



**FRIENDS OF THE FAMILY
WINCHESTER LIMITED**

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2017

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 1st April 2016 to 31st March 2017

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 65 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. A new venture this year is a 'Dads Aloud' meeting once a month where Dads and their children spend a Saturday morning in a relaxed atmosphere at the local Salvation Army premises.

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

Last year has seen a need for increased support for Mums, Dads and children in the Winchester district, provided by Friends of the Family. We have a committed staff working with each of our three projects. The families referred to us have many complex problems; our aim is to offer support and solutions for better outcomes for their future family life. We have been supporting over 40 families in the last year.

Our under 5's mother and young child group continues to work with approximately 8 families twice a week at the Friends meeting House supporting the needs of mothers, all experiencing a variety of mental health conditions. Their babies and toddlers are supported by a qualified Play Leader and volunteers. The 5-13 group which has been lottery funded has made extraordinary progress recruiting over 25 volunteers in the past year, providing training for volunteers and parents, outings for children as well as workshops. The increased publicity and lively newsletter have been developed by our coordinator of volunteers. We now support dads in the community as well as Winchester prison. (Charlie Wright's work with prisoners was recognised by a High Sheriff award this year). Thanks to a WINovation grant we have gone on to run a monthly 'Dads Aloud' group for dads and their children at the Salvation Army premises. We have also continued to offer the service of one to one counselling to parents we support, thanks to a generous grant of £5000 from HCC.

It is a big thank you to Colette Dunford, Pat Slade, Sam Hunt, Lisa Travers, Charlie Wright and our able Administrator, Helen Cramp for the excellent job they do.

None of these services would be possible without the finances to support them. Our Trustees, who meet ten times a year, have worked consciously fundraising, applying for grants and promoting Friends of the Family. We had some successful fundraising events, two dinners, a car boot sale, the Covert Sale, our annual quiz, Andrew Rutter's house paintings, a Christmas wrapping demonstration, as well as a talk 'What the Butler saw'.

We have received generous donations from our local churches, St. Lawrence, All Saints and St. Matthews and Alton Quakers. This year we received over £5,000 in gift aid, an anonymous donation of £6,000 as well as from local trusts.

We have now had our second year of Lottery Funding and are starting to think how we can maintain this needed service for our 5-13 project.

Our Trustees take seriously the role they have, monitoring the service we provide as well as scrutinising accounts to ensure we have sufficient funds to support our projects. I greatly appreciate their time, expertise and commitment.

Finally, I would like to thank the Quaker Meeting House who enable us to use their premises weekly as well as housing our office in their attractive garden. Also the Salvation Army who host our Christmas parties and allow us to use their facilities so generously.

Viv Wheeler
Chair of Trustees
Friends of the Family Winchester Limited

Financial review

Income for the year at £77,635 showed an increase of 14% (2015-16: £67,743). Total costs of £72,960 were almost the same (2015-16: £72,529). Overall, a surplus of £4,675 was recorded (2015-6: loss £4,786).

Grant income was slightly lower at £41,412 (2015-16: £45,114); the main contributor was the Big Lottery 5s to 13s grant at £31,784. A £5,000 grant was received from Hampshire County Council to assist our counselling services.

Donations totalled £24,768, a significant increase from the £13,436 received last year. The improvement was helped by an anonymous donation of £6,000 and also the recovery of several years' Gift Aid totalling £5,208. We remain extremely grateful to our loyal group of donors who support the charity and realise that maintaining donation levels is a continuing challenge. We also owe our thanks to our small but growing Membership base who contributed £3,500 this year. Our Q Box initiative raised £460.

Fundraising income benefitted again from a successful quiz night; In addition two well-attended dinners at Gandhi and The Corner House, a Covert sale and Car Boot sale, a Christmas present-wrapping demonstration and a very entertaining talk entitled 'What the Butler Saw', combined to make gross fundraising income of £11,046 (2015-16: £8,884).

Costs were well contained this year; as always our principal outlay was staff costs at almost 80% 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 £10,000 p.a.

A 90-day notice account at Scottish Widows which held a balance of £30,094 at 31st March 2016 was closed during the year due to decreasing returns. A suitable replacement account is currently being sought although opportunities are limited at present.

Net assets at the year end of £54,783 (£50,108 at 31 March 2016) included net cash balances of £54,553 (£50,527 at 31 March 2016).

Whilst we have over two years' more funding to come from the Big Lottery, it is acknowledged that grants are becoming more difficult to obtain and efforts in the next financial year will be directed to maximising opportunities in this area.

