

Halow (Birmingham)
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2020

BSN ASSOCIATES LIMITED

Chartered accountants
BSN Associates Limited
3B Swallowfield Courtyard
Wolverhampton Road
Oldbury
West Midlands
B69 2JG

Halow (Birmingham)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2020

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Halow (Birmingham)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

Reference and administrative details

Registered charity name Halow (Birmingham)

Charity registration number 1150445

Company registration number 08248116

Principal office and registered office St Martin's Youth & Community Centre
Gooch Street
Highgate
Birmingham
B5 7HE

The trustees

Jane Catherine Bailey
Bridget Kathleen Cameron, BEM
Veronica Naomi Palgrave

Michael Roy Gordon-Smith
Natalie Allen

(Served from 14 August 2019 to
18 December 2019)

(Appointed 21 January 2020)

Company secretary Louise Spink

Independent examiner Hannah Justice FCA FCCA
BSN Associates Limited
3B Swallowfield Courtyard
Wolverhampton Road
Oldbury
West Midlands
B69 2JG

Bankers TSB Bank
63-65 Cape Hill
Smethwick
West Midlands
B66 4SF

Halow (Birmingham)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Structure, governance and management

Trustee board members are appointed for a year and normally offer themselves for re-appointment on an annual basis. New members may be persons personally recommended by a trustee board member and then invited for interview by the rest of the board or the post is advertised through local or national networks and media outlets. There are procedures available for the induction and training of new board members.

The board formally meets approximately seven times per year. The previous meeting's minutes, visitors' centre reports, HR report and a finance report are issued to members before the meeting. As well as the members, the Finance Manager attends most of the meetings. The Charity engages a Finance Manager; Louise Spink, on a part time basis and who is self-employed. Louise Spink has been appointed Company Secretary for the charitable company and, as part of this role, ensures regulatory compliance is maintained. Also invited as minute taker is our part-time Charity Administrator, Debbie Smith (formerly Johnson).

Key members of staff include: -

Sharon Earley & Najuma Mohammed	Co-Managers, HMP Birmingham Visitors' Centre
Robert Wild	Manager, HMP Oakwood Family Pathway Centre
Clare Gallagher	Deputy Manager, HMP Oakwood Family Pathway Centre

Prison Visitors' Centres/Family Pathway Centres are run on a day-to-day basis by the centre managers. All strategic issues, HR matters and finance are decided by the Board of Directors with the assistance of the P/T Finance Manager. Managers and specialist staff teams are able to meet as required to, for example, exchange good practice. The part-time Charity Administrator, Debbie Smith, works flexibly on a self-employed basis and, as part of her role, takes Board Minutes. The charity appointed a new P/T Funding Officer, David Wootten, in November 2019.

Provision of Charitable Activities for the Public Benefit

HALOW (Birmingham) expends all grants and donations received on activities that are undertaken solely for the public benefit. The charity offers a range of support to prisoners', their family and significant others, provided primarily at prison visitors' centres. The charity also undertakes an annual visitors' survey, regular service user forum meetings and research projects. These enable the charity to gauge needs, assess customer satisfaction and work with prisons to respond accordingly.

Public Benefit Statement

The Trustees consider they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Objectives and activities

The Charitable Objects of HALOW (Birmingham), amended by Extraordinary Board Meeting 21st August 2019 are:

- a) To relieve poverty, sickness and distress among prisoners, ex-offenders, their families and significant others in need of such relief, and
 - b) To advance education by research into domestic issues relating to prisoners, ex-offenders, their families and significant others, and disseminate the useful results of such research.
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Halow (Birmingham)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Mission Statement: 'Our mission is to support prisoners, their children, families and significant others build, develop and strengthen their relationships and well-being whilst separated by imprisonment'

HALOW (Birmingham) provides services to prisoners, their families and significant others to help them overcome the problems faced by having a family member in custody. The purpose of the charity is to provide these services essentially on humanitarian grounds but it also strongly believes in the importance of maintaining good family ties as part of the successful rehabilitation of offenders. Lord Farmer's 2017 Report in 2017 emphasises the importance of this approach.

