***

Anna Brylewska-Cooper

Kerry Center

***Family support workers***

Aline Terres

Lisa West

***Administrator***

Melanie Henry

**Home-Start Oxford**  
**The Report of the Trustees for the year ended 31 March 2018**

**Introduction**

The trustees have pleasure in submitting their report and the financial statements for the year ended 31 March 2018.

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and Trustees under the Charities Act. This trustees' report incorporates the directors' report required by the Companies Act 2006.

**Structure, governance and management**

Home-Start Oxford is a charitable company limited by guarantee and does not have any share capital. The company is governed by the conditions contained in its Memorandum and Articles of Association. In accordance with the governing documents, the Board is made up of no fewer than four and no more than twelve trustees. Copies of these documents are available from the Registered Office listed on the information page. In the event of a winding up, the liability of each member or any person who has ceased to be a member in the last twelve months is limited £1.00 each. The Board has the power to fill any vacancies arising in the year, and any such appointments are to be confirmed by members at the next Annual General Meeting.

New trustees are briefed on their obligations under charity and company law, on the Board's decision making process and strategy and the recent financial performance of the charity.

The employees of the charity are listed on the information page.

**Objects, vision and purpose**

The objects for which the charity is established are:

- To safeguard, protect and preserve the good health, both mental and physical, of children and their parents.
- To prevent cruelty to, or maltreatment of, children.
- To relieve sickness, poverty and need amongst children and parents of children.
- To promote the education of the public in better standards of child care within the areas of west and mid Oxfordshire and the environs.

**Public benefit statement**

The trustees confirm that they have had due regard, in all their decision making, as to the guidance published by the Charity Commission on public benefit.

Home-Start Oxford works to support families who are isolated and vulnerable, and to give children the very best start in life. It is committed to equal opportunities and provides an inclusive service across central Oxfordshire. It works closely with other agencies and partners and contributes to building stronger communities through its commitment to the wellbeing of families and training and support of volunteers. Its cumulative experience is available to contribute to the ongoing development of services for early years.

**Home-Start Oxford**  
**The Report of the Trustees for the year ended 31 March 2018**

**Review of Home-Start Activities and Appreciation**

We are very proud, this year, to be celebrating our 30<sup>th</sup> Anniversary of helping local families, and have become involved in some exciting new projects, in some cases with local partner organisations. During the year we supported 71 families with 157 children, and began an expansion of our activities to West Oxfordshire in Witney and Carterton. Local funding made this possible.

There are many reasons why families are referred to us for support, but the themes of school readiness, mental health and domestic abuse are often significant. With the former in mind, we were delighted in 2017 to partner Peep, a national charity founded in Oxford that supports parents and children to learn together. With training for 22 volunteers and 4 staff, we have been able to deliver the Peep Learning Together programme alongside traditional Home-Start support.

Many hours were spent during the year on preparing a joint bid for funding from The Big Lottery, together with Home-Start Banbury and Chipping Norton and Home-Start Southern Oxfordshire. It is nice to report that we were notified earlier this year that we were successful, and our programme to expand support to West Oxfordshire can go ahead with greater confidence in its financial backing.

Domestic abuse, and its negative effect on children, was the focus of a pitch during the year to crowd funders at The Funding Network and the funds received enabled four members of staff to be trained as Domestic Abuse Champions. They are now part of a Thames Valley network of specialist practitioners. Funding for further work in this field has been received in 2018 from Home-Start UK, who invited us to lead a national project to share practices and develop specialist services for victims of domestic abuse.

Our volunteers, and the staff who support them, are the backbone of our work and no commentary on our activities can be made without expressing our enormous appreciation to them, for their dedication and professionalism. Our volunteers generously donate many hours to help local families.

For more information on our work with families, please ask for a copy of our 2017-18 Annual Report or consult our website.