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. Reserves on deposit totalled £47,948 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) Amelia Ashton (resigned 23/02/2017) Nicola Bryant (appointed 27/10/2016) Marcia Cunningham Jonathan Flory Karen Hazlitt Christine Morse Wynn Rees Clare Sheppard Lucilla Ward (appointed 27/10/2016) 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 2017. 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 26/10/17

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 2017

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Prior Year Funds
		2016/17	2016/17	2016/17	2015/16
		£	£	£	£
Income and endowments from:					
Donations and Legacies		24,768	250	25,018	13,567
Charitable Activities		-	41,412	41,412	45,114
Other trading activities		11,046	-	11,046	8,884
Investments (Bank interest)		159		159	178
Total Incoming Resources	1	35,973	41,662	77,635	67,743
Resources expended					
Expenditure on:					
Raising funds		3,243	501	3,744	3,500
Charitable Activities		24,461	44,755	69,216	69,029
Total	2	27,704	45,256	72,960	72,529
Net movement in funds		8,269	(3,594)	4,675	(4,786)
Total funds brought forward		43,250	6,858	50,108	54,893
Total funds carried forward		51,519	3,264	54,783	50,108

FRIENDS OF THE FAMILY WINCHESTER LIMITED
Balance sheet as at 31 March 2017

31/03/2016			£	£
£		Notes		
799	Tangible Fixed Assets	9		165
	Current Assets			
270	Debtors & Prepayments	10	730	
50,257	Cash at bank and in hand		54,553	
50,527	Total current assets		55,283	
(1,219)	Creditors: amounts falling due within one year	11	(665)	
49,308	Net current assets			54,618
<u>50,108</u>	Net assets			<u>54,783</u>
	Capital Funds			
43,250	Unrestricted funds			51,519
6,858	Restricted income funds			3,264
<u>50,108</u>	Total charity funds			<u>54,783</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 26/10/17 and signed by:


 Jonathan Flory

The notes on pages 11 to 15 form part of these financial statements.

FRIENDS OF THE FAMILY WINCHESTER LIMITED

Notes to the financial statements for the year ended 31 March 2017

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 £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.

Notes

1 Income

Donations and Legacies	Unrestricted	Restricted	Total
Donations	£ 20,718	£ 250	£ 20,968
Gift Aid refund			
from previous years	£ 5,209		£ 5,209
Membership	£ 3,500		£ 3,500
'Q' Collection boxes	£ 460		£ 460

Major donors:

Anonymous donation	6,000.00
Elizabeth & Prince Zaiger Charitable Trust	3,000.00
Paul Lunn-Rockliffe Trust	1,000.00
Estimated Gift Aid recovery	729.99
easyfundraising	654.44
Penyards	600.00
Fusion Choir	550.00
St Lawrence	520.00
Kings Worthy PCC	400.00
Anonymous donation	364.63
St Matthews PCC	350.00
Daniela Colores	250.00

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

Grantor	Value	Purpose
Big Lottery Grant	£32,767	5s to 13s Project
Hampshire County Council	£ 5,000	Counselling
Winchester Round Table	£ 1,300	Family outings
Winchester City Council 'WINnovation'	£ 1,000	Dads Aloud Project
Sir James Scott	£ 500	New website
Hampshire County Council (Councillor Grant)	£ 495	5s to 13s Outings
Winchester City Council (Councillor Grant)	£ 350	New website

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	2,617
Italian Evening	940
Gandhi Dinner	921
Car Boot sale	888
What the Butler saw	765
Gift Wrapping demo	647
Covert Sale	453
Rock Choir	395
Andrew Rutter House Paintings	325

2 Expenditure

Charitable activities

Direct Charitable Expenditure

Project Staff Salary costs	19,742	37,833	57,575
Staff Training	139	931	1,070
Project Expenses	1,007	1,395	2,402
	20,888	40,159	61,047

Project staff costs include:

Salary and National Insurance contributions:	£57,177
Pension Contributions (effective from February 2017)	£ 85
Administration charges	£ 312

The average number of staff employed during the year was 6 (2015-16: 6). No employee earned more than £60,000.

The Charity became subject to the Pensions Auto-enrolment legislation with effect from 1st 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.

Other Project expenses

Family outings and events	£ 612
Volunteer Expenses	£ 496
Play Equipment and Refreshments	£ 394
Room hire	£ 900

Support Costs

Insurance	788
Telephone & Internet	1,230
Admin & Secretarial	3,987
Communications & Publicity	501
Cost of Fundraising	3,243
New Website	1,374
Bank charges	55
Rent of Garden Office	100
Depreciation of fixed assets	635
	11,913

3 Restricted funds

Analysis of restricted funds:

	Balance at 1/4/16	Additions	Expenditure	Balance at 31/3/17
Big Lottery Grant (5s to 13s)	818	32,767	33,315	270
HCC Counselling	-	5,000	5,000	-
Father's Group	4,730		4,535	195
Father's Group HIWCF	1,310		1,310	-
Round Table Outings		1,300	-	1,300
Dads Aloud Grant WINnovation		1,000	183	817
Website rebuild		850	417	433
HCC Outings		495	495	-
Under 5s - Daniela Colores	-	250		250
Total	6,858	41,662	45,255	3,264

4 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 31.3.2016	Additions	Depreciation Charge for year	Net Book Value at 31.3.2017
Fixtures and Fittings	355	-	300	55
Computer Equipment	444	-	335	109
Totals	799	-	634	165

5 Debtors and Prepayments

Gift Aid reclaim for 2016/17 £730

6 Creditors : amounts falling due within one year

Father's Group Leader	£665
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7 Big Lottery Grant

The Charity is in the third 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:

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 2017.

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.

Jason Foxwell, FCCA, FCIE
4 Lauren Way, Totton, Southampton, SO40 2BG

Date 28 October 2017

Signed

