

THE FAMILY HAVEN

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 MARCH 2016

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The Family Haven is a charitable company, limited by guarantee
Registered in England. Company No. 4247872
Registered as a Charity in England and Wales No. 1088622
31 Spa Road, Gloucester, GL1 1UY.
www.thefamilyhaven.com

THE FAMILY HAVEN
TRUSTEES' ANNUAL REPORT
(including the directors' report)
YEAR ENDED 31 MARCH 2016

1. REFERENCE AND ADMINISTRATIVE DETAILS

Address and Registered Office 31 Spa Road
 Gloucester
 GL1 1UY

President Anne Cadbury OBE JP DL

Trustees:

Chair	The Very Reverend Nicholas Bury
Treasurer	Gerald Holyhead
Childcare Advisor	Doreen McLellan
Trustee for Volunteers	Anthea Graham
Trustee for the Building	Brian Riches
Trustee	Reverend Pat Gifford
Trustee	Louise Williams (appointed 5 October 2015)

Rhyannon Burman-Day resigned as a Trustee on 6 May 2015.

Theo Platt resigned as a Trustee 13 January 2016

Gillian Lunn resigned as a Trustee 13 January 2016

Trustees are also directors for the purposes of company law.

Company Secretary John Price

Day Centre Manager Lorraine Barrett

Nursery Manager Helen Jackson

Bankers CAF Bank Ltd,
 25 Kings Hill Avenue,
 Kings Hill,
 West Malling,
 Kent
 ME19 4JQ

Independent examiner AW Imrie FCCA

2. STRUCTURE, MANAGEMENT AND GOVERNANCE

Nature of Governing Document

The Family Haven is a private registered charitable company limited by guarantee, with no share capital, incorporated on 6 July 2001 and governed by its Memorandum and Articles of association.

Members

Each member undertakes to pay an amount not exceeding £1.00 towards liabilities in the event of the charity being dissolved.

There are three classes of members as follows:

- Trustees (currently 8)
- Honorary members (currently 1)
- Subscribing members (currently 14)

Management

The policies and general management of the affairs of the Family Haven are directed by Trustees, one third of who retire each year by rotation, but are eligible for re-election.

The day-to-day management of The Family Haven is carried out by the managers of the Day Centre and the Nursery.

The Trustees affirm their maintenance of and commitment to safeguarding children, health and safety and anti-bullying policies. Details of the policies enforced are to be found in the on-line Trustee Handbook at the governance page of www.thefamilyhaven.com.

Recruitment and Appointment of Trustees

Trustees are recruited with a view to diversity, sound experience in a related field or professional expertise in a relevant area. Advertisements are placed with an agency who specialise in the identification of suitable candidates.

Such candidates are given first-hand experience of the work of the Family Haven, interviewed by two existing Trustees and, if appropriate, are invited to a Trustees' meeting. Appointment is then conditional on the approval of the Trustees generally.

Trustees have fully documented Job Descriptions and these are to be found in the on-line Trustee Handbook at the governance page of www.thefamilyhaven.com.

Governance

The Family Haven formally supports the principles of the Code of Good Governance as developed by The Governance Hub.

Risk Policy

Trustees place a high priority on risk management. Risks identified are categorised as follows:

- Strategic and Governance
- Management and staff
- Operational
- Financial

It is the policy of the Trustees to review all risks on at least an annual basis. Each review seeks to establish that all risks are documented and that steps to mitigate such risks are established and executed. As a result of this process, the Trustees are satisfied that residual risks are minimal.

3. OBJECTS, AIMS AND ACTIVITIES

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Objects

The Family Haven formal objects are to relieve poverty and distress of persons in the Gloucester area who by virtue of their social and economic circumstances are in need.

Mission

The Family Haven's mission is to help and support vulnerable families with pre-school children in Gloucestershire, particularly the hard-to-reach and those living in unsuitable accommodation. To achieve this we will provide a warm and caring environment where both assistance and encouragement are available to enable parents and children to flourish.