**Home-Start Oxford**  
**The Report of the Trustees for the year ended 31 March 2018**

**Financial report**

Total income rose from £95,997 to £128,551, largely as a result of receiving sponsorship donations of over £42,000 during the extremely successful Grade-1-athon fund-raising event held during the summer of 2017. We also received a full year's income from The Henry Smith Charity (£29,525 compared to £7,300 in 2016/17), as well as successfully raising almost £6,000 at a charity crowd-funding event run by The Funding Network, and gaining £8,400 for our share in a joint project with PEEPLE. We were also pleased to be recognised by and receive over £7,000 from Oxford City Council for another specific project. The successes reflect the decision of the Board of Trustees in 2016 to appoint a scheme manager with an express remit for long-term fundraising, now not only a critical aspect of sustainability for the Scheme but involving skills and time commitments outwith the remit of volunteer trustees. During 2016/17, a lot of work went into preparing a combined Home-Start Oxfordshire (3 schemes) bid for further Big Lottery funding from 2018, and it is a pleasure to record that, since the year-end, we have been notified that the bid was successful. This will mean an annual income for Home-Start Oxford of approximately £48,000 per annum for 3 years.

Total expenses rose from £106,558 to £119,514, partly due to increased volunteer training costs, partly through higher administrative costs associated with new projects, and also because of increased fund-raising costs incurred in running the Grade-1-athon event.

The resulting surplus for the year of £9,037 (2016-17: deficit of £10,561), allowed a replenishment of our year-end funds to £55,626 (47% of the year's expenses) from £46,589 (44% of the year's expenses). This is still below our target of 50% of expenses, and every effort continues to be made to redress the shortfall during 2018/19, while continuing to provide as much support as possible for local families.

**Risk Assessment**

The trustees recognize and accept their responsibility for ensuring that the risks to which the charitable company is exposed are reviewed and steps are taken to mitigate potential damage by use of appropriate preventative controls and corrective actions. The trustees are aware of the Charities SORP and accept their requirement, in relation to all aspects of their work, for regular assessments of operating strengths and weaknesses. To this end risk management strategy comprises an annual review of the risks which the charity may face, the establishment of systems and procedures to mitigate those risks identified; and the implementation of procedures designed to minimize any potential impact on the charity should any of those risks materialize.

**Home-Start Oxford**  
**The Report of the Trustees for the year ended 31 March 2018**

**Reserves Policy**

The trustees have reviewed the level of the charity's reserves which are freely available for financing continuing operations. The trustees consider that, generally, reserves adequate to meet the charity's immediate commitments, and in addition an amount of approximately 3 months' operating expenses, is the practical minimum in order to protect the continued existence of the charity and ensure that obligations of current service users can be safely fulfilled. In the current situation of extreme financial uncertainty, however, reserves of at least 6 months' operating expenditure, plus any designated reserves to cover specific commitments, is felt to be more appropriate to ensure that obligations to current service users can be safely met.

	£
At 31.3.18, total unrestricted reserves:	55,626
Prior commitments (matched funding obligations and potential redundancy payments):	<u>4,348</u>
Unrestricted reserves	51,278
Total expenditure 2017-18	119,514

**Investment policy**

All funds are held in current or interest-bearing bank accounts.

**Trustees' responsibilities statement**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015.

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

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it's inappropriate to presume that the charitable company will continue in operation.

**Home-Start Oxford**  
**The Report of the Trustees for the year ended 31 March 2018**

The trustees are responsible for keeping adequate accounting records that 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

**Method of preparation of accounts**

The financial statements have been prepared implementing the FRS102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, and in accordance with the Financial Reporting Standard 102, (effective 1 January 2016.)

These financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the trustees on 16 October 2018 and signed on their behalf, by:



**Douglas Keir**  
**Director and Trustee**



**Home-Start Oxford**  
**Independent Examiner's Report for the year ended 31 March 2018**

I report on the financial statements of the company for the year ended 31 March 2018 which are set out on pages 2 to 21.

**Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

Having satisfied myself that the company is not subject to an audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- Examine the financial statements under section 145 of the Charities Act 2011.
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matters have come to my attention:

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.
- to prepare financial statements which accord with the accounting records and 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
- the accounts have not been prepared in accordance with the Charities SORP (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.