The charity believes these services can best be provided through the process of running Prison Visitors' Centres/ Family Pathway Centres and during the 2019/20 financial year operated two of these at: -

HMP Birmingham (Winson Green Visitors' Centre)
HMP Oakwood (Family Pathway Centre)

Services provided will normally include: -

- A welcoming reception to the visitors at the centre
- Induction for all new visitors
- Advice on visits booking and attendance procedures
- A listening ear for visitors' concerns
- A specialist Family Support Worker to assist with prisoner/family problem-solving
- Quarterly Open Days for local agencies to make contact
- Access to a tea bar/cafe selling freshly prepared refreshments (or vending machines)
- Information on visiting, transport, state benefits, debt management, housing, health issues, drugs etc. by way of leaflets, group forums and one to one customized information
- Liaison with prison resettlement units about opportunities for job training available for prisoners
- Unsupervised activities for children and young people
- Changes of clothes for children having accidents
- Baby changing facilities
- Informal book exchange library
- Christmas presents and parties for children
- Provision of children's activities for Family Days
- Provision of participative activities for extended 'Family Interventions' visits
- Workshops for external agencies to raise awareness of issues facing prisoners' families
- Programmes for prisoners' and partners to strengthen parenting and relationships during imprisonment

Children's Workers and Family Support Workers are employed at both centres. Additional funding has been provided by Charitable Trust grants for some of these activities (for example, BBC Children in Need, the CB & HH Taylor 1984 Trust, Awards for All, the Sheldon Trust and the W.A. Cadbury Charitable Trust). In addition, the staff and volunteers carry out administrative tasks in accordance with HALOW (Birmingham) and prison requirements.

Halow (Birmingham)

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Chairperson's Report

During the past year HALOW (Birmingham) continued to work with HM Prison and Probation Service establishments (HMPPS) and G4S operating support services in centres. Trustee Board members (primarily the Chair and Vice Chair) meet regularly with senior prison managers to monitor service delivery and review progress. At the end of the financial year in March 2020 COVID-19 had an immediate affect and prison visits temporarily ceased. Through the pandemic our staff have continued to support prison residents and their families in different ways, for example, through telephone calls, a mobile family support helpline and a range of activities for children to create artwork for Dad at home.

HALOW (Birmingham) was awarded a place on the HMPPS National Framework Agreement (2017-2021) 'Provision of HMPPS Prisoner, Family and Significant Other Support services (FSOS)'. HALOW (Birmingham) is therefore recognised by HMPPS as compliant across key areas of quality assurance, governance and financial management and hence eligible to tender for relevant services. During the year we continued to deliver our existing Service Level Agreements (SLA) with G4S to operate the Family Pathway Centre at HMP Oakwood with the SLA reviewed annually. At HMP Birmingham our G4S SLA was novated to an MoJ/HMPPS contract 1 July 2019 that currently runs to 31 October 2021.

In January 2020 we completed our 12-month ENABLE development project with consultants iSE, resulting in both an updated 3-year Business Plan and our first IMPACT Report. We are grateful to the Lloyds Bank Foundation who funded this work. During the year a Postgraduate researcher worked with HALOW on a qualitative analysis of needs of prisoners' families, funded by the Birmingham University IMPACT Intern Programme. This has been published and has informed our services.

During 2019/20 Bridget Cameron (Vice-Chair) has continued to lead on the programme of staff training and development across both Visitors' Centres. Bridget has continued to provide senior management supervision as HR Lead Trustee and Safeguarding Designated Officer. We are committed to cascading good practice between centres and encouraging innovation; cross-centre visits between staff promote good practice and communication. During the year Bridget continued to ensure that the Employees Handbook and Policies and Procedures are kept up-to-date in line with legislative changes. The charity also continued to implement a rolling programme of staff training, where necessary, Safeguarding, First Aid at Work and Health & Safety. The charity has continued to use a national legal/HR company for professional guidance.

