



**FRIENDS OF THE FAMILY
WINCHESTER LIMITED**

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2018

**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 2017 to 31st March 2018

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 new venture Begun last year, the 'Dads Aloud' Group 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

Friends of the Family, Winchester has continued the excellent work done by its project leaders working with Mums, Dads and children aged 0-13 years old in the past year. We are fortunate to have an office within the garden of the Friends Meeting House used daily by our staff.

Our mothers group led by a trained Psychotherapist and trainee counsellors have provided group and individual counselling weekly for eight mothers over the period of one year at the Friends Meeting House. These women are vulnerable mothers needing expert understanding of their complex problems. Their babies and young children are supervised by a salaried Play Leader supported by volunteers. These families come to us referred by health visitors, GPs, midwives and children's services. Our aim is to provide some stability as well as resilience to enable the families to move forward with more confidence and give their children better life chances.

Our Dads counsellor has worked with 11 fathers for counselling locally as well as 13 Dads in Winchester Prison. He has established a monthly Saturday club at the Salvation Army Hall called 'Dads Aloud' with 10 families taking part for breakfast and games. He has enabled some Dads to find work or return to education as well as establishing better family connections. He also has been a point of contact for those leaving prison.

Our 5-13 group (which has received lottery funding) has supported 35 families over the past year. There have been three training sessions for new volunteers in May, October and March. All our volunteers have been offered training in safe guarding as well as enjoying termly workshops with the children they support. We have also sign posted parents to parent courses. Our Project Leader provides supportive guidance to her volunteers on a regular basis with particularly sensitive understanding of the families. We are fortunate to have a Recruiter of volunteers who has instigated successful recruiting campaigns as well as overseeing our press coverage and updating of our recent website.

All our projects have enjoyed the added activities of Christmas parties and summer outings.

We liaise closely with other local charities complementing our work, notably Spurgeons at the prison, St. Vincent de Paul, the Food bank, Vineyard clothes store, Home start and Young Carers.

In 2017-18 the University of Winchester carried out a significant evaluation of our work with families. 100% of the parents agreed they would recommend Friends of the Family.

Our 10 Trustees meet ten times a year. All have specific roles and responsibilities. One Trustee took on the responsibility for the new website launched in December 2017. We have had a good financial year with some generous donations from individuals, grants from trusts, support from the TSB as well as local churches and organisations. The Trustee's fundraising included a Quiz, a garden opening, talks to organisations as well as local sales. We were fortunate to have a visit from the Lord Lieutenant in October to see the work we are doing. We are aware that a major grant from the Big Lottery Fund will come to an end in 2019 so we are seeking ways to address this. I am very indebted to a dedicated and committed group of Trustees and Administrator.

Viv Wheeler
Chair of Trustees

Financial review

Income for the year at £80,228 showed an improvement of 3% (2016-17: £77,635). Total costs of £75,985 were some 4% higher than last year (2016-17: £72,960). Overall, a surplus of £4,243 was recorded (2016-17: £4,675).

Grant income fell to £36,034 (2016-17: £41,412); the main contributor was the Big Lottery 5s to 13s grant at £33,834. We were unsuccessful in our bid to Hampshire County Council who have regularly supported us in the past.

Donations totalled £33,623, once more a significant increase from the previous year (£20,968). We were extremely fortunate to receive one donation of £15,000 that also attracted Gift Aid, and two each of £3,000 from Charitable Trusts. We remain extremely grateful to our loyal group of donors who support the charity. We also owe our thanks to our small but growing Membership base who contributed £3,570 this year. Our Q Box initiative raised £585.

Fundraising income benefitted again from a successful quiz night; in addition a very enjoyable garden party, Covert sale and Christmas Market chalet contributed to make gross fundraising income of £6,353 (2016-17: £11,046).

Costs were slightly higher this 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.

A 12-month fixed-term account for £25,000 was taken out with Shawbrook Bank during the year.

Net assets at the year end of £59,027 (£54,783 at 31 March 2017) are predominantly cash balances; fixed assets having been depreciated to zero during this financial year.

We have 15 months' more funding to come from the Big Lottery; efforts are underway to source replacement funding.