Aims and objectives

The Trustees have set the following aims in respect of the defined target group in order to advance its mission:

- 1 To empower families to take a greater responsibility for their own well-being.
- 2 To broaden life experiences.
- 3 To improve health, including mental health and self-worth of parents and children.
- 4 To improve opportunities for pre-school children.
- 5 To encourage development of new skills for parents and children.
- 6 To encourage mutual support amongst the families.
- 7 To improve parenting skills.
- 8 To enable parents and children to maintain a nutritious diet.

Activities and strategy

In general, the aims of The Family Haven are addressed by providing a day centre at 31 Spa Road, Gloucester. The centre is open from 9.30 am to 4.00 pm Monday to Friday for parents and their children, as well as children with particular needs. The day centre provides cooked midday meals, washing and laundry facilities, a crèche, nursery and play area, rest facilities and basic welfare advice.

Each of the specific aims is addressed by a series of specific activities, designed to bring out the desired result. Targets are then set by the management in respect of each activity and are approved by the Trustees.

4. ACHIEVEMENT AND PERFORMANCE

The following is a summary of key activities undertaken:

	2015-16	2014-15
Individual families benefited	71	66
Number of visits by adults	3,223	2,926
Number of visits by children	3,811	3,125
Respite and crèche session	1,746	2,246
One to one sessions with children with additional needs	1,620	2,640
Meals provided	5,336	3,912
Active listening / advice sessions	199	223
Day trips	210	191
Parenting / adult development class attendees	360	147
Healthy Eating Sessions	57	73

The number of visits made during the year increased but the remarkable level of service offered from a minimal funding base was maintained.

As a result of these activities, parents and children were helped to develop the skills, confidence and self-esteem that helps them to continue to build their lives after their association with The Family Haven comes to an end.

Some of our achievements over the year were as follows: -

Seven families secured more suitable accommodation.

Seventeen parents were in full/part time employment.

Twenty-four parents undertook training.

Six parents did voluntary work.

Out of the eighteen children who were eligible for pre-school, fifteen took up their places.

Out of the sixteen families who had involvement with Social Services, four cases were closed and no children were removed into 'care'.

5. FINANCIAL REVIEW

General

The Charity maintained its financial security during the year despite the increasing costs and meeting the growing demand for the Charity's services. The Charity's Reserves Policy target was achieved but there is a continued need to control any increase in provision of services against long term funding.

Funding

The expiration of major longer term grants has caused a reduction in restricted income replacement funding is actively being sought. The reduction in restricted income has been matched by an increase in unrestricted income a large part of which was due to an unexpected legacy, which is a one time event and not a trend for future years. The Reserves Policy is there to ensure continuity of service provision. As ever, there were several trusts, which provided magnificent support during the year; Peter Lang Children's Trust, Henry Smith Charity and many others The contribution of other trusts, companies, groups and individuals, whose funding and efforts make the running of the Charity possible, should not be overlooked.

Expenditure

Expenditure has risen due to cost increases, regulatory requirements and demand on the Charity's services. The Trustees are aware of the importance of containing expenses and monitor costs in the context of the increased demands on The Family Haven's services and the importance of ensuring a high quality standard.

Reserves Policy

It is the policy of the charity that unrestricted free reserves should be maintained at a level equivalent to at least six months' otherwise unfunded expenditure with the objective that The Family Haven is able to continue with its activities for the duration of any temporary fall in funding. Current levels of reserves have been maintained and are considered to be satisfactory

6 . FUTURE PLANS

The Targets set for 2016-17 recognise the increasing demands on the Charity while accepting that tight limits must be maintained upon expenditure and the need for new long-term funding. There is increased uncertainty because of prolonged negotiations regarding longer term grants and the Trustees monitor the income and expenditure regularly.

We raise funds from public donations, trusts, institutions and a programme of events that will take place throughout the year. Such events provide a vital source of income as well as raising our profile both for potential supporters and for those who may need to access our services. We are continually seeking new sources of funding so we can continue our vital work.

7. STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also directors of The Family Haven for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company, and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Trustees

Nicholas Bury - Chair
22 May 2016

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE FAMILY HAVEN

I report on the accounts of The Family Haven for the year ended 31 March 2016, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes.

