

**READING VOLUNTARY ACTION  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

Holy Brook Associates Ltd

## Reading Voluntary Action Contents

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**Reading Voluntary Action  
Reference and Administrative Details  
For The Year Ended 31 March 2025**

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<b>Trustees</b>	Ms Julie Roberts Ms Sarah Stevens - Chair Ms Gillian Thomas Ms Simone Illger Mr Stephen Leitch - Treasurer Ms Kathryn Forster Mr Peter Brierley
<b>Chief Executive Officer</b>	Mrs R L Spencer
<b>Charity Number</b>	1045782
<b>Company Number</b>	02982252
<b>Principal Address</b>	35-39 London Street Reading Berkshire RG1 4PS
<b>Registered Office</b>	Risc 35-39 London Street Reading RG1 4PS
<b>Independent Examiner</b>	Rachel Eden FCMA Holy Brook Associates Ltd Curious Lounge Reading Berkshire RG11NH

**Reading Voluntary Action**  
**Company No. 02982252**  
**Trustees' Report For The Year Ended 31 March 2025**

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The trustees present their report and the financial statements for the year ended 31 March 2025.

## **Objectives and Activities**

### **Aims and Objectives**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2025.

### **Charitable objects and aims**

Reading Voluntary Action exists to promote and support a diverse voluntary and community sector to flourish locally, enhancing the quality of life for people living in Reading  
Statement of Values

### **The way we work:**

**1. Empowerment** - RVA recognises that empowering people leads to sustainable change for communities and individuals, and we seek to work in ways that increase the capability of local organisations.

**2. Inclusiveness** - RVA embraces the diversity of the local community. We believe that all people have the right to be heard in decision-making forums and to have equal access to the public services they need. We support organisations that promote these rights.

**3. Accountability** - RVA supports organisations to manage their affairs in an open and transparent way, and we seek to manage our own activities and decision-making in ways that enable external scrutiny and accountability.

**4. Independence** - RVA is an independent organisation and we support organisations in their right to independence of thought and action in pursuit of their aims.

### **RVA Charitable Aims**

The Charity's object is to promote any charitable purpose for the benefit of the community within the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions and in particular by:

- *The advancement of education*
- *The protection of health and the relief of poverty, distress and sickness.*
- *To provide or assist in the provision of facilities for recreation or other leisure time occupation in the interest of social welfare with the object of improving the conditions of life for the said community.*

## **The NAVCA (National Association of Voluntary and Community Associations)**

### **Four Functions of Infrastructure**

RVA is a member of NAVCA and our services align with the Infrastructure model delivered by similar CVS (Council for Voluntary Service) across the UK. Every place is different with a shared aim to support local charities, voluntary groups and volunteers to work together on what matters to them with a common goal of helping communities to thrive. In February 2024 NAVCA published the Four Functions of Infrastructure providing a framework to illustrate the purpose and ambition of our work:

#### **1. Leadership and Advocacy**

Mobilising and encouraging community action, strengthening our sectors voice and influence on key decision-makers and funders.

#### **2. Partnership and Collaboration**

Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

#### **3. Capacity Building**

Providing practical support and development for local people and organisations, to nurture skills and build community resilience.

#### **4. Volunteering Development**

Building an environment in which volunteers and their communities thrive by encouraging and nurturing volunteering opportunities.

# Reading Voluntary Action Trustees' Report (continued) For The Year Ended 31 March 2025

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## Significant Activities

### An overview of our activities and achievements during the year.

#### 1. Leadership and Advocacy

RVA held 18 VCS Forums across the year with a diversity of theme, providing opportunities for consultation, as well as hearing from and speaking to policy makers and other stakeholders.

**Reading VCS Leaders** – open to anyone with a leadership role in a VCS organisation and providing a steering group for representation and advocacy for the VCS in Reading.

**Reading VCS Assemblies** – whole VCS engagement events providing opportunities to hear from peers sharing best practice and thought provoking speakers addressing some of the key issues and emerging needs for the VCS and wider community.

**Small Groups Forum** – RVA introduced the small groups forums this year to provide opportunities for volunteer groups to participate, share their experience and ensure their voice is heard.

**Other RVA forums** – RVA provides a number of other forums, listed further below in this report. We take these opportunities to update the VCS on opportunities to participate in sector advocacy activities.

**Representation on cross sector Boards and forums** – RVA represented the VCS on 47 cross sector partnership and Board meetings including: Health and Wellbeing Board, Reading Integration Board, Berkshire West Safeguarding Adults Board, Reading Climate Change Board, One Reading Children & Young People Partnership, Mental Health Group, Suicide Prevention Group, Voluntary Sector Intelligence Network, Community Safety Partnership, Reading Prevent Partnership.