Reserves policy

The charity has a reserves policy to hold £15,000 (2016-17: £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 £49,735 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 2018. 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 28 Nov 2018

Full name Jonathan Flory

Position HonTreasurer

FRIENDS OF THE FAMILY WINCHESTER LIMITED

Statement of Financial Activities (incorporating an Income and Expenditure Account) for the year ended 31 March 2018

	Note	<u>Unrestricted</u> <u>Funds</u> 2017/18 £	<u>Restricted</u> <u>Funds</u> 2017/18 £	<u>Total</u> <u>Funds</u> 2017/18 £	<u>Prior Year</u> <u>Funds</u> 2016/17 £
Income and endowments from:					
Donations and legacies		37,778		37,778	25,018
Charitable activities		-	36,034	36,034	41,412
Other trading activities		6,353	-	6,353	11,046
Investments (Bank Interest)		63		63	159
Total Income	1	44,195	36,034	80,228	77,635
Resources expended					
Expenditure on:					
Raising Funds		1,037	108	1,145	3,744
Charitable activities	2	36,848	37,992	74,840	69,216
Total		37,885	38,100	75,985	72,960
Net Income for the year		6,310	(2,066)	4,243	4,675
Total funds brought forward		51,519	3,264	54,783	50,108
Total funds carried forward		<u>57,828</u>	<u>1,198</u>	<u>59,027</u>	<u>54,783</u>

FRIENDS OF THE FAMILY WINCHESTER LIMITED
Balance sheet as at 31 March 2018

31/03/2017

£		Notes	£	£
165	Tangible Fixed Assets	4		-
	Current Assets			
730	Debtors & Prepayments	5	5,570	
54,553	Cash at Bank and in hand		54,171	
55,283			59,741	
(665)	Creditors: amounts falling due within one year	6	(715)	
54,618	Net current assets			59,027
<u>54,783</u>	Net assets			<u>59,027</u>
	Reserves			
51,519	Unrestricted funds			57,828
3,264	Restricted income funds	3		1,198
<u>54,783</u>	Total funds			<u>59,027</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 28 Nov 2018 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 2018

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 (all unrestricted)

Donations (including Gift Aid)	33,623
Membership	3,570
Q Boxes	585
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	37,778

Major donors:

Anonymous donor	15,000
Peter Selwood Charitable Trust	3,000
Elizabeth & Prince Zaiger Charitable Trust	3,000
Sir James Scott (Tansy Trust)	1,000
The Paul Lunn-Rockliffe Charitable Trust	1,000
Cathedral Outreach talk	890
TSB	826
Easyfundraising	646
Ss Lawrence & Swithun	525
Winchester Rotary	500
Kingsworthy PCC	500
Kingsworthy PCC	400
Cornwall donations	279
S Matthew	350

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

Grantor	Value	Purpose
Big Lottery Grant	£33,834	5s to 13s Project
Hampshire & Isle of Wight Community Foundation	£ 1,000	Dads Aloud Project
National Union of Teachers	£ 600	Christmas Parties
Winchester City Council	£ 600	Dads Aloud Project

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:

C Morse Garden Party	1,465.00
Quiz	2,562.80
Covert sale	421.53
Christmas Market Chalet	540.25
C Morse NGS Open Day	285.00

2 Expenditure

Charitable activities

Direct Charitable Expenditure	Unrestricted	Restricted	Total
Project Staff Salary costs	30,001	29,094	59,094
Training	723	1,378	2,101
Project expenses	1,517	3,405	4,923
	32,241	33,877	66,118

Project staff costs include:

Salary and National Insurance contributions:	£58,260
Pension Contributions	£ 522
Administration charges	£ 312

The average number of staff employed during the year was 6 (2016-17: 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	£ 2,067
Volunteer Expenses	£ 633
Play Equipment and Refreshments	£ 1,022
Room hire	£ 1,200

Support Costs

Insurance	803
Telephone & Internet	1,407
Admin & Secretarial	3,965
Communications & Publicity	616
Cost of Fundraising	1,145
New Website	1,012
Bank charges	125
Account examination costs	520
Rent of Garden Office/MH	110
Depreciation of fixed assets	165
	9,867

3 Restricted funds

Analysis of restricted funds:

Purpose	Balance at 1.4.2017	Additions	Expenditure	Balance at 31.3.2018
Big Lottery Grant (5s to 13s)	270	33,834	34,090	14
Dads Aloud Grant WINnovation	817	600	1,233	184
Father's Group	195		195	-
Dads Aloud HIWCF Grant		1,000		1,000
Under 5s - Daniela Colores	250		250	-
Website rebuild	433		433	-
Round Table Outings	1,300		1,300	-
NUT - Christmas Parties		600	600	-
Total	3,264	36,034	38,100	1,198

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 31.3.2017	Additions	Depreciation Charge for year	Net Book Value at 31.3.2018
Fixtures and Fittings	55	-	55	0
Computer Equipment	109	-	109	0
Totals	165	-	165	0

5 Debtors and Prepayments

Gift Aid reclaim for 2017/18	£4,585
Fundraising/donation payments due	£ 385
Balance of WINnovation grant	£ 600

6 Creditors: amounts falling due within one year

Dads' Group Leader	£386
Training room hire	£166
Volunteer expenses	£ 43
Accrual for fundraising event in 2018-19	£120

7 Big Lottery Grant

The Charity is in the fourth 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:

2018/19	£34,936
2019/20	£ 8,804

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 2018.

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
independent-examiner.net
39 Enfield Road, Poole, BH15 3LJ

Date: 14 December 2018