

Reading Community Welfare Rights Unit

Charity No. 1074557

Company No. 03626105

Trustees' Report and Unaudited Accounts

31 March 2024

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 03626105

Charity No. 1074557

Principal Office

135 Cardiff Rd  
Reading  
Berkshire  
RG1 8JF  
Registered Office

135 Cardiff Rd  
Reading  
RG1 8JF

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.  
The following Directors and Trustees served during the year:

M. Ayub  
S. Boyt  
J.L. Hughes  
P.G. Kayes  
R. McEwan  
M. O'Connell  
L.K. Owen  
P. Thomas

Key Management Personnel

Chair	Peter Kayes
Chief Executive	Matt Harrison
Officer Accountants	

Lambert Martin Ltd  
33 Old Bath road  
Sonning  
Reading  
Berkshire  
RG4 6SY

## OBJECTIVES AND ACTIVITIES

The objectives of the service are to benefit the population of Greater Reading by the relief of poverty, sickness and distress. These objectives are achieved by giving advice and assistance to people in respect of their rights to benefits as required.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit both when reviewing the service's aims and objectives and when planning its future activities.

RCWRU provides advice and support to people on their benefits claims, including to people in work, not in work and to those seeking to get into work. Examples of when the support is needed are when people are wrongly denied benefits by the Department of Work and Pensions (DWP), when people have their benefits cut after a review where the assessment is faulty, or where the process of completing the complex paperwork is beyond the individual applicant's capabilities. Support can consist of simply providing advice including what their entitlement should be but more often involves helping clients make formal appeals and taking unresolved cases to tribunals where we will work with the clients to make their case.

## ACHIEVEMENTS AND PERFORMANCE

The 2023-24 financial year has seen Reading Community Welfare Rights Unit (RCWRU) continue to provide its service to clients across Reading. Methods of working have been developed to be a more flexible service to clients which includes continuing to meet clients by appointment at our office, as well as providing support over the telephone or email but also meeting clients at other venues which are easier for them to get to, including visiting them at home where necessary.

We continue to work in partnership with six other charities in Reading, The Tackling Poverty Partnership, in order to strengthen our ability to support people in a wider variety of ways through the work of these other charities to whom we can pass clients on as well as receiving referrals from these charities to us. In addition we have been successful in gaining a grant from the Henry Smith Charity to expand our work and a number of other smaller grants from local charities.

In the 14 months ending 31st march 2024 we secured £2.2million in benefits from the DWP, money which is paid directly by DWP to the people we have supported. This is a significant contribution to our clients' ability to live independently, avoiding poverty and getting into debt.

Once again I must thank our staff and volunteers, including trustees, for their commitment to our work, which is often life saving for our clients.

#### PLANS FOR FUTURE PERIODS

Looking to the future RCWRU is aware of an excess in demand for our services and anticipates a significant increase in demand post pandemic. We trust we will be able to continue to support our community in years to come

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

RCWRU is controlled by its governing document, The memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. In accordance with the Memorandum of Association each present member has undertaken to contribute the sum of £1 in the event of winding up. As the service is a registered charity, any surplus upon a winding up would be distributed to another charity with similar objects, as the members are prohibited from benefiting from the company.

The Board seeks to recruit new trustees from the wider community in Reading to provide a range of skills and views.

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

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board



P.G. Kayes

Trustee

29th September 2024

Independent Examiner's Report to the trustees of Reading Community Welfare Rights Unit

I report to the charity trustees on my examination of the financial statements of Reading Community Welfare Rights Unit for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

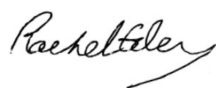
Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 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).

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 financial statements to be reached.