**BOB VCSE Alliance** – RVA is a member of the BOB VCSE Alliance steering group building partnerships with Berkshire, Oxfordshire & Buckinghamshire Integrated Care Board.  
Key outcomes for our leadership and advocacy work include:

**The Reading Compact:** Following an independent review of the working relationship between the Council and the voluntary and community sector, a new Compact document was a specific request from the sector. The Compact was co-produced with the Council and the Reading VCS.

The aim of the Compact is to create and embed mechanisms that ensure our work to improve the lives of our residents and communities is effectively joined up, that our complementary efforts are targeted where they can add most value and that each partner supports the other as much as it can.

The State of the sector Survey 2025: RVA opened a state of the sector survey in 2024. 68 VCS organisations completed the written survey and a further 23 participated in focus groups. The needs and issues identified have informed our own plans for the future delivery of infrastructure support and that of funders and commissioners. RVA will revisit and publish the findings every 2 years.

**Safety and Safeguarding:** RVA has given significant focus on safety and safeguarding following the publication in May 2024 of the Forbury Inquest Report into the deaths of James Furlong, Joseph Ritchie-Bennett and David Wails in Forbury Gardens in June 2020. This has led to closer working between the VCS and Safeguarding teams and an increased awareness of a cross sector Escalation Process to be used when safeguarding and safety concerns raised by the VCS, and other sectors, are ignored or rejected.

#### 2. Partnerships and collaborations

We continue to deliver a number of services and projects that enable the VCS to work with cross sector partners to improve the lives of disadvantaged residents and in particular to overcome health inequalities.

##### Community Wellness Outreach

The Community Wellness Outreach (CWO) project in Reading is funded by the Integrated Care Board (ICB) to pilot outreach activities which reduce health inequalities for our most vulnerable communities. The programme focuses on people who are not accessing main stream services and are at risk of developing cardiovascular conditions.

The pilot is illustrating the vital role the VCS can play in enabling services to reach, engage and support people who may not otherwise receive services. Core voluntary sector delivery partners include Reading Community Learning Centre, Alliance for Community and Racial Equality, Whitley Community Development Association and The Forgotten British Gurkhas.

The partners are running health and wellbeing outreach hubs in community settings across Reading, providing NHS Health Checks and holistic support to enable people to take action to improve their health. RVA provides a co-ordinating role for the community engagement and small grants for participating community groups. The priority residents for the programme include: unpaid carers, people with disabilities, people from minority ethnic heritage, ex-military, previous offenders, people experiencing financial difficulty or who are isolated.

##### Key CWO numbers for the year

- 320 outreach events
- 2,631 residents received an NHS Health Check and appropriate follow on support

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# Reading Voluntary Action Trustees' Report (continued) For The Year Ended 31 March 2025

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## Significant Activities - continued

- 2,145 of participants were within the priority groups
- £60,000 distributed in small grants to community groups

## Social Prescribing services and infrastructure support

The aim of the Social Prescribing service is to link people aged 16 and over to the activities and support offered by Reading's voluntary and community groups, empowering people to improve their health and wellbeing.

RVA's Social Prescribing team works within Primary Care Networks (PCNs) across Reading, taking referrals from GPs and healthcare practitioners, as well as Reading Borough Council Adult Social Care, Royal Berkshire Hospital Occupational Therapists and Talking Therapies.

Key Social Prescribing numbers for the year.

773 referrals accepted and people supported with the main reasons for referral:

- 17.51% Loneliness and isolation
- 13.35% For support with mental health
- 10.24% Managing long term conditions
- 8.51% Struggling financially

With 50% of referrals for other reasons reflecting the complexity of people's lives.

- **Ready Friends Forum** - The Quarterly Befriending Forums attracted staff and volunteers from local VCOs as well as RBC and NHS trusts, addressing subjects such as the Voice of the Volunteer, Loneliness and Mental Health, Using Technology to Reduce Loneliness.
- **Social Prescribing Forum** - SP Forums brought together Reading's Social Prescribers with allied 'connector' roles and showcasing local VCOs by focussing on themes such as mental health, co-production, outcomes & impact, life skills and confidence-building.
- **Social Prescribing Community Wellbeing Training Programme** delivered 18 sessions on 12 subjects of interest to frontline VCS staff and volunteers, including learning disability, neurodiversity, menopause, managing healthy boundaries, time management and Mental Health First Aid.

RVA continues to showcase the work of the VCS through social prescribing and make the case for continued and further investment.