The charity has worked hard this year to sustain sources of income, in particular, through grant income for charitable activities. The majority of grants contribute towards children's activities and family support work at the prison visitors' centres as contracts/SLAs do not normally include these 'value-added' enrichment activities. During 2019/20 we received support from BBC Children in Need, the W.A. Cadbury Charitable Trust, Lloyds Bank Foundation, Baron Davenport's Charity, CB & HH Taylor 1984 Trust, the Sheldon Trust, Awards for All, The Cole Charitable Trust, The Bernard Piggott Charitable Trust, The James Beattie Charitable Trust and several smaller donations. Our partnership (started 2018) continued with Newbegin Community Trust (NCT); we are most grateful their staff and volunteers operate a community hub café and advocacy for the community and visitors alike at HMP Birmingham Visitors' Centre. We are also grateful to Water Orton Methodist Church for contributions of items for our community fundraising, the Real Junk Food Project Central (RJFPC) 'Pay as You Feel' Tuesday meals at HMP Birmingham Visitors' Centre, St Michael's Church in Solihull for children's Christmas gifts at HMP Birmingham and Penkridge Methodist Church who regularly support HMP Oakwood Family Pathway Centre with volunteers, fundraising and donations of children's work resources.

Staff and volunteers have continued to work collaboratively with prisons to assist with new initiatives to further strengthen family ties (for example, extended 'Family Day' visits and the innovative 'Jolly Tots' extended visits programme for prisoners with children 0-2 years at HMP Oakwood (monthly for 6 months)).

Halow (Birmingham)

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

During the twelve-month period April 2019 – March 2020 our staff and volunteers supported 101,851 visitors; these included 19,367 children (20% of the 97,145 social visitors) and, at HMP Birmingham, 4,706 legal visitors. At HMP Oakwood staff assisted with over 150 extended Family Days (e.g. Listeners Days, Family Unit Days, Veteran's Days and a Kids Club) either by attendance and helping on the day or providing sessions of arts and crafts. At HMP Birmingham staff ran 12 extended Family Day events, normally held monthly; these included themed activities (for example, Black History month) and input from visiting agencies. At both prisons, visits take place 7 days a week including 3-4 evenings a week. We are immensely grateful to our staff and volunteer teams for their dedication and hard work during the year.

At HMP Birmingham our contract includes the significant role of booking all domestic (social) and legal visits for the prison. During 2019/20 our staff team booked 53,640 visit applications for domestic (social) visits and 10,791 legal appointments. This includes immediate processing of applications for 'new receptions'; this first visit is particularly important. During 2019/20, 1,127 visitors were booked for 764 prisoners on their arrival at HMP Birmingham.

Achievements and performance

See Chairpersons' Report and Finance Review.

Impact - Making a Difference: We conduct an Annual 'Customer Satisfaction' Survey, continuously engage with our service users informally and adapt delivery to address any unmet needs where this is possible within the prison environment. The friendliness, helpfulness and quality of service provided by our staff and volunteers were rated as 'excellent' by some 95% of visitors in the survey. Comments made by prisoner's families include:

"Staff have always given their time and are very obliging regarding solving issues, as well as offering emotional support"

"I came for the first time and was very nervous and teary; the girls reassured me and guided me through the procedure. I felt warmth from inside them and felt I could ask them anything".

We never know the impact of a quiet word from one of our staff after a stressful visit. Prisoners families and significant others tell us how much they value the support our teams of experienced staff and trained volunteers provide. These brief conversations can have an impact. Instead of going home worried and anxious, the family member has been listened to and his/her concerns alleviated.

We published our first IMPACT Report in January 2020. In this we highlighted Case Studies from our Birmingham University Research project; these explored the anxiety and stress faced by prisoners' families; the emotional impact on children visiting Dad in prison and the social isolation and low self-esteem families can experience.

Halow (Birmingham)

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Children Visiting Prison

A recent Report estimated some 312,000 children a year in England and Wales are affected by parental imprisonment. Our children's activities and specialist teams of Children's Workers at both prisons are hugely valued by prisoners and family members.

"It has always been difficult bringing the children into the prison but when the children's worker walked in, she was like an angel, who entertained the children and kept them calmer so when they spent time with Dad it was a much more pleasurable experience for the whole family"

Our programme of activities for children leads to:

- Maintained and improved family relationships
- Reduced stress/anxiety levels
- Increased resilience
- Provides fun and interest in what could be seen as a stressful and daunting experience.

Contribution to Government Policy and Partnership Working: We continued as an active member of CLINKS, contributing to national research and attending Ministry of Justice Round Table events where changes to the range of services needed to strengthen family ties during imprisonment were explored. As COVID-19 regimes have evolved, HALOW has been attending Conference Calls bi-weekly with HMPPS Head of Family Services and all FSOS providers across the prison estate to coordinate operational responses and foster mutual collaboration.

