



FRIENDS OF THE FAMILY WINCHESTER LIMITED

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2016

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

FRIENDS OF THE FAMILY WINCHESTER LIMITED

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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.

Objectives and activities

The Objects 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.

In 2008, identifying a need, the Trustees initiated a steering group to develop a project to support older children. The 5 to 13 age range was decided upon as during these formative years, children look to develop relationships outside of the family group. It was felt a committed reliable volunteer befriender could be of immense benefit to individual children and their families. 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 training. So far 48 families have received support with this project (with an average involvement in the project of 18 months).

In 2012 a Fathers Group was established to offer dads with pre-school aged children the opportunity to engage in a support group similar to the mothers or have 1:1 counselling with a trained male counsellor if they prefer. Currently we have 9 fathers engaged in this project.

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 very productive with all three of our projects thriving as well as the additional counselling service. The Under 5s group has continued to be recognised by local agencies for the unique supportive work they do with mothers and their young children and babies. In October, a special event organised by our Project Leader Colette Dunford welcomed Dr. Alain Gregoire, Consultant Perinatal Psychiatrist. He discussed the importance of working with mums with severe mental health issues and the impact of early childhood trauma on a parent's mental health. The under 5's project has been helped considerably during term time by students from Winchester University.

Our 5s to 13s project supported by Big Lottery Funding has seen Sam Hunt, the Project Leader, train 12 new recruits to work with individual families. There have been children's workshops and social get-togethers to further confidence building for our children, including a visit to Calshot activity centre in the summer holidays as well as a wonderful Christmas party alongside our Dads Groups at the Salvation Army Hall. In the past year we have achieved a very high profile in the local newspaper consolidating the work we do and highlighting the charity within Winchester.

Our Dad's project run by a male Psychotherapist, Charlie Wright, has built up a trusting client base, offering one to one counselling weekly. Charlie also works at Winchester prison with Dads soon to be released supporting them in their role as fathers. Charlie brought one of his clients previously in Winchester Prison to talk to an open group meeting about the difference counselling had made to his life. This was an inspirational speech. Charlie's work has been funded this year through The Lady Balogh Trust and The Hampshire and Isle of Wight Comic Relief Fund. One of his former clients ran a super-marathon for us, raising over £500.

The Trustees have worked hard to maintain funding through grants from Hampshire County Council, the Big Lottery, and Winchester City Council as well as being the beneficiary of donations from Trusts, churches, local organisations and individuals and the Itchen Valley Lent lunches. Fund raising activities have included a Garden Party, St. Maurice's Covert Sale and a very successful Quiz Night. We have been fortunate to attract a £1,000 grant from WACA enabling us to improve and maintain our children's toy shed.

As a thank you to all our volunteers we took them out to lunch to show our appreciation for the work they do weekly.

We continue to monitor our finances very stringently at monthly Trustee meetings, being aware of project costs and our continuing need to find funds to continue the outstanding work done by all our projects and their leaders.

Financial review

This year we recorded income of £67,743, a decline of 20 per cent from the rather exceptional level of the previous year, but still 34 per cent higher than in 2013/14. Costs have risen, due mostly to the 5s to 13s project as it reaches full staffing. Total costs of £72,529 represented a 22 per cent increase on the previous financial year. Overall, we recorded a loss of £4,786 compared to a surplus last financial year of £25,213.

Grant income rose significantly to £45,114 (£33,791 in 2014/15) due largely to the agreed profile of the Big Lottery 5s to 13s grant and to the award of a £10,000 grant from Hampshire County Council.

Donations totalled £13,436, a significant reduction from the £36,533 received last year when we received an exceptional gift of £21,500. We are grateful to the loyal group of donors who support the charity and recognise that maintaining donation levels is a continuing challenge.

Fundraising income benefitted from a successful quiz night and summer party as well as funds raised from the Itchen Valley lent lunches, a Marathon run, covert sale and the "Q" collection boxes. Fundraising income totalled £,8,884 (£13,872 in 2014/15).

Cost increases chiefly comprised the additional staff costs being devoted both to the 5s to 13s project and to the Dad's Group. These increased costs are to some degree covered by the Big Lottery grant and a separate grant from The Lady Balogh Psychotherapy Trust to support the Dad's group but we are experiencing some cost pressures. In this context, we remain extremely grateful to 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 £10,000. Total costs were £72,529 (£59,242 in 2014/15).