## Improving access to voluntary sector services

- **Access to hard copy information for the public and professionals:** RVA's extensive hard copy leaflet display (c 560 unique leaflets) reduces digital exclusion for our wellbeing clients who are not online. RVA's social prescribing patients are supported by a comprehensive and equalities-driven information resource that is bespoke and sensitive to their physical, learning, cultural and lifestyle needs.
- **The JOY Platform and Digital Market Place:** RVA has supported the development and rollout of the Joy case management system used by social prescribers and PCNs, and the Joy Marketplace which aims to be Reading's key health and wellbeing directory and referral tool for local people to access and engage with the local support services they need.
- **RVA Get Online volunteer outreach programme:** A partnership project coordinating volunteers to provide informal support in community settings to enable people to get online. 87 sessions were delivered across the year providing 1005 one to one support opportunities.

## 3. Capacity Building

The RVA Advice Service provides free of charge advice to local voluntary and community (VCS) sector groups under the infrastructure function of 'Capacity Building'. Confidential advice is given in relation to the legalities and technicalities of running a group, with experienced and legally qualified staff running the service. Advice is available in-person, via Zoom, telephone or email.

The aim is to empower local groups to gain skills and knowledge to improve their effectiveness and sustainability, so that the sector thrives and meets the needs of local residents.

We are grateful to The Earley Charity for their continued support for the RVA Advice Service enabling us to provide a holistic and diverse offer for the benefit of the VCS and the residents they support.

The subject areas of advice given are broad and include:

- Community buildings support;
- Charity and Company law including charity registration and reviewing governing documents;
- Contracts and service level agreements;
- Data protection law;
- Employment law and HR;
- Equality, diversity and inclusion resources;

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# **Reading Voluntary Action Trustees' Report (continued) For The Year Ended 31 March 2025**

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## **Significant Activities - continued**

- Funding strategies and holistic support with business plans, budgeting, organisational management, needs analysis, impact monitoring;
- Health and Safety law
- Governance, roles and responsibilities of trustees, an effective board, organisational risk management, and trustee recruitment and retention;
- Policies and procedures
- Safeguarding law and practice to protect everyone within the organisation;

Through a developmental approach we offer groups the opportunity to review and enhance their organisational impact and good governance through:

- First Steps towards Safe and Sound (introductory level)
- Safe and Sound (full accreditation)

Our bespoke training and events programme is designed specifically for local groups and includes: Introduction to the role and responsibilities of a Trustee; Treasurer Training; Understanding Charity Finances; Safeguarding training; Small Groups Forum; Community Buildings Forum; opportunities to connect with Funders; Volunteering and the law and more.

## **Key stats for: 2024-2025**

Number of Advice Sessions: 473 Number of groups supported: 111  
Number of training and events: 28 Number of attendees: 214

## **4. Volunteering Development**

The RVA Volunteering Service aims to ensure that Reading is a place where the difference made by volunteering and social action is recognised, valued and celebrated. We want everybody to have the opportunity to make a meaningful contribution to the goal of making Reading a thriving community, improving and enriching the lives of all. To help achieve this, we work with organisations that involve volunteers to ensure they have the support and resources they need to do so effectively. We do this by:

- Providing a volunteer matching platform allowing organisations to connect with members of the public looking to help.
- Sharing expertise on developing volunteering roles, managing and working with volunteers.
- Arranging or signposts relevant training opportunities for Volunteer Involving Organisations and their existing volunteers.
- Facilitating the Reading Volunteer Coordinators' Network, which provides information and peer support for those in volunteer management roles.
- Providing strategic leadership and help to ensure the value of volunteering in Reading is recognised, and volunteer activity is flourishing.

Our public focused work aims to ensure that people from across our diverse communities are able to identify and access opportunities to make a difference that fit with their motivations and goals. We offer one-to-one appointments, both in-person and remotely, that allow potential volunteers to chat through their reasons for volunteering, the kinds of opportunities they are looking for and any questions they have with an experienced member of our team. They will then be guided through the opportunities available on our matching platform, and beyond, to help them find the opportunity that is right for them.

We engage in a range of outreach activities to help promote volunteering to different groups. This includes regular sessions at the University of Reading and with those attending employability courses at the Earley CresCen Resource Centre.

Working in collaboration with our Social Prescribing and Community Wellness Outreach Projects, we have a particular focus on promoting the ways in which the right volunteering role can have a positive impact on an individual's health and wellbeing.

In the coming year we intend to further develop our Inclusive Volunteering offer. Collaborating with organisations across the sector, we will explore ways to ensure equitable access to the health and wellbeing boost that the right volunteering role can bring.

## **Key Stats 2024-25**

**71** organisations posted volunteering roles of the Reading Volunteer Connect platform promoting 172 unique opportunities.  
**452** potential volunteers registered with our Reading Volunteer Connect platform  
**606** expressions of interest received through the Reading Volunteer Connect platform  
**114** 1:1 Advice appointments conducted

## **Public Benefit**

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

## **Financial Review**

# **Reading Voluntary Action Trustees' Report (continued) For The Year Ended 31 March 2025**

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## **Reserves Policy**

The trustees have recognised that the organisation may incur potential liabilities for maternity pay, redundancy pay and other statutory amounts and have therefore resolved a) to try to retain its existing investments to go towards settling these if necessary and b) to try to build up further reserves to meet their full obligation and other unforeseen needs.