Financial review

During the financial year 2019/20 we concentrated wholly on support services offered to families and prison residents; we continued adding value to the contracted 'Prisoner, Family and Significant Others' services at HMPs Birmingham and Oakwood by fund-raising for additional children workers and family support worker posts.

During 2019/20 the café at HMP Oakwood Family Pathway Centre was transferred to another charitable organisation that offers resettlement work experience to prison residents. The café had been making a small surplus and therefore this resulted in an income reduction. Even so, we managed by the end of the year, to maintain our Total Income at the same level as secured for 2018/19 of just under £361,000. This was achieved through retained HMPPS/G4S contracts, an increase in Charitable Trust grants plus interest received from short term investments. Funds raised last year for staff expenditure this year meant Restricted funds carried forward at the end of 2019/20 reduced from £42,305 to £20,005.

General Staffing costs increase by 6% with minimum wages increases, overtime and support to 'value-added' posts. These are children's worker and family support roles HALOW funds through Charitable Trust grants; they are not funded by HMPPS/G4S contracts but greatly enrich the support to prison residents' families. At times when funding is short, HALOW uses Unrestricted Reserves to meet the shortfall because we know how important this additional help is to families. COVID-19 hit just before the year-end, necessitating significant changes to the working environment. Some staff had to self-isolate with underlining health issues or family members with health issues as directed by the government late March 2020, resulting in some unplanned over-time staff costs for remaining staff to cover.

During 2019/20 HALOW (Birmingham) continued to be supported by BBC Children in Need with a large grant being awarded for 3 years starting in 2019-20, enabling the good work and investment in services to be carried on for the foreseeable future.

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

HALOW (Birmingham) still carry large overhead costs, even though we operate in a smaller number of prison establishments than previous years. Compliance with public sector requirements in relation to HR, Health & Safety, safeguarding etc is required, regardless of the number of staff/contracts secured. However, we will be able to re-negotiate renewal once our current 3- year term expires in 2021. Along with this, the static costs of the Charity remain unchanged e.g. rent and insurances. The charity continues to be vigilant in monitoring overhead costs to keep to a minimum.

Total Funds carried forward at the end of 19/20 of £111,738, a reduction of £31,426 from last year when funds carried forward stood at £143,164. This was mainly down to two reasons: restricted funding used for purpose and increased staffing costs.

Reserves Policy

The total unrestricted reserves at the end of 2019/20 are £91,733. We aim to hold at least three months operational costs as our minimum reserve fund and the Trustee Board will continue to monitor and maintain this over the coming years.

Going Concern

HALOW (Birmingham) Trustee Board has a reasonable expectation that the charity will be able to continue as a going concern for the twelve-month period from the date of signing the 2019/20 Report (e.g. December 2020). The Board remains vigilant in reviewing available income and adjusting expenditure to keep within our means.

Plans for future periods

HALOW (Birmingham) has over 30 years' experience providing support to prisoners' families and a reputation for consistent, high quality services that we recognise is due largely to the immense dedication of our managers, support staff and volunteers. During 2019/20 staffing costs again rose (including Automatic Enrolment Pension, Minimum and Living Wage commitments). As a Board we recognise the challenge of meeting our costs but have been encouraged by the positive and generous support we have received from charitable trusts this year. Over the past year we have continued to work hard to stabilise our reserves despite the challenge of rising costs.

We continue to explore diversifying our activities to include, not only visitors' centres, but also other important aspects of support for prisoners and their families upon release. There is much work to be done in the community, with opportunities to work collaboratively. COVID-19 since March 2020 has impacted families of people in prison particularly hard; we have had to adapt the ways we support families at times when visits are not possible. For example, we have developed a new project to enable face-to-face family support to be provided remotely using digital technology and enhanced website functionality.

Our future prospects present a challenging picture going into 2020/21; the impact of COVID-19 combined with potential procurement for existing contracts. The small Board of Trustees acknowledge these challenges and the need to continuously examine and review the viability of all aspects of our work.

Halow (Birmingham)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Risks

The charity is exposed to three major areas of risk – security, health and safety, and commercial risks. All employees and volunteers in the visitors' centres (who may on occasions work within the prison boundaries) are subject to Disclosure and Barring Service (DBS) enhanced checks. They also complete the prison vetting. Employees attend Safeguarding, First Aid at Work and Food Hygiene courses.