Signed:



Dated: 16/10/2018

Brook E Alder F.C.C.A  
Alder Demain & Akers Ltd  
2 Michael's Court, Southmoor  
Oxfordshire, OX13 5HR

**HOME-START OXFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>INCOMING RESOURCES</b>				
<i>Incoming resources from generated funds</i>				
Voluntary Income	19,863	6,043	25,906	39,049
Activities for generating funds	41,120	8,192	49,312	6,187
Investment income 5	271		271	469
<i>Incoming resources from charitable activities</i>		53,063	53,063	50,291
<b>Total incoming resources</b>	<b>61,254</b>	<b>67,297</b>	<b>128,551</b>	<b>95,997</b>
<b>RESOURCES EXPENDED</b>				
Fundraising costs	15,366	2,500	17,866	11,353
Costs of charitable activities	10,614	52,063	62,677	59,825
Support costs	7,670	28,462	36,133	31,836
Governance costs	1,547	1,292	2,839	3,544
	<b>35,198</b>	<b>84,317</b>	<b>119,514</b>	<b>106,558</b>
<b>Net incoming resources before transfers between funds</b>	<b>26,057</b>	<b>- 17,020</b>	<b>9,037</b>	<b>- 10,561</b>
<b>Gross transfers between funds</b>	<b>- 16,878</b>	<b>16,878</b>	<b>-</b>	<b>-</b>
<b>Net incoming resources before gains and losses</b>	<b>9,179</b>	<b>- 142</b>	<b>9,037</b>	<b>- 10,561</b>
<b>Other recognised gains and losses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>9,179</b>	<b>- 142</b>	<b>9,037</b>	<b>- 10,561</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	46,447	142	46,589	57,150
	<b>55,626</b>	<b>0</b>	<b>55,626</b>	<b>46,589</b>

The notes on pages 13 to 19 form part of these accounts

**HOME-START OXFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**Analysis of prior year total funds, as required by paragraph 4.2 of the SORP**

	<b>Unrestricted Funds 2017 £</b>	<b>Restricted Funds 2017 £</b>	<b>Total Funds 2017 £</b>
<b>INCOMING RESOURCES</b>			
<i>Incoming resources from generated funds</i>			
Voluntary Income	33,674	5,375	39,049
Activities for generating funds	6,187	-	6,187
Investment income	469	-	469
<i>Incoming resources from charitable activities</i>	-	50,291	50,291
<b>Total incoming resources</b>	40,330	55,666	95,996
<b>RESOURCES EXPENDED</b>			
Fundraising costs	11,341	12	11,353
Costs of charitable activities	750	59,075	59,825
Support costs	- 1,106	32,942	31,836
Governance costs	39	3,505	3,544
	11,024	95,534	106,558
<b>Net incoming resources before transfers between funds</b>	29,306	- 39,868	- 10,562
<b>Gross transfers between funds</b>	- 40,010	40,010	-
<b>Net incoming resources before gains and losses</b>	- 10,704	142	- 10,562
<b>Other recognised gains and losses</b>	-	-	-
<b>Net movement in funds</b>	- 10,704	142	- 10,562
<b>Reconciliation of funds</b>			
Total funds brought forward	57,150	-	57,150
	46,446	142	46,588

**All activities derive from continuing operations.**

**HOME-START OXFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**Income and Expenditure Account as required by the Companies Act**  
**For the year ended 31 March 2018**

	2018 £	2017 £
<b>Turnover</b>	128,280	95,528
Direct costs of turnover	80,543	71,178
<b>Gross surplus</b>	<u>47,737</u>	<u>24,350</u>
Administration and Governance costs	38,971	35,380
<b>Operating surplus / deficit</b>	<u>8,766</u>	<u>- 11,030</u>
Interest receivable	271	469
Interest payable	-	-
<b>Surplus / deficit on ordinary activities before tax</b>	<u>9,037</u>	<u>- 10,561</u>
<b>Surplus / deficit for the year</b>	<u>9,037</u>	<u>- 10,561</u>
<b>Retained surplus / deficit for the financial year</b>	<u>9,037</u>	<u>- 10,561</u>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the income and expenditure account have been adapted to reflect the special nature of the charity's activities.