A designated Pension Liability Reserve has also been put in place to manage reserves, targeted at covering the pension deficit. The investment policy of the Trustee Board is to maintain the bulk of reserves in cash in order to provide safe and liquid reserves.

## **Funds Materially in Deficit**

The financial statements show an overall operating surplus for the year of £17,421 before gains and total funds of £149,452. After charges and the gain on the fund the pension scheme deficit fund is £14,000.

To give assurances to RVA for the future a change was made in 2021 in respect of the status of the fund itself. Consequently, there will no longer be a significant impact on the fund and organisations due to the possible lack of working members within RVA. To cover any possible deficits on the fund, the Local Government Pension Scheme administrators have formally agreed to continue accepting monies solely from RVA itself beyond the period when there may be no RVA employed members. This removes worry of the causative demise of RVA.

## **Going Concern**

The charity has improved its financial position and had overall net assets at 31 March 2025 of £275,829, of which £186,709 were unrestricted. This included a deficit on the pension reserve of 14,000.

The pension liability represents the best estimate of the current value of pension benefits that will have to be funded by RVA. The liability relates to benefits earned by existing or previous employees up to 31 March 2025. These benefits are expressed in current value terms rather than the cash amount that will actually be paid out. RVA is able to meet the agreed pension contributions as they fall due.

The trustees have accordingly considered it appropriate to adopt a going concern basis for the preparation of these financial statements.

## **Structure, Governance and Management**

### **Governing Document**

The organisation was registered as a charity on 12th April 1985, incorporated as a charitable company limited by guarantee on 24th 1994 and amended by special resolutions in October 2008 and October 2011. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association.

### **Trustee Selection Methods**

Trustees are appointed based on nomination from member organisations or co-option by the Board. The members of the Trustee Board are listed above. All members of the Board are directors of the company and trustees of the charity. Reading Voluntary Action indemnifies members against liability in relation to the company. In accordance with the Memorandum of Association each present director has undertaken to contribute to it a sum not exceeding £10 in the event of it being wound up while they are members and within one year if they cease to be members. One third of Board members retire each year but can offer themselves for re election at the Annual General Meeting.

### **Induction and training of trustees**

New Board members are inducted by the Chair and Chief Executive and are given opportunities to meet members of the management and staff teams. New trustees are given guidance on the obligations of Board members and the current financial position contained in the latest published accounts. All Board members are able to attend RVA training at no cost



# **Reading Voluntary Action Trustees' Report (continued) For The Year Ended 31 March 2025**

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## **Organisational Structure**

The Trustee Board is supported by the Chief Executive and the Company Secretary (currently the CEO). The Trustee Board establishes sub-groups as required to effectively manage areas of work these presently cover finance, risk and accommodation. Subgroups are led by members of the Board with executive support from RVA management and staff.

## **Major risks and management of those risks**

### **Risk management**

The Trustee Board has conducted a review of the major risks to which the Charity is exposed. Where appropriate, systems and procedures have been established to mitigate the risks the charity faces. This has led to the development of a strategic plan which will enable the charity to secure the resources necessary to deliver its strategic aims. Internal control risks are minimised by the implementation of procedures for authorisation of expenditure and new projects. Procedures are in place to ensure compliance with health and safety for staff, volunteers, clients and visitors to the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity. The Board will continue to carry out periodic reviews of risks and mitigation measures.

Along with many other charities, RVA has experienced significant changes in funding arrangements in recent years. This includes a change from grant funding to contracts. The RVA trustees continue to review the use of the available reserves to achieve best possible outcomes for the beneficiaries and to generate future income.

## **Statement of Trustees' Responsibilities**

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006. 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiner is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the independent examiner is unaware.

## **Small Company Rules**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The trustees' report was approved by the board of trustees and signed on its behalf by:

**Stephen Leitch**

Mr Stephen Leitch

Trustee

26/01/2026

**Reading Voluntary Action  
Independent Examiner's Report to the Trustees of Reading Voluntary Action  
For The Year Ended 31 March 2025**

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I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

**Responsibilities and Basis of Report**

As the charity 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**

Since the Company'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 Chartered Institute of Management Accountants, 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 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.



