



FRIENDS OF THE FAMILY  
WINCHESTER LIMITED

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2021

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 2020 to 31<sup>st</sup> March 2021

**Friends of the Family Winchester Limited**  
**1143462**

**Charity Registration No**

### **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 men in H M Prison Winchester who are due for release. The ‘Dads Aloud’ Group which meets monthly has proved extremely popular and given Dads the chance to spend much-needed time with their children.

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

### **Public Benefit**

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

## **Achievements and performance**

The year from April 2020 has been dominated by the restrictions imposed on the UK due to the Covid 19 pandemic. From 19<sup>th</sup> March 2020 face-to-face meetings stopped in the Mums and Young Children and the 5-13's Projects. All staff and volunteers (including the Trustee Board) worked from home and conducted all meetings virtually. It is without exception that I must thank and praise everyone who works with and for Friends of the Family for their adaptability, commitment and belief in what we do.

The Projects continued because families who are already struggling need more support in uncertain times. Our volunteers were very creative in maintaining contact, using Whatsapp, Zoom, the post and telephone calls to continue the relationship with the families we support.

Our Dads Counselling continued in person in Winchester Prison for all bar about 8 weeks, however counselling outside resorted to telephone and the Dads Aloud Group was unable to meet.

Our Grants Committee successfully secured £12,525 in new grants to support our Projects which complemented the £35,000 from The Henry Smith Trust. We were the recipients of generous donations totalling £34,876, including corporate donations of £999 from the Community Matters Scheme at the John Lewis and Waitrose Partnership. A very successful online quiz raised £6,279 and the sale of Christmas cards designed by some of our focus children raised a net figure of £561. Sadly, due to the restrictions we were unable to fundraise in the usual way.

In February 2021, long standing Trustee Chrissie Morse retired from the Board. We are very grateful to Chrissie for all her work for Friends of the Family, particularly in being instrumental in setting up the 5-13's Project and the annual quiz which raised significant sums over the years.

We continue to work with The Salvation Army, Young Carers, Winchester Basics Bank, Spurgeons, HMP Winchester, Home Start, The Vineyard, 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 end of the year, we are looking forward to returning to a more normal service with the resumption of face-to-face befriending, volunteer recruitment, counselling and group activities.

Karen Hazlitt  
Chair of Trustees  
Friends of the Family Winchester Limited

## **Financial review**

We began this financial year with some trepidation. Lockdown had started and we were very unsure of how it would impact our income. It was therefore heartening that the year's total income of £88,167 was higher by 6% (2019-20: £83,227). Total costs of £70,104 showed a slight decrease (2019-20: £70,521). Overall, a surplus of £18,063 was recorded.

Grant income was significantly higher at £47,525 (2019-20: £34,896). There were two principal reasons for this: we received the first full year's funding (£35,000) from The Henry Smith Trust grant, and a dedicated team was set up to focus on grant applications, resulting in significant additional grant income.

Donations held up well, despite concerns about the effect of lockdown. The figure was slightly lower than last year but still a very creditable £39,072 (2019-20: £42,154). One source was an online quiz (there was no charge to enter but those taking part were very generous with their donations). Our thanks are due to Richard and Chrissie Morse for organising this. We remain extremely grateful to our loyal supporters and our Membership base who contributed £4,010 this year.

Gross fundraising income was low due to the inability to hold our usual events. We did make a small amount of money (£950 gross) from the sale of Christmas cards designed by two of the children in our Projects, and a supporter ran an online yoga class which raised £400.

As always, our principal outlay was staff costs at 85% of overall expenditure; these were slightly higher at £59,399 (2019-20: £57,341), despite the lack of a Play Leader for most of the year. There was some extra expenditure on computers and software to enable staff to work from home and contact their families. We are extremely grateful for the goodwill of the Winchester Quakers who continue to gift the charity an office and space for our activities within the Friends Meeting House at an estimated value of £12,000 p.a.

It was a great relief that all three Projects were able to continue during the last year and that the effect on our finances was so minimal. However, looking ahead, we are concerned that the funding landscape is likely to change dramatically as a result of the pandemic, with trusts and foundations facing increased demands on their limited resources. The year ahead is likely to be extremely challenging, and we plan to step up our fundraising efforts.

### **Reserves policy**

The charity has a reserves policy to hold £25,000 (2019-20: £25,000) equivalent to three months' core expenditure, 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 £69,457 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
Directors and Trustees	Karen Hazlitt (Chair) Christopher Bale Nicola Bryant Marcia Cunningham Jonathan Flory Christine Morse (resigned 25 <sup>th</sup> February 2021) 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 Jonathan Flory Date 8th October 2021

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 2021**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Prior Year</u>
	2020/21	2020/21	2020/21	2019/20
	£	£	£	£
<b>Income</b>				
Donations and legacies	38,177	895	39,072	42,154
Charitable activities	-	47,525	47,525	34,896
Other trading activities	1,350	-	1,350	5,936
Investments (Bank Interest)	220	-	220	241
<b>Total Income</b>	<b>39,747</b>	<b>48,420</b>	<b>88,167</b>	<b>83,227</b>
<b>Expenditure</b>				
Raising Funds	867	-	867	1,186
Charitable Activities	26,284	42,953	69,237	69,336
	<b>27,151</b>	<b>42,953</b>	<b>70,104</b>	<b>70,521</b>
Net Income for the year	12,597	5,467	18,063	12,705
Gross transfers between funds			-	-
Balance brought forward at 31st March 2020	44,579	10,989	55,568	42,863
Balance carried forward	<b>57,176</b>	<b>16,455</b>	<b>73,631</b>	<b>55,568</b>



