



FRIENDS OF THE FAMILY  
WINCHESTER LIMITED

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2019

Company No 7577875 (Registered in England and Wales)  
Charity No 1143462

## **FRIENDS OF THE FAMILY WINCHESTER LIMITED**

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## Trustees Annual Report for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

**Friends of the Family Winchester Limited**

**Charity Registration No 1143462**

### **Objectives and Activities**

Friends of the Family Winchester is a small, independent, Winchester-based charity. For over 20 years we have been offering confidential support to local families because we understand that bringing up children can be a challenge for any parent; not all of us are lucky enough to have someone to turn to during difficult times.

The Objectives of the charity as set out in our governing document are:

*“To provide an educational and therapeutic service in the Winchester District to vulnerable parents and their children through individual and group activities, developing their parenting skills and their relations with their children.”*

Our aim is to provide families facing adversity a safe and nurturing environment, through which they can learn to help themselves and focus on building a healthy family life for the future.

We fulfil our mission by offering three programmes to further the charity’s purposes for the public benefit:

The Under 5s Project is a therapeutic support group for vulnerable women and their pre-school children meeting twice weekly at the Quaker Meeting House throughout the year. Mothers meet in a non-judgemental therapeutic group with a Psychotherapist, while their babies and toddlers are looked after by a Play Leader and volunteers. During the school holidays, older children of these families are also invited to attend these sessions.

The 5s to 13s Project focuses on individual volunteers befriending a family and visiting them once a week for two hours in the family home. The volunteers are supported by a professional Project Leader who provides 15 hours of induction training. So far over 80 families have received support with this project (with an average involvement in the project of 18 months).

The Fathers Group provides 1:1 counselling for Dads with a trained male counsellor. This initiative has been extended to include inmates at H M Prison Winchester who are due for release. The ‘Dads Aloud’ Group which meets monthly has proved extremely popular and given Dads the chance to spend much-needed time with their children.

Volunteers are integral to our work and to achieving our impact. We are very grateful for their commitment and support. Volunteers are recruited and coordinated by paid employees, undertake training and are invited to additional training and discussion groups to share experience and best practice.

### **Public Benefit**

In setting its plans and priorities for areas of work, the trustees of Friends of the Family Winchester Limited have had regard to the guidance of the Charity Commission on public statement of benefit.

## **Achievements and performance**

The last year has been significant as we celebrated three dates. The original mothers and young children's group was created twenty-five years ago in November 1993. This group provides a unique service for vulnerable mothers and their babies with a Psychotherapist and play leader meeting twice a week and mothers are supported for one year. Our 5-13 group which supports individual children with a volunteer celebrated ten years since its establishment. 75 children and their families have received our help in the past five years, enabled by the Big Lottery funding. In a recent survey 100% of families said they would recommend Friends of the Family. Our dads counselling and support is five years old. We help dads in the community, to improve family relationships, further their education, get back to work and in the case of prisoners build up family connections. We now know we provide wrap-around support for families in the Winchester district. Last year we worked with seventy families including the dads in Winchester prison.

All our families have had the option to benefit from free counselling. We have also provided summer trips, pantomime visits, half termly workshops as well as Christmas parties and hampers in the past year.

We continue to link with agencies who recognise our work: Children's services, Social workers, doctors, health visitors, schools and Winchester prison. We work alongside local charities, Home start, Spurgeons, St. Vincent de Paul, Young Carers, the Basics Bank and more recently the Family Counselling Trust for children's counselling, in some cases enabling a transition to other agencies when the need arises.

As Trustees we have been diligent in monitoring the work done by our staff as well as recognising the fundraising pressures we are under as our five-year Big Lottery grant comes to an end. We did use the expertise of a Consultant to help with future funding unsuccessfully. Trustees have worked throughout the year to support events to maintain our funds.

All our projects have benefitted from the support of the local community churches, the Local TSB bank as well as the generosity of the Quakers who provide the charity with a base to work. We are also indebted to local donors and Trusts who have enabled us to maintain our work.

At the year-end we are significantly concerned with our funding, but Trustees have taken on dedicated roles and created a fundraising plan to promote further grants and profitable events.