Rachel Eden FCMA  
26/01/2026  
Curious Lounge  
Reading  
Berkshire  
RG11NH

**Reading Voluntary Action**  
**Statement of Financial Activities (including Income and Expenditure Account)**  
**For The Year Ended 31 March 2025**

				2025	2024
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and legacies	4	4,466	80,912	85,378	137,619
Charitable activities	5	1,465	627,078	628,543	553,779
Other trading activities		2,452	-	2,452	-
Investments	6	6,324	-	6,324	5,563
		14,707	707,990	722,697	696,961
<b>EXPENDITURE ON:</b>					
Charitable activities		(12,133)	(726,790)	(738,923)	(694,469)
<b>NET (EXPENDITURE)/INCOME BEFORE INVESTMENT (LOSSES)/GAINS</b>					
		2,573	(18,799)	(16,226)	2,492
Net (losses)/gains on investments		(1,295)	-	(1,295)	2,337
<b>NET (EXPENDITURE)/INCOME</b>					
		1,278	(18,799)	(17,521)	4,829
Other gains		144,000	-	144,000	73,001
<b>NET MOVEMENT IN FUNDS</b>					
		145,278	(18,799)	126,479	77,830
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		41,431	107,919	149,350	71,522
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>17</b>	<b>186,709</b>	<b>89,120</b>	<b>275,829</b>	<b>149,352</b>

The notes on pages 12 to 21 form part of these financial statements.

**Reading Voluntary Action**  
**Comparative Statement of Financial Activities (including Income and Expenditure**  
**Account)**  
**For The Year Ended 31 March 2025**

		2024		
		Unrestricted funds	Restricted funds	Total funds
	Notes	£	£	£
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	4	299	137,320	137,619
Charitable activities	5	4,135	549,644	553,779
Investments	6	5,563	-	5,563
		9,997	686,964	696,961
EXPENDITURE ON:				
Charitable activities		(4,825)	(689,644)	(694,469)
NET INCOME BEFORE INVESTMENT GAINS				
		5,172	(2,680)	2,492
Net gains on investments		2,337	-	2,337
NET INCOME				
		7,509	(2,680)	4,829
Transfers between funds	17	(32,215)	32,215	-
Other gains		73,001	-	73,001
NET MOVEMENT IN FUNDS				
		48,295	29,535	77,830
RECONCILIATION OF FUNDS:				
Total funds brought forward		(6,863)	78,385	71,522
TOTAL FUNDS CARRIED FORWARD				
	17	41,432	107,920	149,352

The notes on pages 12 to 21 form part of these financial statements.

**Reading Voluntary Action  
Balance Sheet  
As At 31 March 2025**

				2025	2024
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Investments	12	26,494	-	26,494	27,788
		26,494	-	26,494	27,788
<b>CURRENT ASSETS</b>					
Debtors	13	2,923	76,331	79,254	21,691
Cash at bank and in hand		196,399	18,104	197,417	332,372
		199,322	94,435	276,671	354,063
<b>Creditors: Amounts Falling Due Within One Year</b>	14	(25,107)	(5,315)	(13,336)	(84,499)
<b>NET CURRENT ASSETS (LIABILITIES)</b>		174,215	89,120	263,335	269,564
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		200,709	89,120	289,829	297,352
<b>Creditors: Amounts Falling Due After More Than One Year</b>	15	(14,000)	-	(14,000)	(148,000)
<b>NET ASSETS</b>		186,709	89,120	275,829	149,352
<b>FUNDS OF THE CHARITY</b>					
Restricted Funds				89,120	107,920
Unrestricted Funds				186,709	41,432
<b>TOTAL FUNDS</b>	17			275,829	149,352

For the year ending 31 March 2025 the charitable 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 charitable company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities 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.

On behalf of the board

Stephen Leitch

Mr Stephen Leitch

Trustee  
26/01/2026

The notes on pages 12 to 21 form part of these financial statements.

# **Reading Voluntary Action Notes to the Financial Statements For The Year Ended 31 March 2025**

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## **1. General Information**

Reading Voluntary Action is a company limited by guarantee, incorporated in England & Wales, registered number 02982252 and registered charity number 1045782. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The registered office is Risc, 35-39 London Street, Reading, RG1 4PS.

## **2. Statement of Compliance**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "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 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

## **3. Accounting Policies**

### **3.1. Basis of Preparation of Financial Statements**

The financial statements have been prepared under the historical cost convention.

The charitable company is a Public Benefit Entity as defined by FRS 102.

### **3.2. 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 the income receivable can be measured reliably.

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

### **3.3. Resources Expended**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services 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.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

### **3.4. Intangible Fixed Assets and Amortisation - Other Intangible**

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

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**3.5. Tangible Fixed Assets and Depreciation**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

**3.6. Investments**

**3.7. Cash and Cash Equivalents**

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

**3.8. Taxation**

The charity is exempt from tax as all its income is charitable and applied for charitable purposes.

