



FRIENDS OF THE FAMILY  
WINCHESTER LIMITED

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2020

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 2019 to 31<sup>st</sup> March 2020

**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 90 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**

With the end of the 5 year Big Lottery Grant in 2019 the Charity was faced with a funding crisis. The staff all took a voluntary cut in hours and pay (for which we are very grateful) which gave the Trustees additional time to secure future grant aid. In September 2019 we secured a 3 year grant of £35,000 pa from The Henry Smith Trust, additionally an appeal to members and supporters resulted in the donation of further funds which allowed the Charity to continue with its vital work.

With finance secured the Trustees now have a dedicated Grants Team who apply monthly for grants from a variety of sources to maintain the cash flow. They also have an Events Committee who are reviewing and organising events as a source of fundraising. Sadly due to the lockdown measures imposed due to Covid19 in March 2020 the use of events for fundraising has come to a halt, and with social distancing the future of traditional events are unknown.

In September Pat Slade, the Playleader for the Mums and Young Children Project, retired. After a long and thorough search we recruited and welcome Sally Jenkins. During this period 8 Mums and 12 Children were supported by the Project.

The 5-13's Project, led by Sam Hunt is in great demand. We had 27 volunteers and befriended 31 focus children and their families. In November 2019 a training programme was run for 5 volunteers, the next training due in March 2020 was unfortunately cancelled due to the national lockdown.

Charlie Wright has grown his counselling within HMP Winchester, counselling 14 men in prison and 4 through the gate. His work has been financially supported by Winchester Rotary for 2020. He has counselled 7 men in his 1:1 sessions at the FotF Offices and his Dads Aloud monthly group for dads and their children is increasingly popular.

We continue to work with The Salvation Army, Young Carers, Winchester Basics Bank, Spurgeons, HMP Winchester, Home Start, St,Vincent de Paul and The Winchester Quaker House. In addition we are grateful to the local community churches, local societies and our Members who continue to support us financially; without them our administrative and running costs could not be met.

At the year end we are looking at providing our Projects virtually during lockdown, continuing to support our families and our volunteers in what is a very uncertain, anxious and difficult time.

It is with sadness we record the death on 13 April 2020 of our patron Bishop John Dennis. John was involved for many years as a trustee and chair of trustees and latterly as our patron and we will miss his humour and wise counsel.

Karen Hazlitt  
Chair of Trustees  
Friends of the Family Winchester Limited

## **Financial review**

Following the fall in revenue in the previous year, it was gratifying that for this financial year total income at £83,227 was higher by 34% (2018-19: £61,960). A careful watch on expenditure during the year resulted in costs of £70,522, a decrease of 10% (2018-19: 78,125). Overall, a surplus of £12,705 was recorded (2018-9: deficit £16,165).

Grant income was very slightly lower at £34,896 (2018-19: £35,936). The final tranche of the Big Lottery Grant (£8,804) was received in April and we were unsuccessful in a further application to them. It was therefore very pleasing that we were able to obtain a 3-year grant from The Henry Smith Charity for £35,000 per annum for our 5s to 13s Project. The first tranche of £17,500 was paid in October 2019. In addition, we received £5,000 from The Royal London Foundation for the Mothers and Young Children Project and two grants, from Winchester Rotary (£2,592) and The Hampshire and Isle of Wight Community Foundation (£1,000) for our Dads Project prisoner counselling.

An appeal to donors at the beginning of the year bore fruit with a total of £42,154, almost three times the previous year. We remain extremely grateful to our loyal supporters and our Membership base who contributed £4,410 this year to this total.

Gross fundraising income was lower than the previous year. A successful Quiz night raised £3,287 and a garden opening £1,395, contributing to a total of £5,936.

As always our principal outlay was staff costs at 81% of overall expenditure; these were slightly lower at £57,341 (2018-19: £61,175). 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 Covid pandemic lockdown started at the very end of the accounting period and had no impact on the reported results. Since end March 2020, the charity has managed to continue its activities without needing to furlough staff. At the time of writing, the outlook is uncertain. The charity remains somewhat reliant on continued levels of donations to maintain activity going forward. The current level of our reserves and cash deposits provides a measure of protection for us to manage the next few years.

### **Reserves policy**

The charity has a reserves policy to hold £25,000 (2018-19: £15,000) to provide a measure of protection if income declines significantly in circumstances where it is not possible to reduce costs proportionally. Reserves are held within cash deposits which totalled £51,738 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 during the year	Bishop John Dennis
Directors and Trustees	Karen Hazlitt (Chair) Christopher Bale (appointed 23 <sup>rd</sup> January 2020) Nicola Bryant Marcia Cunningham Jonathan Flory Christine Morse Wynn Rees Clare Sheppard Lucilla Ward Vivienne Wheeler 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 2020. 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 24th September 2020

Full name Jonathan Peter 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 2020**