Vivienne Wheeler  
Chair of Trustees  
Friends of the Family Winchester Limited

## **Financial review**

Income for the year of £61,960 was lower by 23% (2017-18: £80,228). Total costs of £78,125 increased slightly (2017-18: £75,985). Overall, a deficit of £16,165 was recorded (2017-8: surplus £4,243).

Grant income remained stable at £35,936 (2017-18: £36,034); once again the main contributor was the Big Lottery 5s to 13s grant at £34,936. As last year, we were unsuccessful in our bid to Hampshire County Council. For the second year in a row we had a grant of £1,000 from the Hampshire and Isle of Wight Community Fund or the Dads Group.

Donations totalled £14,298, almost £20,000 below last year. It should be noted, though, that this was principally due to one donation last year totalling £18,750 (including Gift Aid). We remain extremely grateful to our loyal group of donors and our Membership base who contributed £3,645 this year.

Fundraising income benefitted from a successful quiz night; the Covert sale, Christmas Market chalet, a tennis event and garden opening also contributed and a new initiative inviting people to donate their old vinyl records and cassettes raised nearly £1,000. Gross fundraising income totalled £7,304 (2017-18: £6,353).

Costs were comparable with last year; as always our principal outlay was staff costs at almost 83% of total expenditure. We are extremely fortunate for the goodwill of the Friends who continue to gift the charity an office and space for our activities within the Friends Meeting House to an estimated value of £12,000 p.a.

The 12-month fixed-term account for £25,000 with Shawbrook Bank matured in March and has been converted to a 60-day notice account.

The last quarterly tranche of Big Lottery Funding was received immediately after the year end. Efforts to replace this funding have not yet borne fruit and will be a focus of the Trustees' activity in the coming months.

### **Reserves policy**

The charity has a reserves policy to hold £15,000 (2017-18: £15,000) to provide a measure of protection if income declines significantly in circumstances where it is not possible to reduce costs proportionally. Reserves on deposit totalled £42,065 at the year end.

## Structure, governance and management

Friends of the Family Winchester is a company limited by guarantee and a charity registered in England. It is governed by its Memorandum and Articles of Association. The trustees of the charity are also directors and members of the company.

Membership is also open to individuals over the age of 16 and to organisations. Members vote at general meetings of the company and play a role in its governance and in shaping the future of the charity.

The company has adopted the model Articles for Charities as recommended by the Charities Commission.

The charity welcomes interest from prospective trustees and principally uses word of mouth and personal recommendations to identify new trustees. The charity seeks trustees who can actively support its mission and with a range of complementary skills and experience. New trustees receive induction and training to cover the activities and structure of the charity and their responsibilities as charity trustees and company directors.

## Reference and administrative details

Name	Friends of the Family Winchester Limited
Registered Charity Number	1143462
Company Number	7577875 (Registered in England and Wales)
Principal and registered office	The Friends Meeting House 16 Colebrook Street Winchester SO23 9LH
Patron	Bishop John Dennis
Directors and Trustees	Vivienne Wheeler (Chair) Nicola Bryant Marcia Cunningham Jonathan Flory Karen Hazlitt Christine Morse Wynn Rees Clare Sheppard Lucilla Ward Rosemary Wright
Hon Treasurer	Jonathan Flory
Independent Examiner	Jason Foxwell, FCCA, FCIE

**Exemptions from disclosure - None**

### **Funds held as custodian trustee on behalf of others - Not applicable**

The trustees, who are also directors of the charity for the purpose of the Companies Act, present their annual report and the financial statements for the year ended 31 March 2019. The trustees have adopted the Charities SORP (Statement of Recommended Practice) (FRS 102) effective 1 January 2015.

### **Constitution and Objects**

The Board of trustees, which meets at least ten times a year, is responsible for the administration of the charity. Trustees receive no remuneration.

The charity has six salaried staff. The charity benefits from the services of unpaid volunteers in addition to the trustees.

### **Trustees' Responsibilities in relation to the Financial Statements**

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the company and of the profit and loss of the company for that period.

In preparing those financial statements the directors are required to:

- (i) Select suitable accounting policies and then apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company.

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.

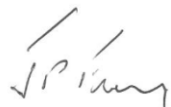
### **Small Company exemption**

This report has been prepared in accordance with the provisions applicable to companies subject to the Small Companies regime.