**The notes on pages 13 to 19 form part of these accounts**

**HOME-START OXFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**Statement of Total Recognised Gains and Losses**  
**For the year ended 31 March 2018**

	2018 £	2017 £
Surplus / deficit of income over expenditure before realisation of assets	9,037	- 10,561
	<u>9,037</u>	<u>- 10,561</u>
Grants for the acquisition of fixed assets	-	-
<b>Net movement in funds</b>	<u>9,037</u>	<u>- 10,561</u>

**Movements in revenue and capital funds**  
**for the year ended 31 March 2018**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2018 £	2018 £	2018 £	2017 £
Accumulated funds brought forward	46,447	142	46,589	57,150
Recognised gains and losses before transfers	26,057	- 17,020	9,037	- 10,561
Transfer between funds	- 16,878	16,878	-	-
<b>Accumulated funds carried forward</b>	<u>55,626</u>	<u>0</u>	<u>55,626</u>	<u>46,589</u>
<b>Being</b>				
Accumulated Revenue Fund	55,626	0	55,626	46,589
Fixed Asset Fund	-	-	-	-
	<u>55,626</u>	<u>0</u>	<u>55,626</u>	<u>46,589</u>

**HOME-START OXFORD**

**BALANCE SHEET AS AT 31ST MARCH 2018**

	Note	2018	2017
<b>FIXED ASSETS</b>			
Tangible assets	10	-	-
		<hr/>	<hr/>
		-	-
<b>CURRENT ASSETS</b>			
Debtors and prepayments	8	3,581	199
Cash at bank and in hand		81,047	80,791
		<hr/>	<hr/>
		84,628	80,990
		<hr/> <hr/>	<hr/> <hr/>
<b>LESS CURRENT LIABILITIES</b>			
Amount due within one year	9	(29,002)	(34,401)
		<hr/>	<hr/>
		(29,002)	(34,401)
		<hr/> <hr/>	<hr/> <hr/>
<b>NET CURRENT ASSETS</b>		<hr/> 55,626	<hr/> 46,589
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		55,626	46,589
<b>NET ASSETS</b>		<hr/> £ 55,626	<hr/> £ 46,589
		<hr/> <hr/>	<hr/> <hr/>
<b>CHARITY FUNDS</b>			
Unrestricted funds		55,626	46,447
Restricted funds		0	142
		<hr/>	<hr/>
		55,626	46,589
		<hr/> <hr/>	<hr/> <hr/>

The financial statements have been prepared in accordance with the provisions relating to companies subject to the small companies regime part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 7.

The financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006 applicable to companies subject to the small company regime.

The financial statements were approved by the Trustees on 16 October 2018 and signed on their behalf, by:



**Douglas Keir (Trustee and Director)**

The notes on pages 12 to 19 form part of these accounts.

**HOME-START OXFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES**

**Basis of preparation of the accounts**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

In so far as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 require compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

The company has taken advantage of the exemption in Financial Reporting Standard Number 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

**Risks and future assumptions**

The charity constitutes a public benefit entity as defined by FRS 102

**Accounting convention**

The financial statements are prepared on a going concern basis, under the historical cost convention as modified by the revaluation of freehold land and buildings and fixed asset investments.

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

**Incoming Resources**

Incoming resources are accounted for on a receivable basis, but will be deferred where appropriate in line with the policy stated below.

**Investment Income**

Bank interest received is included on an actual receipts basis.

**HOME-START OXFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES - CONTINUED**

**Deferred income**

In accordance with the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate, Such deferrals are shown in the the notes to the accounts and the sums involved are shown as creditors in the accounts.

**Recognition of liabilities**

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales.

**Resources Expended**

The policy for including items within the relevant activity of categories of resources expended is that the direct costs of providing services to beneficiaries, the training and support of volunteers and the salary and pension costs of employees involved in facilitating the above are shown as being the costs of charitable activities.