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**3.9. Pensions**

The charitable company operates a defined pension contribution scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

**3.10. Trade Debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**4. Income from Donations and Legacies**

**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2025 Total funds</b>	<b>2024 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and gifts	-	100	100	299
Grants	4,466	80,812	85,278	137,320
	<u>4,466</u>	<u>80,912</u>	<u>85,378</u>	<u>137,619</u>

**5. Income from Charitable Activities**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2025 Total funds</b>	<b>2024 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charitable Activities:				
Project Fees	-	-	-	2,668
Management fee	-	14,200	14,200	16,945
Contract Income	-	612,678	612,678	532,699
Training	429	-	429	555
Rental income	909	-	909	882
Other Income from charitable activities	127	200	327	30
	<u>1,465</u>	<u>627,078</u>	<u>628,543</u>	<u>553,779</u>

**6. Investment Income**

	<b>2025 Unrestricted funds</b>	<b>2024 Total funds</b>
	<b>£</b>	<b>£</b>
Bank interest receivable	5,568	4,822
Dividends from investments	756	741
	<u>6,324</u>	<u>5,563</u>

**7. Net Income/(Expenditure)**

The net (expenditure)/income is stated after charging/(crediting):

	<b>2025 £</b>	<b>2024 £</b>
Depreciation of tangible fixed assets - owned	-	1,463



**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

**8. Independent Examiner's Remuneration**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Independent examination of the financial statements	4,594	4,881
Other assurance services	-	-
Tax advisory services	-	-
Other financial services	-	-
	<u>4,594</u>	<u>4,881</u>

The Independent Examiner changed during the financial year. The new examiner also provides training services to members of Reading Voluntary Action. These are not financial services and in the financial year totalled £160 including VAT. The figures above include VAT

**9. Staff Costs**

Staff costs were as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and salaries	465,267	466,754
Social security costs	35,457	-
Other pension costs	41,275	-
	<u>541,999</u>	<u>466,754</u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

**10. Average Number of Employees**

Average number of employees during the year was: 19 (2024: 20)

**11. Tangible Assets**

	<b>Fixtures &amp; Fittings</b>
	<b>£</b>
<b>Cost or Valuation</b>	
As at 1 April 2024	29,907
Disposals	(29,907)
As at 31 March 2025	<u>-</u>
<b>Depreciation</b>	
As at 1 April 2024	29,907
Provided during the period	(29,907)
As at 31 March 2025	<u>-</u>
<b>Net Book Value</b>	
As at 31 March 2025	<u>-</u>
As at 1 April 2024	<u>-</u>

**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

**12. Investments**

	<b>Listed £</b>
<b>Cost or Valuation</b>	
As at 1 April 2024	27,788
Revaluations	(1,294)
As at 31 March 2025	<u>26,494</u>
<b>Provision</b>	
As at 1 April 2024	-
As at 31 March 2025	<u>-</u>
<b>Net Book Value</b>	
As at 31 March 2025	<u>26,494</u>
As at 1 April 2024	<u>27,788</u>

**13. Debtors**

	<b>2025 £</b>	<b>2024 £</b>
<b>Due within one year</b>		
Trade debtors	15,442	14,962
Other debtors	63,812	6,729
	<u>79,254</u>	<u>21,691</u>

**14. Creditors: Amounts Falling Due Within One Year**

	<b>2025 £</b>	<b>2024 £</b>
Trade creditors	7,663	22,737
Other creditors	-	57,262
Accruals and deferred income	5,673	4,500
	<u>13,336</u>	<u>84,499</u>

**15. Creditors: Amounts Falling Due After More Than One Year**

	<b>2025 £</b>	<b>2024 £</b>
Other creditors	<u>14,000</u>	<u>148,000</u>

**16. Pension Commitments**

The Local Government Pension Scheme (LGPS) is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings. Full details of the benefits being valued are as set out in the Regulations as amended and summarised on the LGPS website.

The administering authority for the Fund is the Royal Borough of Windsor and Maidenhead. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers.

As administering authority to the Fund, the Royal Borough of Windsor and Maidenhead, after consultation with the Fund Actuary and other relevant parties, is responsible for the preparation and maintenance of the Funding Strategy Statement and the Investment Strategy Statement. These should be amended when appropriate based on the Fund's performance and funding.

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**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

**16. Pension Commitments - continued**

Contributions are set every three years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March 2028 and will set contributions for the period from 1 April 2028 to 31 March 2031. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions.

The date of the most recent comprehensive actuarial valuation was 31 March 2025. In completing the calculations for pension accounting purposes the following items of data from the Royal Borough of Windsor and Maidenhead have been used:

□ The results of the latest funding valuation as at 31 March 2025 which was carried out for funding purposes and the results of the 31 March 2024 IAS19 report which was prepared for accounting purposes;

Fund asset statement at 31 March 2025;

- Fund income and expenditure items for the period to 31 March 2025;
- Employer income and expenditure items for the period to 31 March 2025;
- Details of any new early retirements for the period to 31 March 2025 that have been paid out on an unreduced basis, which are not anticipated in the normal employer service cost; and
- Details of any settlements to/from the Employer for the period to 31 March 2025.