As part of our Strategic Review process we consider in detail most of the risks we believe we face. The key ones are as follows: -

Diversity of Funding Sources – We have identified over- reliance on public sector contracts as a potential risk as contracts are time bound and subject to regular tendering. To help mitigate risk we have increased our efforts to approach charitable trusts for grant aid and made more contacts with local employers to expand our potential pool of Board members and also to maximise the benefits offered through Corporate Social Responsibility (CSR).

Key Employees and Trustees – We remain very dependent on certain members of our Trustees team for regular management procedures and would find these very difficult to replace in the short term. To counter risk, we take active steps to increase the number of our trustees, including advertisement locally, regionally and nationally. Our recent Lloyds Bank Foundation 'ENHANCE' project will provide intensive support from Reach Volunteering to achieve a larger Board during 2020/21.

Legal Risk – Employment and work place legislation has expanded considerably over recent years. It is challenging for charity trustees in the sector to keep up to date with such changes on a part time voluntary basis. We thus take out an annual contract for employment legislative advice and legal cover from a leading national business services provider. This provides us with independent advice on both employment and health and safety matters.

Statement of Trustees Responsibilities

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which comply with the regulations made under that Act.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. 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.

The trustees' annual report and the strategic report were approved on 9 December 2020 and signed on behalf of the board of trustees by:



Jane Catherine Bailey
Trustee

Halow (Birmingham)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Halow (Birmingham)

Year ended 31 March 2020

I report to the trustees on my examination of the financial statements of Halow (Birmingham) ('the charity') for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

Halow (Birmingham)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Halow (Birmingham) *(continued)*

Year ended 31 March 2020

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.

BSN Associates Limited

Hannah Justice ACA FCCA
Independent Examiner

BSN Associates Limited
3B Swallowfield Courtyard
Wolverhampton Road
Oldbury
West Midlands
B69 2JG

9 December 2020

Halow (Birmingham)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
Income from					
Donations and grants	5	400	62,172	62,572	52,301
Charitable activities	6	296,714	—	296,714	308,079
Investment income	7	1,682	—	1,682	464
Total income		<u>298,796</u>	<u>62,172</u>	<u>360,968</u>	<u>360,844</u>
Expenditure					
Expenditure on					
Charitable activities	8	324,231	68,163	392,394	406,821
Total expenditure		<u>324,231</u>	<u>68,163</u>	<u>392,394</u>	<u>406,821</u>
Net expenditure and net movement in funds		<u>(25,435)</u>	<u>(5,991)</u>	<u>(31,426)</u>	<u>(45,977)</u>
Reconciliation of funds					
Transfer of funds previously spent		16,309	(16,309)	—	—
Total funds brought forward		100,859	42,305	143,164	189,141
Total funds carried forward		<u>91,733</u>	<u>20,005</u>	<u>111,738</u>	<u>143,164</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 14 to 24 form part of these financial statements.

Halow (Birmingham)

Company Limited by Guarantee

Statement of Financial Position

31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	13	572	1,193
Current assets			
Debtors	14	38,371	59,385
Investments	15	21,628	20,889
Cash at bank and in hand		65,717	84,196
		<u>125,716</u>	<u>164,470</u>
Creditors: amounts falling due within one year	16	<u>14,550</u>	<u>22,499</u>
Net current assets		<u>111,166</u>	<u>141,971</u>
Total assets less current liabilities		<u>111,738</u>	<u>143,164</u>
Funds of the charity			
Restricted funds		20,005	42,305
Unrestricted funds		<u>91,733</u>	<u>100,859</u>
Total charity funds	17	<u>111,738</u>	<u>143,164</u>

For the year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

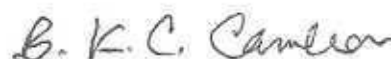
- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 9 December 2020, and are signed on behalf of the board by:



Jane Catherine Bailey
Trustee



Bridget Kathleen Cameron, BEM
Trustee

The notes on pages 14 to 24 form part of these financial statements.