All other costs are the indirect costs of running the charity and are shown as governance and management and administration. Specific statutory governance costs are shown separately on page 20 from other administration costs. Employees whose role is partly directly charitable and partly management and administration are apportioned on the basis of the hours worked on each area and the financial effect disclosed in the notes to the accounts.

**Fixed assets and depreciation**

All tangible fixed assets, except freehold land and buildings, are stated at cost less depreciation. Freehold land and buildings, where held, are stated at a valuation arrived at by a professionally qualified firm of valuers, who valued the assets on the basis of open market value in current use.

Items of less than £500 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful economic lives.

Plant, machinery and equipment 25% straight line

A regular annual review of the likelihood of asset impairment is undertaken.



**HOME-START OXFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**Capital grants**

The board of trustees consider that, in order to comply with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales, gifts of tangible fixed assets or grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity should be credited to the relevant fixed asset fund after the sums have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

If the related assets are subject to restrictions by the grant making organisation on their use and disposal, then these restrictions are noted in the fixed asset section of these accounts. In such circumstances, the fixed asset fund created is treated as a restricted fixed asset fund. As the related assets are depreciated, then a transfer is made from restricted fixed asset funds to unrestricted revenue reserves to reflect the diminution in the asset subject to the restriction. If the related assets are not subject to restrictions by the grant making organisation on their use and disposal, then the fixed asset fund created is treated as a designated fixed asset fund. As the related assets are depreciated, then a transfer is made from designated fixed asset funds to unrestricted revenue reserves to reflect the diminution in the asset.

Any residual liability to the donor arising from, for example, the asset's future sale, is disclosed as a contingent liability unless the event that would trigger repayment of the grant becomes probable in which case a liability for repayment is recognised.

Insofar as this policy relates to Government grants and to the extent that it may be a departure from the Statement of Standard Accounting Practice number 4, such departure is justified on the basis that it is in order to comply with the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales.

**Taxation**

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

**Funds structure policy**

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

**HOME-START OXFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**Funds structure policy (continued)**

A fixed asset fund is maintained which represents the written down value of tangible fixed assets, and is divided into a restricted fixed asset fund representing the written down value of those assets subject to restrictions, with the balance being in a designated fund representing the written down value of those assets free of restrictions. The detailed operation of these funds is described under the accounting policy 'Capital grants'.

Any surplus on a Restricted Fund which has ceased and where the donor has confirmed full completion with the service criteria and which relates to estimated apportionment of charitable or governance and administration costs will be transferred to the Unrestricted Fund to support the remaining costs, and the full financial effect disclosed in the notes to the accounts.

**2 WINDING UP OR DISSOLUTION OF THE CHARITY**

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

**3 SURPLUS FOR THE FINANCIAL YEAR**

	2018	2017
	£	£
<b>This is stated after crediting:-</b>		
<b>Income from ordinary activities</b>	128,551	95,997
<b>And after charging:-</b>		
Depreciation of owned fixed assets	-	-
Indemnity insurance for trustees and employees	797	776

Funds belonging to the charity have been used to purchase insurance to protect the charity from losses arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agent, against the consequences of any neglect or default on their part.

**HOME-START OXFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**4 STATEMENT THAT NO EXPENSES WERE PAID TO TRUSTEES OR CONNECTED PERSONS**

There were no fees or other remuneration paid to the trustees. Trustees training and travel expenses were paid.

<b>5</b>	<b>INVESTMENT INCOME</b>	2018	2017
		£	£
	Bank interest received	271	469

**6 DEFERRED INCOMING RESOURCES & RESERVES - RESTRICTED FUNDS**

	Opening Deferrals £	Released from prior years £	Gross income received £	Additional Deferrals £	Closing Deferrals £
Henry Smith CT	21,900	-	21,900	30,500	22,875
Dep't for Educ'n (PEEPLE)			8,400		
Oxford City Council			7,266		
The Funding Network			5,692		
Oxon Comm Found.	3,739	-	3,739	5,000	5,000
Oxon. Comm. Fund			4,132		
St Michael's and AS	5,625	-	5,625		
Other			2,918		
<b>Total (restricted)</b>	<b>31,264</b>	<b>-</b>	<b>31,264</b>	<b>63,908</b>	<b>27,875</b>

2018	2017
£	£

These deferrals are included in creditors	27,875	31,264
---	--------	--------

The deferrals included in creditors relate to those grants and donations specified by the donors as relating to specific periods and represent those parts of the grants or donations which relate to periods subsequent to the accounting year end and are treated as grants in advance, or alternatively where there are conditions which must be fulfilled prior to entitlement or use of the grant or donation by the charity.