Rachel Eden  
Holy Brook Accountants  
Curious Lounge,  
1st Floor, Pinnacle Building  
Tudor Road  
Reading  
RG1 1NH

Date: 2024-10-31

Reading Community Welfare Rights Unit  
Statement of Financial Activities  
for the year ended 31 March 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:					
Donations and legacies	4	4,325	-	4,325	2,525
Charitable activities	5	5,620	167,859	173,499	137,302
Total		9,945	167,859	177,824	139,827
Expenditure on:					
Other	6	100	177,658	177,758	132,029
Total		100	177,658	177,758	132,029
Net gains on investments		-	-	-	-
Net (expenditure)/income	7	9,845	(9,779)	66	7,798
Transfers between funds		2,589	(2,589)	-	-
Net (expenditure)/income before other gains/(losses)		12,434	(12,368)	66	7,798
Other gains and losses					
Net movement in funds		12,434	(12,368)	66	7,798
Reconciliation of funds:					
Total funds brought forward		9,531	23,193	32,724	24,926
Total funds carried forward		21,965	(10,825)	32,790	32,724

Reading Community Welfare Rights Unit  
Balance Sheet

at 31 March 2024

Company No.	03626105	Notes	2024 £	2023 £
Current assets				
Cash at bank and in hand			54,568	74,986
			<u>54,568</u>	<u>74,986</u>
Creditors: Amount falling due within one year	9		(21,778)	(42,262)
Net current assets			<u>32,790</u>	<u>32,724</u>
Total assets less current liabilities			<u>32,790</u>	<u>32,724</u>
Net assets excluding pension asset or liability			<u>32,790</u>	<u>32,724</u>
Total net assets			<u><u>32,790</u></u>	<u><u>32,724</u></u>
The funds of the charity				
Restricted funds	10			
Restricted income funds			(10,825)	23,193
			<u>(10,825)</u>	<u>23,193</u>
Unrestricted funds	10			
General funds			21,965	9,531
			<u>32,790</u>	<u>9,531</u>
Reserves	10			
Total funds			<u><u>32,790</u></u>	<u><u>32,724</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 19th July 2024

And signed on its behalf by:

P.G. Kayes  
Trustee  
29th September 2024

*Peter Kayes*



## 1 Accounting policies

### Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

### Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

### Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

### Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
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Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
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Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
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Volunteer help	The value of any volunteer help received is not included in the accounts.
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Investment income	This is included in the accounts when receivable.
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Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
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Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.
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## Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

## Taxation

The charity is exempt from corporation tax on its charitable activities.

## Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

## Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

## Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### Research and development

Expenditure on research and development is written off in the year in which it is incurred.

#### Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

#### Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

## 2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Income and endowments from:			
Donations and legacies	2,525	-	2,525
Charitable activities	-	137,302	137,302
Total	<u>2,525</u>	<u>137,302</u>	<u>139,827</u>
Expenditure on:			
Other	(56)	132,095	132,039
Total	<u>(56)</u>	<u>132,095</u>	<u>132,039</u>
Net income	<u>2,581</u>	<u>5,207</u>	<u>7,788</u>
Net income before other gains/(losses)	2,581	5,207	7,788
Other gains and losses:			
Net movement in funds	<u>2,581</u>	<u>5,207</u>	<u>7,788</u>
Reconciliation of funds:			
Total funds brought forward	6,950	17,986	24,936
Total funds carried forward	<u>9,531</u>	<u>23,193</u>	<u>32,724</u>

4 Income from donations and legacies

Unrestricted £	Total 2024 £	Total 2023 £
4,325	4,325	2,525
<u>4,325</u>	<u>4,325</u>	<u>2,525</u>

5 Income from charitable activities

	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
Contract Income	-	81,500	81,500	79,066
Grant Income	5,620	86,379	91,999	58,236
	<u>5,620</u>	<u>167,879</u>	<u>173,499</u>	<u>137,302</u>

6 Other expenditure

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Employee costs	0	151,957	151,957	105,857
Motor and travel costs	0	50	50	-
Premises costs	0	3,329	3,329	3,039
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	-	-	-	2,258
General administrative costs	-	16,001	16,001	15,018
Legal and professional costs	100	6,321	6,421	5,857
	<u>100</u>	<u>177,658</u>	<u>177,758</u>	<u>132,029</u>