Halow (Birmingham)

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 March 2020

	2020 £	2019 £
Cash flows from operating activities		
Net expenditure	(31,426)	(45,977)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	300	312
Loss on disposal of fixed assets	321	-
Other interest receivable and similar income	(1,682)	(464)
<i>Changes in:</i>		
Trade and other debtors	21,014	21,826
Trade and other creditors	(7,949)	6,989
Cash generated from operations	(19,422)	(17,314)
Interest received	1,682	464
Net cash used in operating activities	(17,740)	(16,850)
Cash flows from investing activities		
Purchase of tangible assets	-	(913)
Purchases of other investments	(739)	-
Net cash used in investing activities	(739)	(913)
Net decrease in cash and cash equivalents	(18,479)	(17,763)
Cash and cash equivalents at beginning of year	84,196	101,959
Cash and cash equivalents at end of year	65,717	84,196

The notes on pages 14 to 24 form part of these financial statements.

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is St Martin's Youth & Community Centre, Gooch Street, Highgate, Birmingham, B5 7HE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Income tax

The Charity is exempt from taxation on income and gains on investments.

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

Fund accounting

In order to differentiate the availability of funds they are categorised according to the following definitions:

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and include designated funds which represent amounts set aside for specific purposes.

Restricted funds are subjected to restrictions on expenditure imposed by the donor.

Incoming resources

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured accurately.

Voluntary income is recognised as above except where the income is subject to conditions that require a level of performance before the charity is entitled to the funds, when the income is deferred and not recognised until either those conditions are met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable those conditions will be fulfilled in the reporting period.

Grants specifically for the provision of services to be provided as part of the charitable activities or services to beneficiaries are accounted for on the basis of amounts receivable for the year.

Interest arising on cash balances is included when receivable and the amount can be measured reliably by the Charity. This is normally upon notification of the interest paid or payable by the bank.

Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement is required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on the accruals basis, inclusive of any value added tax which cannot be recovered.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Investments

Investments are held in fixed rate bonds and represents the value of the bond at the reporting date.

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Office Equipment - 25% Straight Line

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

5. Donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
BBC Children In Need	-	34,279	34,279
W A Cadbury Charitable Trust	-	12,000	12,000
Baron Davenport's Charity	-	1,000	1,000
The Austin and Hope Pilkington Trust	-	1,000	1,000
The Sheldon Trust	-	5,831	5,831
The Cole Charitable Trust	-	1,000	1,000
Whitegates Children's Trust	-	500	500
CB & HH Taylor 1984 Trust	-	2,000	2,000
Bernard Piggott Charitable Trust	-	1,000	1,000
The Saintbury Trust	-	2,000	2,000
The Henry Payne Fund	-	1,000	1,000
Smaller Donations and Grants	-	562	562
Other Income	400	-	400
	<u>400</u>	<u>62,172</u>	<u>62,572</u>

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

5. Donations and grants *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
C & A Taylor Trust	–	2,000	2,000
BBC Children in Need	–	15,845	15,845
Lloyds Foundation	–	15,000	15,000
Kelly Family Charitable Trust	–	5,000	5,000
Cash for Clothes	–	189	189
James Beattie Charitable Trust	–	2,000	2,000
Awards for All	–	9,996	9,996
Other Income	1,321	–	1,321
Smaller Grants	950	–	950
	<u>2,271</u>	<u>50,030</u>	<u>52,301</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Visitor's centre service contracts	296,714	296,714	290,295	290,295
Visitors' centres tea bars	–	–	17,784	17,784
	<u>296,714</u>	<u>296,714</u>	<u>308,079</u>	<u>308,079</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Bank interest receivable	1,682	1,682	464	464

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2020

8. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Staff and related costs	303,422	54,658	358,080
Rent and rates	3,000	—	3,000
Stationery and office expenses	3,238	—	3,238
Insurance	678	—	678
Training and conferences	1,226	192	1,418
Independent examination	2,400	—	2,400
Telephone and internet	1,357	—	1,357
Christmas and other activities	470	2,542	3,012
Depreciation	300	—	300
Volunteers expenses	944	—	944
Trustees expenses	2,772	—	2,772
Miscellaneous	4,360	10,771	15,131
Bank charges	64	—	64
	<u>324,231</u>	<u>68,163</u>	<u>392,394</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Staff and related costs	286,424	68,203	354,627
Rent and rates	2,950	—	2,950
Stationery and office expenses	2,468	—	2,468
Insurance	755	—	755
Training and conferences	8,128	—	8,128
Independent examination	2,400	—	2,400
Telephone and internet	1,254	—	1,254
Christmas and other activities	—	1,334	1,334
Depreciation	312	—	312
Provisions	9,062	—	9,062
Volunteers expenses	2,602	139	2,741
Trustees expenses	2,915	—	2,915
Miscellaneous	16,197	1,508	17,705
Bank charges	170	—	170
	<u>335,637</u>	<u>71,184</u>	<u>406,821</u>