**7 STAFF COSTS AND EMOLUMENTS**

	2018	2017
	£	£
Gross salaries	86,872	81,198
Employer's National Insurance	4,546	4,395
Pension Contributions	1,697	1,016
	93,115	86,609

2018	2017
------	------

<b>Number of full time employees or full time equivalents</b>	3.9	3.8
---	-----	-----

There were no employees that received remuneration amounting to more than £60,000 per annum.

The charity has a closed, auto enrolment non-compliant, defined contribution pension scheme. A new auto-enrolment compliant, defined contribution, pension scheme, open to new members, was set up by the company with a staging date of 1 August 2016. The assets of both schemes are held separately from the assets of the charity, being invested with an insurance company and a master trust pension fund respectively. Pension costs charged in the SOFA represent the contributions payable by the charity in the year.

**HOME-START OXFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2018**

<b>8</b>	<b>DEBTORS</b>	2018 £	2017 £
	Trade debtors	2,400	-
	Other debtors	1,031	56
	Prepaid expenses	150	143
		<u>3,581</u>	<u>199</u>
<b>9</b>	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2018 £	2017 £
	Trade creditors	-	-
	Accrued expenses	2,360	1,728
	PAYE and NI	- 1,244	- 1,244
	Pension contributions	11	2,653
	Deferred income and grants in advance (see note 6)	27,875	31,264
		<u>29,002</u>	<u>34,401</u>
<b>10</b>	<b>TANGIBLE FIXED ASSETS</b>	2018 Office Equipment £	2017 Office Equipment £
	<b>Cost</b>		
	At 1 April 2016	19,594	19,594
	Additions	-	-
	At 31 March 2017	<u>19,594</u>	<u>19,594</u>
	<b>Depreciation</b>		
	At 1 April 2016	19,594	19,594
	Charge for the year	-	-
	At 31 March 2017	<u>19,594</u>	<u>19,594</u>
	 NBV at 31 March 2017	<u>-</u>	<u>-</u>
	 NBV at 1 April 2016	<u>-</u>	<u>-</u>

The Net Book Values above represent the whole of the assets, however funded.

**HOME-START OXFORD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**11 Particulars of Individual Funds and analysis of assets and liabilities representing funds At 31 March 2018**

	Unrestricted Funds	Designated Funds	Restricted Funds	Funds at 31 March 2018
Tangible fixed assets	-	-	-	-
Net current assets	55,626	-	0	55,626
	<u>55,626</u>	<u>-</u>	<u>0</u>	<u>55,626</u>

All assets form part of unrestricted funds.

**The individual funds included above are:-**

	Funds at 1 April 2017	Net Resources	Transfers	Funds at 31 March 2018
<b><i>Restricted Funds</i></b>				
Doris Field Charitable Trust	142	-	142	-
Oxford City Council	-	-	799	799
The Funding Network	-	-	9,037	9,037
Henry Smith Charitable Trust	-	-	4,020	4,020
Oxon Community Fund	-	-	2,049	2,049
Oxford Community Foundation	-	-	973	973
<b><i>Unrestricted Fund</i></b>	<b>46,447</b>	<b>26,056</b>	<b>-</b>	<b>16,878</b>
<b>TOTAL CHARITY FUNDS</b>	<u><b>46,589</b></u>	<u><b>9,036</b></u>	<u><b>-</b></u>	<u><b>55,625</b></u>

**12 ENDOWMENT FUNDS**

The charity had no endowment funds in the year ended 31 March 2018

**13 SHARE CAPITAL**

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

**HOME-START OXFORD**  
**SCHEDULE TO THE STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**Status of this schedule to the Statement of Financial Activities**

The schedules on the following pages are required by the disclosure requirements of the Statement of Recommended practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005.