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of 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 statement below.

Independent examiner's statement

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

(1) 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 with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AW Imrie FCCA
Woodmancote, Gloucestershire
5 August 2016

THE FAMILY HAVEN

STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating an income and expenditure account)

YEAR ENDED 31 MARCH 2016

	Notes	2016			2015		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds		Fund	Funds	
		£	£	£	£	£	£
Income from:							
Donations and legacies	2	106,241	100,747	206,988	83,322	127,330	210,652
Charitable activities	3	18,814	-	18,814	24,344	-	24,344
Investments		7	-	7	13	-	13
Other		1,750	-	1,750	1,750	-	1,750
Total		126,812	100,747	227,559	109,429	127,330	236,759
Expenditure on:							
Raising funds	5	15,500	-	15,500	16,302	-	16,302
Charitable activities	5	110,551	91,019	201,570	57,003	128,688	185,691
Total	4	126,051	91,019	217,070	73,305	128,688	201,993
Net income (expenditure)		761	9,728	10,489	36,124	(1,358)	34,766
Transfers between funds	6	8,300	(8,300)	-	189,918	(189,918)	-
Net movement in funds		9,061	1,428	10,489	226,042	(191,276)	34,766
Reconciliation of funds:							
Funds brought forward		309,696	12,756	322,452	83,654	204,032	287,686
Funds carried forward		318,757	14,184	332,941	309,696	12,756	322,452

THE FAMILY HAVEN (company number 4247872)

BALANCE SHEET AS AT 31 MARCH 2016

	Notes	2016		2015	
		£	£	£	£
Fixed assets					
Tangible assets	8		184,637		187,385
Current assets					
Prepayments		2,124		1,935	
Cash at bank and in hand		<u>148,026</u>		<u>135,778</u>	
		150,150		137,713	
Creditors: amounts falling due within one year	9	<u>(1,846)</u>		<u>(2,646)</u>	
Net current assets			148,304		135,067
Net assets	10		<u>332,941</u>		<u>322,452</u>
Represented by:					
Accumulated funds:					
Unrestricted funds					
General fund	11		134,120		122,311
Designated fund	11		<u>184,637</u>		<u>187,385</u>
			318,757		309,696
Restricted funds	11		14,184		12,756
			<u>332,941</u>		<u>322,452</u>

For the year ended 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These accounts were approved by the trustees on 22 May 2016 and are signed on their behalf by:

Gerald Holyhead Trustee

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2016

1. Accounting Policies

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), as amended by Update Bulletin 1 published in February 2016. The policies adopted for items which are judged material to the financial statements are as follows:

Incoming resources

Donations and gifts are recognised as income when received except where any restrictions on expenditure demand that a proportion be carried forward as deferred income. The donations under Gift Aid are recognised when receivable. The associated income tax recovery is recognised when the recovery is receivable. Grants are recognised as income when they are received provided conditions for receipt have been complied with, unless they relate to a specified future period, which has not commenced at the year end, in which case they are deferred. Interest is recognised as income when receivable. No monetary value is ascribed to donations of general volunteer time.

Resources expended

Resources expended are recognised on an accruals basis. They are allocated to activities based on actual usage. Staff support costs are all allocated to the appropriate activity based on the relative amount of time spent on such activities. Premises and other costs are allocated based on salary costs.

Costs of activities in furtherance of the charity's objects comprise those costs incurred by the charity as a result of the delivery of its service. Costs of generating funds comprise the costs associated with attracting voluntary income. Governance costs comprise those costs incurred by the charity in meeting its constitutional and statutory requirements.

The regular cost of providing retirement pensions and related benefits is charged to the profit and loss account over the period of the employees service lives on the basis of a constant percentage of earnings. Any difference between the amount charged to the profit and loss account, and amount paid to the scheme is shown as an asset or liability in the balance sheet.

Fixed assets and depreciation

Tangible fixed assets are included in the balance sheet at cost less depreciation.

