

FRIENDS OF THE FAMILY WINCHESTER LIMITED

Directors' and Trustees' Report

and

Financial Statements

For the year ended

31 March 2022

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



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Trustees Annual Report for the period 1st April 2021 to 31st March 2022

Objectives and Activities

Friends of the Family Winchester is a small, independent, Winchester-based charity. For almost 30 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 Mums and Young Children 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.

The 5s to 13s Befriending and Counselling 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 Support for Dads group provides 1:1 counselling for Dads with a trained male counsellor. This initiative has been extended to include men at H M Prison Winchester who are due for release.

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.



Chairperson's Statement For the year ended 31 March 2022

Having survived the first year of Covid restrictions, this last year was one of consolidation, planning and hopefulness. Our families have faced considerable challenges over the last year and will continue to do so as they navigate the fallout from Covid and the increasing financial challenges of the cost-of-living rise.

With thanks to the Staff, volunteers and Trustees we could navigate our way through changing times and a return to normality.

As a Board, we said goodbye to our former Chair, Viv Wheeler, longstanding Trustee Marcia Cunningham and the Quaker representative Wynn Rees, and I would like to thank them for their long service, dedication and involvement with Friends of the Family. The Board used this change in personnel and the change in the constitution (to set terms of office to 3 years renewable once) to undertake a Board Skills Survey and a Board Effectiveness Survey. We undertook a Trustee recruitment campaign, resulting in the appointment of Claudia Dickens (Safeguarding lead) and Carolyn Beech (Grants/Fundraising). Jane Bennet has joined as the Quaker Representative.

Our Administrator, Helen Cramp retired in Dec 2021, our thanks to Helen for navigating many changes within the charity and assisting Jonathan Flory with our accounts and day to day book keeping. The Board took the decision to recruit a new Operations Manager, Jo Smith joined us in April 2022.



Volunteering

We continue to work with local charities, Winchester Youth Counselling, Winchester Young Carers and Basics Bank.

We had 3 successful volunteer recruitment campaigns, in May and October 2021, and March 2022. Training a total of 17 volunteers, all of whom have been placed with families on our Befriending Programme.

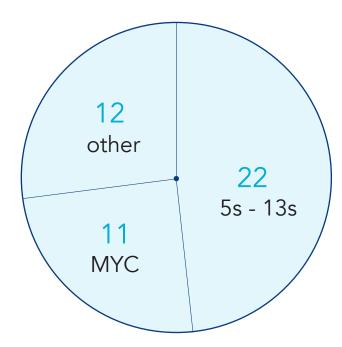


Volunteers are the bedrock of the services we offer. The Mums and Young Children (MYC), 5-13's Befriending and the Trustee Board and associated committees are all supported by volunteers.

"The people who make up Friends of the Family became my family when I needed it most and I cannot thank them enough"

– Kathy, Mum

Our volunteers:





Children's Workshops & Days Out



We welcomed back the safe and longed for return of our children's workshops and days out, with a total of 118 participants over the 8 events. We feel that coming together is a very important part of the service we offer, and one that was missed during the pandemic, although our Fun Family Friday Zoom quizzes helped to bridge that gap.

EVENT	N° CHILDREN	Nº ADULTS	TOTAL
MYC Easter Egg Hunt	10	7	17
MYC Christmas Party	9	7	16
MYC Summer Outing	6	4	10
5-13s Cpt Tom 100 Quiz	4	6	10
5-13s Activity Day	11	7	18
5-13s Games Workshop	3	3	6
5-13s Xmas Workshop	8	7	15
5-13s Cake Decorating	13	13	26
	64	54	118



Children's Workshops & Days Out



Mums & Young Children Day Out



Zoom Quiz - Family Fun Fridays

"My volunteer is a very good listener. We have fun together and I can talk to her about what's on my mind'"

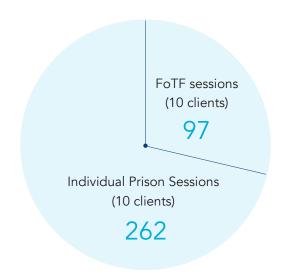
- Emma, Child



Dads Counselling

Our Dads Counselling service is spilt between HMP Winchester and Friends of The Family Office sessions.

This year a total of 359 hours of counselling sessions were provided.



Events & Fundraising

Events and Fundraising have been difficult with the restrictions imposed by the pandemic, however we were delighted to be adopted as one of the Mayor of Winchester's nominated charities for her year of office (21/22) and as the President of Winchester Rotary's Charity of the year (21/22).

In addition to raising significant new income for our work, these relationships have increased our profile, spread the knowledge of what we do, highlighted the need for our work in the local area and formed some great friendships and connections with local people, charities and business.

Additionally, we have been supported on several occasions by Waitrose Community Partners, with donations of food to individual families and generous financial donations.