**Reconciliation of scheme assets and liabilities to assets and liabilities recognised**

The amounts recognised in the statement of financial position are as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Fair value of scheme assets	1,247,000	1,290,000
Defined benefit pension scheme obligation	(1,261,000)	(1,438,000)
	<u>(14,000)</u>	<u>(140,000)</u>
Designed benefit pension scheme deficit		

**Defined benefit obligation**

Changes in the defined benefit obligation are as follows:

	<b>2025</b>
	<b>£</b>
Present value at start of the year	1,438,000
Current service cost	10,000
Interest cost	68,000
Change in financial assumptions	(166,000)
Change in demographic assumptions	(3,000)
Benefits paid	(85,000)
Contributions by scheme participants	3,000
Experience loss/(gain) on defined benefit obligation	(4,000)
Present value at end of year	<u>1,261,000</u>

**Fair value of scheme assets**

Changes in the fair value of scheme assets are as follows:

	<b>2025</b>
	<b>£</b>
Fair value at start of year	1,290,000
Interest on assets	62,000
	...CONTINUED

**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

Return on assets less interest	(35,000)
Contributions by employer	13,000
Contributions by scheme participants	3,000
Benefits paid	(85,000)
Administration expenses	-
Fair Value at end of year	<u>1,247,000</u>

The pension scheme has not invested in any of the charity's own financial instruments or in properties or other assets used by the charity.

**Principal actuarial assumptions**

The principal actuarial assumptions at the statement of financial position date are as follows:

	<b>2025</b>	<b>2024</b>
	%	%
Discount rate	5.75%	4.90%
Future salary increases	3.90%	3.95%
Future pension increases	2.90%	2.95%

**Post retirement mortality assumptions**

	<b>2025</b>	<b>2024</b>
	Years	Years
Current UK pensioners at retirement age - male	20.70	20.80
Current UK pensioners at retirement age - female	23.60	23.60
Future UK pensioners at retirement age - male	22.00	22.00
Future UK pensioners at retirement age - female	25.00	25.00

**17. Movement in Funds**

	<b>As at 1 April 2024</b>	<b>Income</b>	<b>Expenditure</b>	<b>Gains and losses</b>	<b>As at 31 March 2025</b>
	£	£	£	£	£
<b>Unrestricted funds</b>					
General:					
General unrestricted fund	21,643	14,707	(2,135)	-	34,215
Designated:					
COIF Investment	27,788	-	(1,294)	-	26,494
Pension reserve	(148,000)	-	(10,000)	144,000	(14,000)
Pension liability reserve	80,000	-	-	-	80,000
Contingency reserve	60,000	-	-	-	60,000
	<u>19,788</u>	<u>-</u>	<u>(11,294)</u>	<u>144,000</u>	<u>152,494</u>
<b>Total unrestricted funds</b>	<u>41,431</u>	<u>14,707</u>	<u>(13,429)</u>	<u>144,000</u>	<u>186,709</u>
<b>Restricted funds</b>					
Advice Service (Earley Charity)	2,949	43,474	(43,615)	-	2,808
Ready Friends (Earley Charity)	1,475	15,000	(16,475)	-	-
PCN Link Workers	1,441	246,912	(248,353)	-	-

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**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

Faith Forum	8,974	-	-	-	8,974
Client Grants	663	3,588	(3,791)	-	460
Volunteering Development	5,818	(5,818)	-	-	-
CTG3 Infrastructure	11,267	133,524	(134,698)	-	10,093
Health Inequalities	19,358	7,481	(5,833)	-	21,006
Research Engagement Network	8,728	(8,728)	-	-	-
Community Wellness Outreach	36,426	181,262	(179,876)	-	37,812
RIB Wellbeing Training	10,820	-	(6,795)	-	4,025
Public Health Management project	-	35,000	(35,000)	-	-
CTG2 Social Prescribing	-	39,824	(39,824)	-	-
NHS BOB ICB Partnership	-	11,471	(11,471)	-	-
Cadbury Foundation	-	5,000	(1,058)	-	3,942
<b>Total restricted funds</b>	<b>107,919</b>	<b>707,990</b>	<b>(726,789)</b>	<b>-</b>	<b>89,120</b>