Depreciation is calculated so that the cost of tangible fixed assets less their residual value are written off over their estimated useful lives at the following rates:

Freehold property	2% straight line
Equipment	25% written down value

No depreciation is provided on freehold land

Funds

Restricted funds represent the funds specifically earmarked for the charity's property and other projects, specified by the donor. Designated funds are unrestricted funds earmarked by the trustees for a particular purpose. Unrestricted funds are funds which can be utilised at the discretion of the trustees.

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2016 (continued)

2	Voluntary income	2016	2015
		£	£
	Restricted funds:		
	<u>Building repairs, development and equipment</u>		
	The Summerfield Charitable Trust	8,000	-
	Rotary Club of Gloucester	300	-
	GCF Freemasons Fund	-	1,994
	Wooden Spoon	-	14,120
	<u>Nursery</u>		
	BBC Children in Need	7,725	30,751
	Peter Lang Children's Trust	30,180	25,733
	Barbara Ward Children's Foundation	-	5,000
	Global Charity	2,981	-
	St James's Place Foundation	-	10,000
	Fluck Convalescent Fund	-	325
	Gyde Charity	13,104	-
	Jack Lane Charitable Trust	1,000	1,000
	Gloucestershire County Council	1,000	-
	Beaudesert Fair	4,550	-
	<u>Outreach</u>		
	Church Welfare Association	-	3,000
	<u>Parenting and client development</u>		
	People's Postcode Trust	4,307	-
	<u>Healthy eating</u>		
	Gloucestershire Community Foundation	-	8,532
	The Prince's Charities Foundation	1,500	-
	<u>Day Centre Management</u>		
	Henry Smith Charity	26,100	25,600
	<u>Staff Training</u>		
	Midcounties Co-operative	-	1,275
		<u>100,747</u>	<u>127,330</u>
	General fund:		
	Donations from individuals	17,316	9,851
	Legacies	15,000	-
	Grants from other trusts	54,691	39,353
	Grants from companies	7,223	7,434
	Income from events	4,155	8,452
	Grants from other organisations	7,856	18,232
		<u>106,241</u>	<u>83,322</u>
		<u>206,988</u>	<u>210,652</u>
	3 Charitable activities		
	Fees from clients for use of day centre	10,745	11,538
	Fees from Local Authorities for nursery	8,069	12,806
		<u>18,814</u>	<u>24,344</u>
	4 Resources expended		
	Resources expended includes:	2016	2015
		£	£
	Depreciation	13,706	13,584
	Trustees' remuneration	-	-
	Trustees' expenses	-	-
	Key management employees	47,362	43,646
	Independent examiner's fees	-	-
		<u>-</u>	<u>-</u>

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2016 (continued)

5 Total resources expended

These are allocated between activities as follows:

	Nursery	Parenting and client development	Outreach	One-to-one sessions with children	Respite	Nutrition	Fundraising	Support	Total	2,015
	£	£	£	£	£	£	£	£	£	£
Costs directly allocated to activities:										
Staff costs	53,770	30,294	5,874	13,182	12,298	10,443	12,234	29,407	167,502	161,355
Premises	10,045	5,661	1,098	2,463	2,297	1,952	2,286	5,494	31,296	24,165
Other	4,304	2,426	471	1,055	984	5,698	980	2,354	18,272	16,473
Support, costs re-allocated to activities:	15,916	8,967	1,739	3,902	3,640	3,091	-	(37,255)	-	-
Total costs	<u>84,035</u>	<u>47,348</u>	<u>9,182</u>	<u>20,602</u>	<u>19,219</u>	<u>21,184</u>	<u>15,500</u>	<u>-</u>	<u>217,070</u>	<u>201,993</u>

Basis of allocation:

Staff costs are allocated between charitable activities according to time spent on the activity in question

Support costs are allocated between charitable activities on the basis of salary cost

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2016 (continued)

6 Gross transfers between funds

The transfer of funds between restricted and unrestricted funds is the transfer of value of tangible fixed assets, acquired during the year, from restricted to the designated fixed asset fund.