**The Trustees declare that they have approved the Trustees' report above.**

Signed on behalf of the Charity's Trustees:

Signature



Date 2 September 2019

Full name Jonathan Flory

Position Hon Treasurer

**FRIENDS OF THE FAMILY WINCHESTER LIMITED**

**Statement of Financial Activities (incorporating an Income and Expenditure Account) for the year ended 31 March 2019**

	Note	<u>Unrestricted</u> Funds 2018/19 £	<u>Restricted</u> Funds 2018/19 £	<u>Total</u> Funds 2018/19 £	<u>Prior Year</u> Funds 2017/18 £
<b>Income and endowments from:</b>					
Donations and legacies		17,140	1,250	18,390	37,778
Charitable activities		-	35,936	35,936	36,034
Other trading activities		7,304	-	7,304	6,353
Investments (Bank Interest)		330		330	63
<b>Total Income</b>	<b>1</b>	<b>24,774</b>	<b>37,186</b>	<b>61,960</b>	<b>80,228</b>
<b>Expenditure</b>					
Raising Funds		802	81	883	1,145
Charitable activities	<b>2</b>	39,563	37,679	77,242	74,840
<b>Total</b>		<b>40,365</b>	<b>37,760</b>	<b>78,125</b>	<b>75,985</b>
Net Income for the year		(15,591)	(574)	(16,165)	4,243
Total funds brought forward		57,828	1,198	59,027	54,784
Total funds carried forward		<u>42,238</u>	<u>624</u>	<u>42,862</u>	<u>59,027</u>



**FRIENDS OF THE FAMILY WINCHESTER LIMITED**  
**Balance sheet as at 31 March 2019**

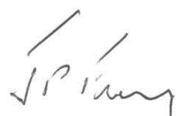
31/03/2018		Notes	£	£
£				
	<b>Tangible Fixed Assets</b>			
	<b>Current Assets</b>			
5,570	Debtors & Prepayments	4	1,665	
54,171	Cash at Bank and in hand		<u>43,061</u>	
59,741			<b>44,726</b>	
<b>(715)</b>	<b>Creditors: amounts falling due within one year</b>	<b>5</b>		<b>(1,864)</b>
59,027	<b>Net current assets</b>			42,862
<u><b>59,027</b></u>	<b>Net assets</b>			<u><b>42,862</b></u>
	<b>Capital Funds</b>			
57,828	Unrestricted funds			42,238
1,198	Restricted funds			624
<u><b>59,027</b></u>	<b>Total funds</b>			<u><b>42,862</b></u>

**Approval**

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the "Act") relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

These financial statements were approved by the directors on 2 September 2019 and signed by:




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Jonathan Flory

The notes on pages 10 to 14 form part of these financial statements.

## FRIENDS OF THE FAMILY WINCHESTER LIMITED

### Notes to the financial statements for the year ended 31 March 2019

#### Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

#### **a) Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), and the Companies Act 2006. Friends of the Family Winchester meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **b) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

#### **c) Income**

Voluntary income, donations and grants are accounted for on an accruals basis.

#### **d) Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Charitable activities comprises those costs incurred by the charity in the delivery of its activities 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.

Support costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fee and costs linked to the strategic management of the charity.

#### **e) Fixed Assets**

Fixed assets including furniture and equipment are capitalised and depreciated to write off the cost of the assets over their estimated useful lives. The annual depreciation rates and methods used are as follows:

Fixtures and fittings- 25% per annum on a straight line basis, on original cost

Computer equipment – 33.3% per annum on a straight line basis, on original cost

#### Premises

The charity uses an office in the grounds of the Friends' Meeting House in Winchester under a licence agreement dated 17 August 2004. Under a further licence agreement of the same date the charity enjoys the use of the main Meeting House and Garden in furtherance of its project work. The licences provide for the charity to make a financial contribution, which is currently waived by the Friends. Both licences are subject to six months' notice by either party. It is estimated that the value in the period to the Charity of these facilities is in the region of £12,000.

The trustees are extremely grateful to the Friends for their continued hospitality and support.

## **Trustees Expenses**

No expenses were paid to any of the trustees during the year, except to reimburse them for purchases or out-of-pocket expenses made on behalf of the charitable company.