These form part of the accounts required by the Charities (Accounts and Reports) Regulations 2008.

They do not form a part of the accounts required by the provisions of the Companies Acts, but to some extent they may duplicate information found elsewhere in the accounts.

**INCOMING RESOURCES**

	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	2017 £
<b>Incoming resources from generated funds</b>				
Voluntary income	13,644	5,793	19,437	32,412
Donations from Trusts and Corporate bodies	5,293	250	5,543	5,652
<b>Total</b>	<b>18,937</b>	<b>6,043</b>	<b>24,980</b>	<b>38,064</b>
<b>Gifts in kind, donated services and facilities</b>				
Donated volunteer expenses	926	-	926	985
<b>Total</b>	<b>926</b>	<b>-</b>	<b>926</b>	<b>985</b>
<b>Total voluntary income</b>	<b>19,863</b>	<b>6,043</b>	<b>25,906</b>	<b>39,049</b>
<b>Activities for generating funds</b>				
Fundraising activities	41,120	8,192	49,312	6,187
<b>Total of activities for generating funds</b>	<b>41,120</b>	<b>8,192</b>	<b>49,312</b>	<b>6,187</b>
<b>Investment income</b>				
Bank interest received	271	-	271	469
<b>Total investment income</b>	<b>271</b>	<b>-</b>	<b>271</b>	<b>469</b>
<b>Incoming resources from charitable activities</b>				
Service related grants: charitable services to beneficiaries	-	53,063	53,063	50,292
<b>Total incoming resources from charitable activities</b>	<b>-</b>	<b>53,063</b>	<b>53,063</b>	<b>50,292</b>
<b>Total Incoming Resources</b>	<b>61,254</b>	<b>67,298</b>	<b>128,552</b>	<b>95,997</b>

**HOME-START OXFORD**  
**SCHEDULE TO THE STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>Costs of generating funds</b>				
Costs of fundraising activities	15,366	2,500	17,866	11,353
	<u>15,366</u>	<u>2,500</u>	<u>17,866</u>	<u>11,353</u>
 <b>Costs of charitable activities</b>				
Gross wages and salaries including pensions	5,914	46,196	52,110	51,737
Employee recruitment costs	330	-	330	195
Travel and subsistence - Employees	2,964	571	3,535	3,529
Volunteer Recruitment	13	13	26	100
Training and preparation courses	134	4,341	4,475	1,463
Volunteer travel and subsistence	1,259	774	2,033	2,764
Practice support and meetings	-	-	-	37
Events and outings for beneficiaries	-	168	168	-
	<u>10,614</u>	<u>52,063</u>	<u>62,677</u>	<u>59,825</u>

**HOME-START OXFORD**  
**SCHEDULE TO THE STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>Governance and support costs</b>				
<b>Specific statutory and governance costs</b>				
Trustee expenses	185	186	371	619
Affiliation fees	896	827	1,723	1,532
DBS and other fees	110	76	186	334
AGM and Annual Report	356	203	559	559
Pension scheme set up fee	-	-	-	500
	1,547	1,292	2,839	3,544
<b>Support costs</b>				
<b>Employee costs:</b>				
Gross salaries and pensions - Support staff	1,372	22,275	23,647	20,605
Training	-	-	-	-
<b>Premises costs:</b>				
Rent payable	2,038	2,964	5,002	4,987
Insurance	407	390	797	776
Cleaning	11	-	11	2
Premises repairs and maintenance	593	-	593	-
<b>General administrative expenses:</b>				
Telephone, fax, internet	1,545	798	2,343	2,174
Stationery, postage, printing and advertising	298	235	533	587
Subscriptions	32	33	65	65
Small equipment and I.T expenses and support	825	1,121	1,946	1,882
Bank charges	65	-	65	25
Payroll agency	-	648	648	672
Project review cost	438	-	438	-
Sundry expenses	45	-	45	61
	7,669	28,464	36,133	31,836