7 Staff and volunteers

The average numbers of people employed by the charity during the year were:

	2016	2015
	Number	Number
Fundraising	1	1
Provision of client care	10	10
	<u>11</u>	<u>11</u>
	2016	2015
	£	£
Staff costs for the above persons:		
Wages and salaries	156,315	150,591
Pension contributions	3,243	3,256
Social Security costs	7,945	7,508
	<u>167,503</u>	<u>161,355</u>

No employee received benefits of more than £60,000

The two key management employees received total benefits of £24,242 and £23,120

The charity runs a pension scheme for the benefit of its employees. The assets of the scheme are held separately from the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

The charity uses volunteers, mostly to assist with the work in the nursery but occasionally to assist with other tasks, complimenting the role of paid employees. The contribution of such individuals is greatly appreciated; however, it is not considered practical to place a value on such services so the donation of the time of such volunteers is not included as income in the accounts.

The charity would not employ additional staff if volunteers were not available.

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2016 (continued)

8 Tangible fixed assets

	Freehold land and buildings £	Equipment £	Total £
Cost			
As at 1 April 2015	225,247	78,054	303,301
Additions	-	10,958	10,958
As at 31 March 2016	<u>225,247</u>	<u>89,012</u>	<u>314,259</u>
Depreciation			
As at 1 April 2015	69,269	46,647	115,916
Provided in year	3,115	10,591	13,706
As at 31 March 2016	<u>72,384</u>	<u>57,238</u>	<u>129,622</u>
Net book value			
As at 31 March 2016	<u>152,863</u>	<u>31,774</u>	<u>184,637</u>
As at 31 March 2015	<u>155,978</u>	<u>31,407</u>	<u>187,385</u>

All fixed assets above are used in direct furtherance of the Charity's objectives.

9 Creditors: amounts falling due within one year

	2016 £	2015 £
Deferred income	-	-
Accruals	1,846	2,646
	<u>1,846</u>	<u>2,646</u>

10 Analysis of net assets between funds

	General £	Designated £	Restricted £	Total £
Tangible fixed assets	-	184,637	-	184,637
Current assets	135,966	-	14,184	150,150
Current liabilities	(1,846)	-	-	(1,846)
As at 31 March 2016	<u>134,120</u>	<u>184,637</u>	<u>14,184</u>	<u>332,941</u>

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2016 (continued)

11 Movement in funds

	As at 1 April 2015	Incoming resources	Outgoing resources	Transfers	As at 31 March 2016
	£	£	£	£	£
<u>Restricted funds</u>					
<i><u>Building repairs, development and equipment</u></i>					
The Summerfield Charitable Trust	-	8,000	-	(8,000)	-
Rotary Club of Gloucester	-	300	-	(300)	-
<i><u>Nursery</u></i>					
BBC Children in Need	2,575	7,725	(10,300)	-	-
Peter Lang Children's Trust	-	30,180	(27,656)	-	2,524
The Barbara Ward Children's Foundation	2,085	-	(2,085)	-	-
Global Charity	-	2,981	(2,981)	-	-
Gyde Charity	-	13,104	(6,552)	-	6,552
Jack Lane Charitable Trust	-	1,000	(1,000)	-	-
St James's Place Foundation	1,667	-	(1,667)	-	-
Gloucestershire County Council	-	1,000	(191)	-	809
Beauesert Fair	-	4,550	(579)	-	3,971
<i><u>Parenting and client development</u></i>					
People's Postcode Trust	-	4,307	(4,307)	-	-
<i><u>Healthy eating</u></i>					
Gloucestershire Community Foundation	6,399	-	(6,399)	-	-
The Prince's Charities Foundation	-	1,500	(1,172)	-	328
<i><u>Day Centre Management</u></i>					
Henry Smith Charity	-	26,100	(26,100)	-	-
<i><u>Staff Training</u></i>					
Midcounties Co-operative	30	-	(30)	-	-
	12,756	100,747	(91,019)	(8,300)	14,184
<u>Unrestricted funds</u>					
Designated fund - fixed assets	187,385	-	(13,706)	10,958	184,637
General fund	122,311	126,812	(112,345)	(2,658)	134,120
<u>Total funds</u>	322,452	227,559	(217,070)	-	332,941