Net assets at the year end of £50,108 (£54,894 at 31 March 2015) included net cash balances of £50,527 (£53,630 at 31 March 2015).

Reserves policy

The charity has a reserves policy to hold £15,000 to provide a measure of protection if income declines significantly in circumstances where it is not possible to reduce costs proportionally. As at the year end, reserves totalled £30,094.

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.

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.

Reference and administrative details

Name	Friends of the Family Winchester Limited
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) Amelia Ashton Marcia Cunningham Jonathan Flory Karen Hazlitt Christine Morse Wynn Rees Clare Sheppard Rosemary Wright (appointed 25 th June 2015)
Hon Treasurer	Jonathan Flory

FRIENDS OF THE FAMILY WINCHESTER LIMITED

Report of the trustees for the year ended 31 March 2016

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 2016. The trustees have adopted the Charities SORP (Statement of Recommended Practice) (FRS 102) issued in July 2014 and have prepared this report and accounts in accordance with the Financial Reporting Standards for Smaller Entities (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 five 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.

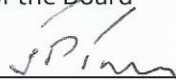
They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company exemption

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

By order of the Board

Director


Jonathan Flory

Date

28/11/16

Independent Examiner Sarah Le May
Upham House, Upham, Southampton SO32 1JH

Exemptions from disclosure

None

Funds held as custodian trustee on behalf of others

Not applicable

FRIENDS OF THE FAMILY WINCHESTER LIMITED
Statement of Financial Activities for the year ended 31 March 2016

	<u>Unrestricted</u> <u>Funds</u> 2015/16 £	<u>Restricted</u> <u>Funds</u> 2015/16 £	<u>Total</u> <u>Funds</u> 2015/16 £	<u>Prior Year</u> <u>Funds</u> 2014/15 £
Incoming Resources				
Grants received	-	45,114	45,114	33,791
Donations	13,436	-	13,436	36,533
Fundraising	5,891	2,992	8,884	13,872
Bank Interest	178		178	54
Other income	131		131	205
Total Incoming Resources	19,636	48,106	67,743	84,455
Resources expended				
Direct Charitable Expenditure				
Project Staff Salary costs	17,788	39,205	56,993	44,888
Staff Training	187	489	676	1,015
Project Expenses	1,406	2,756	4,162	5,652
	19,381	42,450	61,831	51,555
Governance Costs				
Insurance	380	380	760	760
Telephone & Internet	581	431	1,012	1,274
Admin & Secretarial	1,845	1,932	3,777	3,776
Communications & Publicity	332	638	970	635
Cost of Fundraising	2,312	178	2,490	251
Office Refurbishment	-	-	-	131
New website	720	-	720	
Depreciation of fixed assets	970	-	970	861
	7,140	3,559	10,698	7,688
Total Resources Expended	26,520	46,009	72,529	59,242
Net Incoming Resources for the year	(6,884)	2,098	(4,786)	25,213
Gross transfers between funds			-	-
Balance brought forward at 31st March 2015	50,134	4,760	54,894	29,681
Balance carried forward at 31st March 2016	43,250	6,858	50,108	54,894

FRIENDS OF THE FAMILY WINCHESTER LIMITED
Balance sheet as at 31 March 2016

31/03/2015

£		Notes	£	£
1,770	Tangible Fixed Assets	9		800
	Current Assets			
-	Debtors & Prepayments	10	270	
4,068	CAF Cash Account - General		7,862	
55	CAF Cash Account - 5s to 13s (BIG)		818	
49,457	CAF Gold account		11,424	
	Scottish Widows Deposit Account		30,094	
52	Petty Cash		58	
<u>53,631</u>			<u>50,527</u>	
(507)	Creditors: amounts falling due within one year	11		(1,219)
53,124	Net current assets			49,308
<u>54,894</u>	Net assets			<u>50,108</u>
	Capital Funds			
50,134	Unrestricted funds			43,250
4,760	Restricted funds			6,858
<u>54,893</u>	Total funds			<u>50,108</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.