	Note	<u>Unrestricted</u> <u>Funds</u> 2019/20 £	<u>Restricted</u> <u>Funds</u> 2019/20 £	<u>Total</u> <u>Funds</u> 2019/20 £	<u>Prior Year</u> <u>Funds</u> 2018/19 £
<b>Incoming Resources</b>					
Donations and legacies		39,679	2,475	42,154	18,390
Charitable activities		-	34,896	34,896	35,936
Other trading activities		5,936	-	5,936	7,304
Investments (Bank interest)		241		241	330
<b>Total Incoming Resources</b>	<b>1</b>	<b>45,856</b>	<b>37,371</b>	<b>83,227</b>	<b>61,960</b>
<b>Expenditure</b>					
Raising Funds		1,159	27	1,186	883
Charitable activities	<b>2</b>	42,356	26,979	69,336	77,242
<b>Total Resources Expended</b>		<b>43,515</b>	<b>27,006</b>	<b>70,522</b>	<b>78,125</b>
Net Incoming Resources for the year		2,341	10,364	12,705	<b>(16,165)</b>
Total funds brought forward		42,237	625	42,862	59,027
Total funds carried forward		<b>44,579</b>	<b>10,989</b>	<b>55,567</b>	<b>42,862</b>



**FRIENDS OF THE FAMILY WINCHESTER LIMITED**  
**Balance sheet as at 31 March 2020**

31/03/2019		Notes	£
£			£
	<b>Current Assets</b>		
1,665	Debtors & Prepayments	4	4,512
<u>43,061</u>	Cash at Bank and in hand		<u>51,738</u>
44,726			<b>56,250</b>
<b>(1,864)</b>	<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<b>(682)</b>
42,862	<b>Net current assets</b>		55,567
<u><b>42,862</b></u>	<b>Net assets</b>		<u><b>55,567</b></u>
	<b>Capital Funds</b>		
42,238	Unrestricted funds		44,579
<u>624</u>	Restricted funds	<b>3</b>	<u>10,989</u>
<u><b>42,862</b></u>	<b>Total funds</b>		<u><b>55,567</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 24<sup>th</sup> September 2020 and signed by:



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 2020**

#### **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)	34,690	2,475	37,165
Membership	4,410		4,410
Q Boxes	462		462
Other income	118		118

##### **Major donors: (net of Gift Aid)**

Anonymous donor	10,000
O'Sullivan Charitable Trust	5,000
Mr S Greener	5,000
The Elizabeth and Prince Zaiger Charitable Trust	3,000
Anonymous	1,100
Anonymous donor	1,000
Winchester Fusion Choir	950
Anonymous donor	700
justgiving	634
St Lawrence with St Swithin	585
easyfundraising	554
Kingsworthy PCC	550
Waitrose	520
Winchester Churches Xmas Project	500
Anonymous donor	485

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

<b>Grantor</b>	<b>Value</b>	<b>Purpose</b>
The Henry Smith Trust	£17,500	5s to 13s Project
Big Lottery Grant	£ 8,804	5s to 13s Project
Royal London Foundation	£ 5,000	Mothers and Young Children
Winchester Rotary	£ 2,592	Dads Prison Counselling
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 Night	2,510
O'Sullivan Garden opening	1,395
Covert sale	632
Christmas Market	297

## 2 Expenditure - Charitable activities

<b>Direct Charitable Expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Project Staff Salary Costs	35,555	21,786	57,341
Training	157	709	866
Project Expenses	1,883	1,940	3,822
	<b>37,595</b>	<b>24,434</b>	<b>62,029</b>

### **Project staff costs include:**

Salary and National Insurance contributions:	55,581
Pension Contributions	1,483
Administration charges	277

The average number of staff employed during the year was 6 (2018-19: 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	237	641	878
Volunteer Expenses	527	431	957
Play Equipment and Refreshments	284	118	402
Room hire	805	395	1,200
Recruitment and DBS Checks	30	355	385

<b>Support Costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Insurance	803	-	803
Telephone & Internet	874	631	1,505
Admin & Secretarial	2,398	1,592	3,990
Communications & Publicity	241	248	489
Bank charges	60	20	80
Accounting costs	330		330
Rent of Garden Office/MH	55	55	110

### 3 Restricted funds

Analysis of restricted funds:

<b>Purpose</b>	<b>Balance at 1.4.2019</b>	<b>Additions</b>	<b>Expenditure</b>	<b>Balance at 31.3.2020</b>
<b>Big Lottery Grant (5s to 13s)</b>	66	8,804	8,869	0
<b>HIWCF - Dads Prison counselling</b>	-	1,000	1,000	-
<b>Donations for Mothers &amp; Young Children Project</b>	559	1,975	840	1,694
<b>Winchester Churches Christmas Project</b>		500	500	-
<b>Royal London Foundation MYC Play Leader</b>		5,000		5,000
<b>Henry Smith Trust 5s to 13s</b>		17,500	14,407	3,093
<b>Winchester Rotary Dads Prison Counselling</b>		2,592	1,391	1,202
<b>Total</b>	<b>625</b>	<b>37,371</b>	<b>27,007</b>	<b>10,989</b>

### 4 Debtors and Prepayments

Gift Aid reclaim for 2019/20	4,397
Amazon Smile	18
Easyfundraising	42
Prepayment for Computer security	60

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

Dads' Group Leader	532
Project Leader Supervision	150

## **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 2020.

### **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: 27 September 2020

Signed:

