

THE WOODLEY PILOT LIGHT TRUST

ANNUAL REPORT

AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

THE WOODLEY PILOT LIGHT TRUST

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ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

Reference and Administrative Information

The Trust is registered with the Charity Commission, No. 1063632.

The Company number is 3300176.

The registered address is:-

Woodley Baptist Church Centre
Hurricane Way
Woodley
Reading
RG5 4UX

Trustees/Directors

The Trustees during the period were: -

Sean Riordan
Hannah Smith
Christopher van Es
Brian Hope (appointed Jul 20)
Jenny Vertigan (appointed Sept 20)

Bankers:-

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

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 9 January 1997 and registered as a charity on 28 July 1997. 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. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustee Body

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustee Body. Under the requirements of the Memorandum and Articles of Association at the first and every subsequent Annual General Meeting

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one third of the members of the Board of Trustees shall retire from office based on length of service. Retiring members shall be eligible for re-election.

New Trustees are recruited by direct invitation from the existing Board of Trustees and are identified either by the Board of Trustees or by referral to the Trustees. In extending invitations account is taken of the skills present and needed around the Board table. Potential Trustees are invited to attend Trustee meetings as observers and enabled to familiarise themselves with the organisation. Once mutual agreement as to the suitability of the appointment has been established new Trustees may be appointed to serve in association with the Board of Trustees until the next round of Board elections.

Objectives and Activities

The Trustees hold the capital and income upon trust to apply the income of the charity for the advancement of the Christian faith amongst the inhabitants of Woodley, Wokingham and Reading by any charitable means and in particular, but not exclusively, by the provision of outreach facilities including Woodley Food bank and Re Inspired.

Achievements and Performance

During the ongoing Coronavirus pandemic, the Food Bank faced increasing demand but has been generously supported by donations mainly from individuals and numerous local organisations, especially the Rotary Club.

Re Inspired was unable to go into schools once they were shut as part of the coronavirus lockdown but has spent the time preparing for the school year commencing September 2021, when hopefully they will be allowed to enter schools again.

Financial Review

Presentation of the financial statements

The financial statements have been prepared in accordance with The Charities Act (Accounts and Reports) Regulations and The Charity Commission Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102).

Reserves Policy

The Trustees have set a policy on reserves that there should be sufficient for normal expenditure of a minimum of 3 months, and maximum of 12 months. During the financial year, the reserves were mainly in this range, but were above at year end, mainly in the restricted Woodley Food Bank fund, this will enable the Food Bank to continue to function at its increased level due to the coronavirus pandemic.

Investment Policy

The Charity does not seek to invest for the sake of income.

Principal funding resources

During the year to 30 June 2021 the total income received was £35,630 (2020: £35,534) of which £35,630 (2020: £35,534) came from donations and related tax refunds. The increase in income has continued to come from additional donations received to support the work of Woodley Food Bank during the ongoing coronavirus period.

Statement of Directors Responsibilities

The Charities Act and the Companies Act require the Directors (who are also the trustees for Charity Law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial period. In preparing those financial statements, the directors follow best practice and:

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

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

The Directors are also responsible for the contents of the Directors' Report, and the responsibility of the independent examiner in relation to the Directors' Report is limited to examining the report and ensuring that on the face of the report there are no inconsistencies with the figures disclosed in the financial statements.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (FRS102) and in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Members of the Trustee Body

The Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

In accordance with company law, as the directors of the company, we certify that:

- so far as we are aware, there is no relevant financial information of which the company's Independent Examiner was unaware; and
- we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant financial information and to establish that the Charity's Independent Examiner is aware of that information.

Independent Examiner

Alan Crosse was appointed as the charitable company's Independent Examiner and has expressed his willingness to act in that capacity.

Approved by the Trustees and signed on their behalf by:

Sean Riordan

Trustee

Date : 8th September 2021

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Independent Examiner's Report to the Trustees of Woodley Pilot Light Trust

I report on the accounts of the Charitable Company for the year ended 30th June 2021, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Alan Crosse

Date: 3rd August 2021

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 JUNE 2021

	Unrestricted Fund £	Restricted Fund £	Total 2021 £	Total 2020 £
Incoming Resources				
Donations	997	33,881	34,878	35,116
Gift aid on donations	150	602	752	418
Other income	-	-	-	-
Total Income	<u>1,147</u> =====	<u>34,483</u> =====	<u>35,630</u> =====	<u>35,534</u> =====
Resources Expended				
Direct Charitable Expenditure	406	24,818	25,224	26,997
Total Expenditure	<u>406</u> =====	<u>24,818</u> =====	<u>25,224</u> =====	<u>26,997</u> =====
Net Movement in Funds	741	9,665	10,406	8,537
Balance Brought Forward 1 July 2020	<u>10,445</u>	<u>30,745</u>	<u>41,190</u>	<u>32,653</u>
Balance Carried Forward 30 June 2021	<u>11,186</u> =====	<u>40,410</u> =====	<u>51,596</u> =====	<u>41,190</u> =====

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BALANCE SHEET 30 JUNE 2021 Company number 3300176

		2021 £	2020 £
Investments			
Investments in Subsidiary		-	-
Current Assets			
Cash at Bank and in Hand	54,114	40,950	
Debtors (Note 2)	752	418	
	<u>54,866</u>	<u>41,368</u>	
Less Current Liabilities			
Creditors (Note 3)	(3,270)	(178)	
	<u>51,596</u>	<u>41,190</u>	
Net Assets		£ 51,596	£ 41,190
		=====	=====
Capital and Reserves			
Unrestricted Fund	11,186	10,445	
Restricted Fund (Note 6)	40,410	30,745	
	<u>51,596</u>	<u>41,190</u>	
Net Assets		£ 51,596	£ 41,190
		=====	=====

This report has been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

For the year ended 30 June 2021 the company was entitled to the exemption from the requirement to have an audit under section 477, Companies Act 2006 relating to small companies and its members have not required the company to obtain an audit of its accounts 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 accounts.

Approved by the Trustees and authorized for issue and signed on behalf of the Board by:

Sean Riordan

Date :

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

1. ACCOUNTING POLICIES

a) Statement of Trustees Responsibilities

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of its state of affairs at the Balance Sheet date and of its income and expenditure for that period.

In preparing these Financial Statements the Trustees are required to:-

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether the policies adopted are in accordance with applicable accounting standards
- prepare the Financial Statements on a going concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust. They are also responsible for safeguarding its assets.

b) Basis of Accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice 'Accounting by Charities'.

c) Income

With the exception of voluntary income arising from fund raising activities and donations, all income is credited to the Statement of Financial Activities on an accruals basis.

d) Expenditure

Expenditure has been stated in the Statement of Financial Activities on an accruals basis and includes VAT where applicable.

2. Debtors

	2021 £	2020 £
Gift Aid Recoverable	752	418
	=====	=====

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NOTES TO THE FINANCIAL STATEMENTS (cont)

FOR THE YEAR ENDED 30 JUNE 2021

3. Creditors

	2021	2020
	£	£
PAYE Due	90	178
Accruals	3,180	
Total	3,270	178
	=====	=====

4. Staff

	2021	2020
	£	£
Wages and salaries	5,656	6,159
Average number employed	1	1
	=====	=====

5. Expenditure on Charitable Activities

	Unrestricted 2021	Restricted 2021	Total 2021	Total 2020
	£	£	£	£
Wages and salaries	-	5,656	5,656	6,159
Cont to St James for RE Inspired Manager	-	6,315	6,315	6,241
Food Bank Food purchases	-	3,056	3,056	4,820
Food Bank other running costs	-	2,141	2,141	661
RE Inspired photocopying/expenses	-	30	30	568
Insurance	193	120	313	225
Relocation Food store	-	7,500	7,500	1,230
Counselling related costs	-	-	-	827
Donations	-	-	-	6,000
Sundry	213	-	213	266
Total Expenditure	406	24,818	25,224	26,997
	=====	=====	=====	=====

6. RESTRICTED FUNDS

	1st July 2020	Incoming Resources	Outgoing Resources	30 th June 2021
	£	£	£	£
RE Inspired	5,720	4,567	6,374	3,913
Woodley Foodbank	25,025	29,916	18,444	36,497
Total	30,745	34,483	24,818	40,410
	=====	=====	=====	=====