<b>Total funds</b>	<b>149,350</b>	<b>722,697</b>	<b>(740,218)</b>	<b>144,000</b>	<b>275,829</b>
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	<b>As at 1 April 2023</b>	<b>Net movement in funds</b>	<b>Transfers</b>	<b>As at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General:				
General unrestricted fund	40,687	13,172	(32,215)	21,644
Designated:				
COIF Investment	25,450	2,338	-	27,788
Pension reserve	(213,000)	65,000	-	(148,000)
Pension liability reserve	80,000	-	-	80,000
Contingency reserve	60,000	-	-	60,000
	(47,550)	67,338	-	19,788
<b>Total unrestricted funds</b>	<b>(6,863)</b>	<b>80,510</b>	<b>(32,215)</b>	<b>41,432</b>

<b>Restricted funds</b>				
Advice Service (Earley Charity)	5,786	(2,836)	-	2,950
Ready Friends (Earley Charity)	636	838	-	1,474
PCN Link Workers	1,441	1	-	1,442
Faith Forum	8,974	-	-	8,974
Client Grants	234	429	-	663
Volunteering Development	13,865	(8,047)	-	5,818
CTG3 Infrastructure	5,725	5,542	-	11,267
Health Inequalities	30,435	(11,077)	-	19,358
Research Engagement Network	-	8,728	-	8,728
Community Wellness Outreach	-	36,426	-	36,426
RIB Wellbeing Training	-	10,820	-	10,820
Public Health Management project	2,926	(2,926)	-	-
British Science Association Research	4,866	(4,866)	-	-
CTG2 Social Prescribing	-	(32,215)	32,215	-

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**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

BSA community researchers	3,497	(3,497)	-	-
BHFT Engagement	-	-	-	-
NHS BOB ICB Partnership	-	-	-	-
ICB Mental Health Grants	-	-	-	-
<b>Total restricted funds</b>	<b>78,385</b>	<b>(2,680)</b>	<b>32,215</b>	<b>107,920</b>
<b>Total funds</b>	<b>71,522</b>	<b>77,830</b>	<b>-</b>	<b>149,352</b>

Net movement in funds, included in the above are as follows:

	<b>Income</b>	<b>Expenditure</b>	<b>Gains and losses</b>	<b>Net movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General:				
General unrestricted fund	9,997	5,512	(2,337)	13,172
Designated:				
COIF Investment	-	-	2,338	2,338
Pension reserve	-	(8,000)	73,000	65,000
Pension liability reserve	-	-	-	-
Contingency reserve	-	-	-	-
	-	(8,000)	75,338	67,338
<b>Total unrestricted funds</b>	<b>9,997</b>	<b>(2,488)</b>	<b>73,001</b>	<b>80,510</b>
<b>Restricted funds</b>				
Advice Service (Earley Charity)	42,545	(45,381)	-	(2,836)
Ready Friends (Earley Charity)	11,650	(10,812)	-	838
PCN Link Workers	200,485	(200,484)	-	1
Faith Forum	-	-	-	-
Client Grants	2,205	(1,776)	-	429
Volunteering Development	-	(8,047)	-	(8,047)
CTG3 Infrastructure	158,000	(152,458)	-	5,542
Health Inequalities	18,915	(29,992)	-	(11,077)
Research Engagement Network	40,000	(31,272)	-	8,728
Community Wellness Outreach	80,172	(43,746)	-	36,426
RIB Wellbeing Training	11,420	(600)	-	10,820
Public Health Management project	30,000	(32,926)	-	(2,926)
British Science Association Research	5,635	(10,501)	-	(4,866)
CTG2 Social Prescribing	30,000	(62,215)	-	(32,215)
BSA community researchers	12,508	(16,005)	-	(3,497)
BHFT Engagement	1,429	(1,429)	-	-

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**Reading Voluntary Action**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2025**

NHS BOB ICB Partnership	12,000	(12,000)	-	-
ICB Mental Health Grants	30,000	(30,000)	-	-
<b>Total restricted funds</b>	<u>686,964</u>	<u>(689,644)</u>	<u>-</u>	<u>(2,680)</u>
<b>Total funds</b>	<u>696,961</u>	<u>(692,132)</u>	<u>73,001</u>	<u>77,830</u>

**18. Transactions with Trustees**

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

No trustee expenses have been incurred.

**19. Related Party Disclosures**

There have been no related party transactions in the reporting period that require disclosure.

**20. Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £10.

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
**VAL3Z-FITXE-F7HSM-24XGT**

DOCUMENT COMPLETED BY ALL PARTIES ON  
**29 JAN 2026 14:35:36**  
UTC

## SIGNER

**RACHEL EDEN**

EMAIL  
**RACHEL.EDEN@HOLYBROOK.COM**

## TIMESTAMP

SENT  
**29 JAN 2026 14:35:36**

SIGNED  
**29 JAN 2026 14:35:36**

## SIGNATURE



IP ADDRESS  
**82.12.207.190**

LOCATION  
**READING, UNITED KINGDOM**