These financial statements were approved by the directors on 27/11/16 and signed by:

Jonathan Flory

The notes on pages 11 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 2016

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 under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005)

The accounts have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

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) Incoming resources

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

d) Resources expended

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.

Direct charitable expenditure 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.

Governance 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 £10,000.

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.

1 Grants received

Restricted funds:

Grantor	Value	Purpose
Big Lottery Grant	£31,784	5s to 13s Project
Hampshire County Council	£5,000	Under 5s Project
Lady Balogh Psychotherapy Trust	£4,000	Dads Project
Hampshire & Isle of Wight Community Foundation	£2,500	Dads Project
WACA Have Your Say Grant	£1,000	Toyshed refurbishment
Winchester City Council	£ 430	Under 5s outing/storage
Winchester City Council	£ 400	5s to 13s outing

Non-restricted funds:

None

2 Donations

Donations of £250 and above:

Elizabeth & Prince Zaiger Trust	3,000
Lent lunch programme	1,231
Paul Lunn-Rockliffe Trust	1,000
St Matthews Winchester	600
Private donor	500
Kingsworthy PCC	400
St Lawrence with St Swithun	380
Private donor	250

All the above donations were unrestricted.

Donations totalling £389 were received in memory of a much loved former volunteer with the Under 5s Project, Valerie Wright.

Membership donations raised £3,225 (2015: £2,350).

3 Fundraising

All fundraising income is shown gross, with costs listed as a governance expense. Net proceeds from major specific events during the accounting period were as follows:

Quiz Night	£3,081
Summer Party	2,491
Covert Sale	506
Damien German marathon	501

The 'Q Boxes' initiative raised £568 (2015: £508).

4 Other Income

Other income consists of parental contributions towards meetings.

5 Project staff costs

Salary and National Insurance contributions:	£56,603
Administration charges	£ 390

6 Project expenses

Toy shed refurbishment	£1,776
Family outings and events	£1,312
Volunteer Expenses	£ 774
Play Equipment and Refreshments	£ 211
DBS Checks	£ 88

7 Restricted funds

Analysis of restricted funds:

Purpose	Balance at 1.4.2015	Additions	Expenditure	Balance at 31.3.2016
Father's Group	4,598	4,501	4,369	4,730
Father's Group HIWCF		2,500	1,190	1,310
HCC (Under 5s) Salaries	-	5,000	5,000	-
Big Lottery Grant (5s to 13s)	55	31,784	31,020	818
Soroptimists - Training	108		108	-
Under 5s (Summer Party)		2,491	2,491	-
WCC Grant - 5s to 13s Outing		400	400	-
WCC Grant - Under 5s Outing		430	430	-
WACA Have Your Say - Toyshed	-	1,000	1,000	-
Total	4,760	48,106	45,009	6,858

8 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:

Furniture, 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

Asset	Net Book Value at 31.3.2015 £	Additions £	Depreciation Charge for year £	Net Book Value at 31.3.2016 £
Furniture, Fixtures and Fittings	895	-	540	355
Computer Equipment	875	-	430	445

Totals	1,770	-	970	800
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For assets purchased during the year, the depreciation charge is apportioned on a pro-rata basis from the date of purchase.

9 Debtors and Prepayments

Donations	£150
Rotary 'Swimathon'	£120

10 Creditors: amounts falling due within one year

	£
Finch Studio – new website	720
Father's Group Leader	459
Staples – storage boxes	40
Total	1,219

11 Big Lottery Grant

The Charity is in the second year of a five year grant by the Big Lottery Fund totalling £165,524 to sustain and expand the 5s to 13s project in Winchester District. The grant has enabled the recruitment of a paid volunteer coordinator to support the project leader and secures most of the project costs over the five year period. The grant period covers the five years from 1st July 2014. Future years' income from the grant is as follows:

2016/17	£32,767
2017/18	£33,834
2018/19	£34,936
2019/20	£ 8,804

REPORT TO THE TRUSTEES OF FRIENDS OF THE FAMILY WINCHESTER LIMITED
I report on the accounts of the charitable company for the year ended 31 March 2016.

Respective responsibilities of trustees and examiner

The charity trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this financial period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself 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 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of the 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 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) 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; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sarah Le May
Upham House
Upham
Southampton SO32 1JH

Date 27/11/2016

Signed C.S. Le May