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

8. Charitable activities *(continued)*

A breakdown of the unrestricted fund expenditure by activity can be seen below:

	Tea Bars	Visitors Centre	Governance	Total unrestricted fund expenditure 2020
	£	£	£	£
Staff and related costs	-	290,156	13,266	303,422
Rent and rates	-	3,000	-	3,000
Stationery and office expenses	-	3,238	-	3,238
Insurance	-	678	-	678
Training and conferences	-	1,226	-	1,226
Independent examination	-	-	2,400	2,400
Telephone and internet	-	1,357	-	1,357
Christmas & other activities	-	470	-	470
Depreciation	-	300	-	300
Volunteers expenses	-	944	-	944
Trustees expenses	-	-	2,772	2,772
Miscellaneous	-	3,514	846	4,360
Bank charges	-	-	64	64
	-	304,883	19,348	324,231

	Tea Bars	Visitors Centre	Governance	Total unrestricted fund expenditure 2019
	£	£	£	£
Staff and related costs	-	272,516	13,908	286,424
Rent and rates	-	2,950	-	2,950
Stationery and office expenses	-	2,468	-	2,468
Insurance	-	755	-	755
Training and conferences	-	8,128	-	8,128
Independent examination	-	-	2,400	2,400
Telephone and internet	-	1,254	-	1,254
Depreciation	-	312	-	312
Provisions	9,062	-	-	9,062
Volunteers expenses	-	2,602	-	2,602
Trustees expenses	-	-	2,915	2,915
Miscellaneous	-	16,156	41	16,197
Bank charges	-	-	170	170
	9,062	307,141	19,434	335,637

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

9. Net expenditure

Net expenditure is stated after charging/(crediting):

	2020	2019
	£	£
Operating lease rentals	3,000	2,950
Loss on disposal of fixed assets	321	-
Depreciation of tangible fixed assets	<u>300</u>	<u>312</u>

10. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	670	670
Other financial services	<u>1,730</u>	<u>1,730</u>
	<u>2,400</u>	<u>2,400</u>

11. Staff costs

Staff costs were analysed as follows:

	2020	2019
	£	£
Salaries and wages (incl outsourced services)	332,600	330,465
Social security costs	16,639	15,487
Pension contributions	<u>8,841</u>	<u>8,675</u>
	<u>358,080</u>	<u>354,627</u>

The average head count of employees during the year was 19 (2019: 21).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

12. Trustee remuneration and expenses

The Trustees all give freely their time and expertise without any form of remuneration or other benefit. Three Trustees (2019: Four) received travel expenses during the year amounting to £4,499 (2019: £1,341).

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

13. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2019	1,663
Disposals	(464)
At 31 March 2020	1,199
Depreciation	
At 1 April 2019	470
Charge for the year	300
Disposals	(143)
At 31 March 2020	627
Carrying amount	
At 31 March 2020	572
At 31 March 2019	1,193

14. Debtors

	2020 £	2019 £
Trade debtors	37,199	49,308
Prepayments and accrued income	172	81
Other debtors	1,000	9,996
	38,371	59,385

15. Investments

	2020 £	2019 £
Other investments	21,628	20,889

Other investments relate to a bank fixed term bond.

16. Creditors: amounts falling due within one year

	2020 £	2019 £
Social security and other taxes	4,860	4,641
Other creditors	9,690	17,858
	14,550	22,499

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2020

17. Analysis of charitable funds

Unrestricted funds

	At 1 April 2019 £	Transfer of Funds £	Income £	Expenditure £	At 31 March 2020 £
Unrestricted fund	100,859	16,309	298,796	(324,231)	91,733
	At 1 April 2018 £	Transfer of Funds £	Income £	Expenditure £	At 31 March 2019 £
Unrestricted fund	125,682	-	310,814	(335,637)	100,859