Events & Fundraising

A highlight of some the events we were involved in: -

The Clarendon Marathon relay (Oct 2021)

The Clarendon Marathon relay (Oct 2021) where our team came a very credible 8th seen here with the Mayor of Winchester, Cllr Vivian Achwal, and Winchester Rotary President Ian Valentine.



The Rotary Pancake Race (March 2022)

We fielded two teams and lots of helpers and support from focus families, staff and volunteers.



Friends of the Family continues after almost 30 years to service the needs of vulnerable families and children in Winchester. Our staff are dedicated and offer a high level of personal attention to each project and service user. We are faced with the increasing demands of the cost of living rise both on our service users and on our donors and grant givers, and will continue to work hard to maintain the level of income required to keep the Charity running.

Karen Hazlitt
Chair

Friends of the Family Winchester.



Financial Review

The Covid pandemic and lockdowns continued to affect this year. Trustees wished to maintain services despite the difficulties of Covid restrictions and in consequence we budgeted for a full year loss to be funded from reserves. Fundraising was restricted without the ability to organise live events, but we continued to benefit from generous individual donations. Total income at £74,734 was down by 15% (2020-21: £88,167). Total costs of £81,576 showed a 16% increase (2020-21: £70,104). Overall, a deficit of £6,842 was recorded.

Grant income was slightly lower at £45,050 (2020-21: £47,525) as we had benefitted the year before from grants specifically given for help during the pandemic. Our principal grant from The Henry Smith Charity supported the 5s to 13s Befriending and Counselling Project. Our Mums and Young Children initiative received grants from The Winchester Rotary, Schroeder Trust and Winchester City Council.

Donations at £27,908 (2020-21: £39,072) showed a 29% decrease. We remain extremely grateful to those individuals, local churches and family trusts that were able to donate. Our membership base contributed £4,414 this year, a 10% increase.

We once again sold Christmas cards which contributed £261 net. In addition, we received £282 from Captain Tom's quiz, £570 from a marathon run by Karen Hazlitt and family, £382 from the Fairfield Road Exchange and £165 from a coffee morning at Rick Stein's restaurant.

As always our principal outlay was staff costs at 81% of overall expenditure; costs were higher at £66,328 (2020-21: £59,399), partly due to the return of the Play Leader once lockdown restrictions were lifted. There was further extra expenditure on computers and mobile phones of £1,778. Other project costs including training increased from £2,497 to £6,483 as workshops and outings could be arranged.

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 at an estimated value of £12,000 p.a.



Reserves Policy

The charity has a reserves policy to hold £25,000 (2020-21: £25,000) to provide a measure of protection if income declines significantly in circumstances where it is not possible to reduce costs proportionally. Reserves are held within cash deposits which totalled £63,757 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 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. Trustees undertook a governance refresh in July 2021 and decided to limit the trustee board to 11 members and new Articles were approved on 4th November 2021.

The board also decided to adopt the policy that trustees should generally serve a maximum of two terms of three years each but that exceptions may be made, for example where the charity needs skills and experience and replacement trustees are not yet identified. Current trustees who have served in excess of the recommended term are Jonathan Flory (retiring 2022), Clare Sheppard(retiring 2022), Rosemary Wright(retiring 2022) and Karen Hazlitt(retiring 2023).

The charity seeks trustees who can actively support its mission and with a range of complementary skills and experience. Trustee positions are advertised as part of an open recruitment process. 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

Jane Bennett (appointed 28th April 2022)

Nicola Bryant

Carolyn Beech (appointed 4th November 2021) Claudia Dickens (appointed 4th November 2021) Marcia Cunningham (retired 4th November 2021)

Jonathan Flory

Wynn Rees (retired 27th January 2022)

Clare Sheppard Lucilla Ward

Vivienne Wheeler (retired 29th April 2021)

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 2022. 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 20th October 2022

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 2022

	Unrestricted 2021/22 £	Restricted 2021/22 £	<u>Total</u> 2021/22 £	<u>Prior Year</u> 2020/21 £
Income				
Donations and legacies	27,018	890	27,908	39,072
Charitable activities	3,170	41,880	45,050	47,525
Other trading activities	1,649	-	1,649	1,350
Investments (Bank Interest)	127	-	127	220
Total Incoming Resources	31,964	42,770	74,734	88,167
Expenditure				
Raising Funds	603	-	603	867
Charitable Activities	30,828	50,145	80,973	69,237
	31,431	50,145	81,576	70,104
Net Income for the year	533	(7,375)	(6,842)	18,063
Gross transfers between funds			-	-
Balance brought forward at 31st March 2020	57,176	16,455	73,631	55,568
Balance carried forward	57,708	9,081	66,789	73,631



FRIENDS OF THE FAMILY WINCHESTER LIMITED

Balance sheet as at 31 March 2022

£		Notes	£	
1,038	Tangible Fixed Assets	Notes 6		2,368
	Current Assets			
4,202	Debtors & Prepayments	4	1,865	
69,457	Cash at Bank and in hand		63,757	
73,659		_	65,622	
(1,066)	Creditors: amounts falling due within one year	5	(1,202)	
72,593	Net current assets			64,420
73,631	Net assets		_	66,788
	Capital Funds			
57,176	Unrestricted funds			57,708
16,455	Restricted funds			9,080
73,631	Total funds		_	66,788



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 <u>20th October 2022</u> and signed by:

Jonathan Flory

The notes on pages 19 to 23 form part of these financial statements.