## **Notes**

### **1 Income**

#### **Donations and Legacies**

	Unrestricted	Restricted	Total
Donations (including Gift Aid)	13,048	1,250	14,298
Membership	3,645		3,645
Q Boxes	261		261
Other income	186		186

#### **Major donors:**

The Paul Lunn-Rocklife Charitable Trust	3,000
St James Wealth Management	2,500
TSB	1,072
St Bartholomew	1,000
easyfundraising	966
St Lawrence	700
Anonymous donation	675
St Matthew	350
justgiving	333
Alton Quakers	263
Hyde Tavern (Pie Competition)	250

**Charitable Activities** – All income in this category is from Grants made for specific purposes:

<b>Grantor</b>	<b>Value</b>	<b>Purpose</b>
Big Lottery Grant	£34,936	5s to 13s Project
Hampshire & Isle of Wight Community Foundation	£ 1,000	Dads Prison Counselling

**Other trading Activities** - All income is in respect of fund-raising events organised by the Charity and is shown gross. Net proceeds from major specific events during the accounting period were as follows:

Quiz	1,971
Wheeler - cassettes & vinyl sales	996
Bridge tea	747
Tennis @ Winchester College	700
Garden Opening	490
Christmas Market Charity Stall	472
Covert Sale	456
Garden Opening - Morse	377
Flower Arranging Demonstration	313

## 2 Expenditure

### Charitable activities

<b>Direct Charitable Expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Project Staff Salary costs	30,993	30,182	61,175
Training	549	707	1,256
Project Expenses	1,640	3,187	4,826
	<b>33,182</b>	<b>34,076</b>	<b>67,257</b>

### Project staff costs include:

Salary and National Insurance contributions:	59,784
Pension Contributions	1,079
Administration charges	312

The average number of staff employed during the year was 6 (2017-18: 6). No employee earned more than £60,000.

The Charity became subject to the Pensions Auto-enrolment legislation with effect from 1<sup>st</sup> February 2017 and the Trustees selected National Employment Savings Trust as the pensions provider and administrator. All eligible employees have been offered the opportunity to participate in the scheme.

<b>Other Project expenses</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Family outings and events	183	1,284	1,467
Volunteer Expenses	211	1,028	1,239
Play Equipment and Refreshments	497	169	666
Room hire	615	585	1,200
DBS Checks	134	120	254

<b>Support Costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Insurance	401	401	803
Telephone & Internet	856	380	1,237
Admin & Secretarial	1,745	1,612	3,357
Communications & Publicity	1,031	217	1,248
Cost of Fundraising	802	81	883
New Website	135	135	270
Grant Consultants	1,000		1,000
Bank charges	60	60	120
Account examination costs	195	130	325
Rent of Garden Office/MH	110		110
New Pram Shed (FotF % of cost)/Gate	848	667	1,515

### 3 Restricted funds

Analysis of restricted funds:

<b>Purpose</b>	<b>Balance at 1.4.2018</b>	<b>Additions</b>	<b>Expenditure</b>	<b>Balance at 31.3.2019</b>
Dads Aloud Grant WINnovation	184		184	-
Dads Aloud HIWCF Grant	1,000		1,000	-
Big Lottery Grant (5s to 13s)	14	34,936	34,884	66
HIWCF - Dads Prison counselling		1,000	1,000	-
Mums and Young Children	-	1,250	691	559
<b>Total</b>	<b>1,198</b>	<b>37,186</b>	<b>37,759</b>	<b>625</b>

### 4 Debtors and Prepayments

Gift Aid reclaim for 2018/19	1,277
August Music fundraising	250
Easyfundraising	101
Prepayment for 2019/20 fundraising	37

### 5 Creditors: amounts falling due within one year

Dads' Group Leader	648
Meeting House Licences/Pram Shed	958
Counsellor/Supervision/Volunteer expenses	178
Publicity Material	80

### 6 Big Lottery Grant

The Charity is in the final year of a five year grant by the Big Lottery Fund totalling £165,524. Only one quarterly payment of £8,804 remains due after the year end.

## **INDEPENDENT EXAMINER’S REPORT TO THE TRUSTEES OF FRIENDS OF THE FAMILY WINCHESTER LIMITED (“the Charitable Company”)**

I report on the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2019.

### **Responsibilities and basis of report**

As the charity’s trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (‘the 2006 Act’).

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

### **Independent examiner’s statement**

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

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

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



Jason Foxwell FCCA FCIE  
39 Enfield Road, Poole, BH15 3LJ

Date: 2 September 2019