**FRIENDS OF THE FAMILY WINCHESTER LIMITED**  
**Balance sheet as at 31 March 2021**

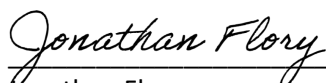
31/03/2020			£
		<b>Notes</b>	
£			
	<b>Tangible Fixed Assets</b>	<b>6</b>	1,038
	<b>Current Assets</b>		
4,512	Debtors & Prepayments	<b>4</b>	4,202
51,738	Cash at Bank and in hand		<u>69,457</u>
56,250			<b>73,659</b>
<b>(682)</b>	<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<b>(1,066)</b>
55,567	<b>Net current assets</b>		72,593
<u><b>55,567</b></u>	<b>Net assets</b>		<u><b>73,631</b></u>
	<b>Capital Funds</b>		
44,579	Unrestricted funds		57,176
10,989	Restricted funds		16,455
<u><b>55,568</b></u>	<b>Total funds</b>		<u><b>73,631</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 8th October 2021 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 2021**

**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 Winchester Friends Meeting 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)	33,981	895	34,876
Membership	4,010	-	4,010
Other income	85	-	85
<b>Total</b>	<b>38,177</b>	<b>895</b>	<b>39,072</b>

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

Mr S Greener	10,000
Quiz donations	6,279
The Elizabeth & Prince Zaiger Charitable Trust	3,000
The O'Sullivan Family Trust	2,000
Justgiving	1,365
Sir James Scott	1,000
Anonymous donation	1,000
Waitrose	999
Kingsworthy	550
St Lawrence with St Swithun	510
Anonymous donation	500
Anonymous donation	450
Anonymous donation	400
St Matthew	350
Anonymous donation	300
Donations in memory of John Dennis	275
J Wheeler Vinyl Record sales	250

**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	£35,000	5s to 13s Project
Big Lottery Covid Fund (MYC)	£ 9,250	Mothers & Young Children
Hampshire County Council	£ 500	IT equipment
Hampshire County Council	£ 500	MYC
Hampshire & Isle of Wight Community Fund	£ 2,275	5s to 13s Project

**Other trading Activities** – These were strictly limited due to lockdown. The only funds raised were from an online Yoga Class (£400) and sale of Christmas Cards (£561 net).

## 2 Expenditure - Charitable activities

<b>Direct Charitable Expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Project Staff Salary Costs	20,589	38,810	59,399
Training	-	499	499
Project Expenses	1,077	920	1,998
	<u>21,666</u>	<u>40,229</u>	<u>61,896</u>

### Project staff salary costs include:

Salary and National Insurance contributions:	£ 57,685
Pension Contributions	£ 1,460
Administration charges	£ 254

The average number of staff employed during the year was 6 (2019-20: 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	-	50	50
Volunteer Expenses	145	223	368
Play Equipment and Refreshments	12	368	380
Room hire	920	280	1,200
<b>Total</b>	<b>1,077</b>	<b>920</b>	<b>1,998</b>

<b>Support Costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Insurance	403	400	803
Telephone & Internet	749	740	1,488
Admin & Secretarial	2,957	1,170	4,127
Bank charges	69		69
Accounting costs	330		330
IT equipment		294	294
Rent of Garden Office/MH	110		110
Depreciation of fixed assets		120	120
	<u>4,618</u>	<u>2,724</u>	<u>7,341</u>

£380 of Play Equipment and £778 of IT equipment bought in 2020/21 is listed under Fixed Assets

### 3 Restricted funds

Analysis of restricted funds:

Purpose	Balance at 1.4.2020	Additions	Expenditure	Balance at 31.3.2021
MYC Donations	1,694	395	976	1,114
Royal London Foundation MYC Play Leader	5,000		873	4,127
Henry Smith Trust 5s to 13s	3,093	35,000	32,855	5,238
Winchester Rotary Dads Prison Counselling	1,202		1,202	-
Big Lottery Covid Fund MYC		9,250	5,150	4,100
Hampshire CC Councillor Grant - IT equipment		500	500	-
Hampshire CC Councillor Grant - MYC		500		500
Hampshire & Isle of Wight Community Fund		2,275	1,936	339
Anon donation - IT equipment		500	500	-
Transfer to fixed assets			(1,158)	1,158
Depreciation of fixed assets			120	(120)
<b>Total</b>	<b>10,989</b>	<b>48,420</b>	<b>42,954</b>	<b>16,455</b>

### 4 Debtors and Prepayments

Gift Aid reclaim for 2020/21	£ 4,041
Amazon Smile	£ 31
Easyfundraising	£ 70
Prepayment for Computer security	£ 60
<b>Total</b>	<b>£ 4,202</b>

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

Dads' Group Leader	£1,066
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### 6 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 31/3/2020 £	Additions £	Depreciation Charge for year £	Net Book Value at 31.3.2021 £
Furniture, Fixtures and Fittings	0	380	44	336
Computer Equipment	0	778	77	701
<b>Totals</b>	<b>0</b>	<b>1,158</b>	<b>121</b>	<b>1,038</b>

**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 2021.

**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 12 October 2021

Signed 