Restricted funds

	At 1 April 2019 £	Transfer of Funds £	Income £	Expenditure £	At 31 March 2020 £
Restricted Fund	42,305	(16,309)	62,172	(68,163)	20,005
	At 1 April 2018 £	Transfer of Funds £	Income £	Expenditure £	At 31 March 2019 £
Restricted Fund	63,459	-	50,030	(71,184)	42,305

Restricted funds can be analysed as follows:

	Opening balance £	Funds Previously Spent £	Incoming resources £	Outgoing resources £	Closing balance £
C & A Taylor Charitable Trust	2,000	-	-	(2,000)	-
BBC Children in Need	-	-	34,279	(22,479)	11,800
Esmee Fairbairn Foundation	16,309	(16,309)	-	-	-
Lloyds Foundation	9,000	-	-	(9,000)	-
Kelly Family Charitable Trust	5,000	-	-	(5,000)	-
W A Cadbury Charitable Trust	-	-	12,000	(12,000)	-
Awards for All	9,996	-	-	(7,498)	2,498
Baron Davenport's Charity	-	-	1,000	(1,000)	-
The Austin and Hope Pilkington Trust	-	-	1,000	(1,000)	-
The Sheldon Trust	-	-	5,831	(5,831)	-
The Cole Charitable Trust	-	-	1,000	(1,000)	-
Whitegates Children's Trust	-	-	500	(500)	-
CB & HH Taylor 1984 Trust	-	-	2,000	-	2,000
Bernard Piggott Charitable Trust	-	-	1,000	(293)	707
The Saintbury Trust	-	-	2,000	-	2,000
The Henry Payne Fund	-	-	1,000	-	1,000
St Michael's Church	-	-	50	(50)	-
Cash in the Community	-	-	512	(512)	-
	42,305	(16,309)	62,172	(68,163)	20,005

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

The restricted funds comprise the unexpired balances of donations and grants held on trust to be applied for specific purposes as follows:

C & A Taylor Charitable Trust funding for Children and Family sessions at HMP Oakwood.

BBC Children in Need - 2 grants funding for 2 P/T and 1 F/T children's workers (HMP Oakwood) to provide help and support for disadvantaged children and young people.

The Kelly Family Charitable Trust to provide structured and semi structured activities for children and young people throughout the year when visiting Oakwood HMP.

Lloyds Foundation to meet the cost of bringing in external professional consultants to add to and strengthen the trustee board, scope out new areas of work supporting prisoners and their families upon release from prison.

W A Cadbury Charitable Trust for support for children visiting fathers at HMP Oakwood.

Awards for All to meet the cost of a p/t childrens worker at HMP Oakwood.

Baron Davenport's Charity towards work with children and young people under the age of 25 from the Charity's area of benefit - the City of Birmingham and West Midland counties not extending 60 miles from Birmingham Town Hall.

The Austin and Hope Pilkington Trust towards the cost of children's workers at HMP Oakwood.

The Sheldon Trust towards the cost of supporting families and children at HMP Oakwood

The Cole Charitable Trust towards the cost of children's workers at HMP Oakwood

Whitegates Children's Trust to help the children in Halow's care to ensure the relief of young persons who through poverty, deprivation or abuse, are in conditions of need, hardship or distress.

CB & HH Taylor 1984 Trust funding for Children and Family sessions at HMP Oakwood.

Bernard Piggott Charitable Trust towards the cost of employing a Family Support Worker.

The Saintbury Trust towards the cost of childrens workers at HMP Oakwood.

The Henry Payne Fund towards the cost of children workers and family days at HMP Birmingham.

Halow (Birmingham)

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2020

18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	572	—	572
Current assets	91,161	20,005	111,166
Net assets	91,733	20,005	111,738

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	1,193	—	1,193
Current assets	99,666	42,305	141,971
Net assets	100,859	42,305	143,164

19. Analysis of changes in net debt

	At 1 Apr 2019 £	Cash flows £	At 31 Mar 2020 £
Cash at bank and in hand	84,196	(18,479)	65,717
Current asset investments	20,889	739	21,628
	105,085	(17,740)	87,345

20. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2020 £	2019 £
Not later than 1 year	3,000	3,000

21. Related parties

No trustee or other person connected with the charity had any personal interest in any contract or transaction entered into by the Charity during the year. The Trustees are not aware of any related party transactions requiring disclosure.