Notes to the financial statements for the year ended 31 March 2022

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 comprise 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)		890	23,114
Membership	4,414	-	4,414
Other income	380		380
Major donors: (net of Gift Aid	i)		
Elizabeth & Prince Zaiger Tru	st		3,000
J Cooper			2,500
Sir Jeremiah Colman Trust			2,500
O'Sullivan Family Trust			2,000
Charities Trust			1,250
Sir James Scott			1,000
St Clements GP Practice			1,000
St Mary's Kings Worthy			550
St Lawrence Winchester PCC			510
TK Maxx			500
Anonymous			500
Rotary			390
Fairfield Road Exchange			382
St Paul's Winchester PCC			350

Charitable Activities – Income from Grants made for specific purposes:

Grantor	Value	Purpose
The Henry Smith Trust	£ 35,000	5s to 13s Project
Schroeder Trust	£ 3,000	Mothers and Young Children
Winchester Rotary	£ 2,880	Willow Tree Project
Winchester City Council	£ 500	Willow Tree Project
Hampshire County Council	£ 500	Computer equipment

Other trading Activities – There was limited scope for fundraising and amounts are:

	Gross	Costs	Net funds
Captain Tom Quiz	290	8	282
KH Marathon	587	17	570
Christmas cards	607	346	261
Rick Stein Coffee morning	165		165



Expenditure	Unrestricted	Restricted	Total
	£	£	£
Project Staff Salary Costs	22,900	43,427	66,328
Training	-	1,644	1,644
Project Expenses	1,965	2,873	4,838
Support Costs	6,566	2,200	8,766
	31,431	50,145	81,576

Project staff salary costs include:

Salary and National Insurance contributions: \pounds 64,366
Pension Contributions \pounds 1,578
Administration charges \pounds 384

The average number of staff employed during the year was 6 (2020-2021: 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.

Project Expenses	Unrestricted	Restricted	Total
	£	£	£
Recruitment & DBS checks	583	306	889
Volunteer Expenses (Costs)	493	549	1,042
Play Equipment/Refreshments etc	205	370	575
Family Outings and Events	-	1,042	1,042
Room hire	685	605	1,290
	1,965	2,873	4,838

Support Costs	Unresticted	Restricted	Total
	£	£	£
Insurance	459	459	919
Telephone & Internet	969	1,005	1,974
Admin & Secretarial	3,744	121	3,865
Communications & Publicity	416	-	416
Cost of Fundraising	603	-	603
Bank charges	97		97
Accounting costs	168	168	335
IT equipment			-
Rent of Garden Office/MH	110		110
Depreciation of fixed assets		447	447
	6,566	2,200	8,766



3 Restricted funds

Analysis of restricted funds:

Purpose	Balance at 1.4.2021	Additions	Expenditure	Balance at 31.3.2022
	£	£	£	£
MYC Donations	1,114	240	756	598
Royal London Foundation MYC Play Leader	4,127		2,969	1,158
Henry Smith Trust 5s to 13s	5,238	35,000	38,261	1,976
Big Lottery Covid Fund MYC	4,100		4,100	-
Hampshire CC Councillor Grant - MYC	500			500
Hampshire & Isle of Wight Community Fund	339		339	-
Winchester Rotary for 5s to 13s families		150	150	-
Schroeder Trust for MYC		3,000	2,500	500
Anon - MYC Willow tree Project		500	500	-
Winchester Rotary - Willow Tree Project		2,880	1,320	1,560
Winchester CC - Willow Tree Hall hire		500	80	420
Hampshire CC - Computer equipment		500	500	-
Net fixed assets	1,038		(1331)	2,368
Total	16,455	42,770	50,145	9,080

4 Debtors and Prepayments

Gift Aid reclaim for 2020/21	£1,847
Amazon Smile	£ 18
Total	£1,865

5 Creditors: amounts falling due within one year

Dads' Group Leader	£ 792
Supervision for Project Leader	£ 200
Community First – DBS checks	£ 210
Total	£1,202

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 <u>straight line</u> basis, on original cost Computer Equipment – 33.3% per annum on a <u>straight line</u> basis, on original cost

Asset	Net Book Value at 31/3/2021	Additions	Depreciation Charge for year	Net Book Value at 31.3.2022
	1	£	£	£
Furniture, Fixtures and Fittings	336		76	260
Computer Equipment	701	1,778	371	2,108
Totals	1,037	1,778	447	2,368



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 2022.

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	2 November 2022	Signed	Maries
		<u> </u>	