7 Net (expenditure)/income before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	-	2,258

8 Staff costs

	2024	2023
Salaries and wages	134,951	99,175
Social security costs	7,812	4,053
Pension costs	7,254	2,475
	<u>150,017</u>	<u>105,703</u>

No employee received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

	2024 Number	2023 Number
Manager/Caseworker	1	1
Caseworker/ specialist advisor	4	3
Volunteers	1	1
Office Administration Assistant	-	-
Accountant	-	-
	<u>6</u>	<u>5</u>

9 Creditors:  
amounts falling due within one year

	2024	2023
	£	£
Trade creditors	727	259
Other taxes and social security	(10)	-
Other creditors	(436)	861
Deferred income	21,498	41,142
	<u>21,778</u>	<u>42,262</u>

10 Movement in funds

	At 1 April 2023	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2024 £
Restricted funds:					
Restricted income funds:					
Reading Borough Council	14,697	79,000	(98,896)	10,200	5,001
National Lottery	8,496	52,978	(55,611)	(3,400)	2,464
Henry Smith charity	-	33,401	(23,152)	(9,389)	860
Reading Borough Council	-	5,000	(2,500)		2,500
<i>Total</i>	<u>23,193</u>	<u>170,379</u>	<u>(180,158)</u>	<u>(2,589)</u>	<u>10,825</u>
Unrestricted funds:					
General funds	9,531	26,646	(100)	2,589	36,077
<b>Total funds</b>	<u><u>32,724</u></u>	<u><u>177,824</u></u>	<u><u>(177,758)</u></u>	<u><u>-</u></u>	<u><u>32,790</u></u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Reading Borough Council	Closing the Gap
National Lottery	Staff Funding
Henry Smith charity	Staff Funding
Reading Borough Council	Other

11 Analysis of net assets between funds

	Restricted funds £	Total £
Net current assets	32,790	32,790
	<u>32,790</u>	<u>32,790</u>

12 Reconciliation of net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash and cash equivalents	74,986	(20,418)	54,568
	<u>74,986</u>	<u>(20,418)</u>	<u>54,568</u>
Net debt	<u>74,986</u>	<u>(20,418)</u>	<u>54,568</u>

13 Commitments

*Operating lease commitments*

Annual commitments under non-cancellable operating leases are as follows:

	2024 Land and buildings £	2024 Other £	2023 Land and buildings £	2023 Other £
Operating leases with expiry date:				

*Pension commitments*

	2024 £	2023 £
The pension cost charge to the company amounted to:	<u>7,254</u>	<u>2,475</u>

14 Related party disclosures

*Controlling party*

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Reading Community Welfare Rights Unit  
Detailed Statement of Financial Activities  
for the year ended 31 March 2024

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:				
Donations and legacies	4,325	-	4,325	2,525
	<u>4,325</u>	<u>-</u>	<u>4,325</u>	<u>2,525</u>
Charitable activities				
Contract Income	-	81,500	81,500	79,066
Grant Income	5,620	86,379	91,999	58,236
	<u>5,620</u>	<u>167,879</u>	<u>173,499</u>	<u>137,302</u>
Total income and endowments	<u>9,945</u>	<u>167,879</u>	<u>177,824</u>	<u>139,827</u>
Expenditure on:				
Employee costs				
Salaries/wages	-	134,951	134,951	99,175
Employer's NIC	-	7,812	7,812	4,053
Pension costs	-	7,254	7,254	2,475
Staff training	-	400	400	-
Staff welfare	-	1,540	1,540	154
	<u>-</u>	<u>151,957</u>	<u>151,957</u>	<u>105,857</u>
Motor and travel costs				
Travel and subsistence	-	50	50	-
	<u>-</u>	<u>50</u>	<u>50</u>	<u>-</u>
Premises costs				
Rent	-	3,329	3,329	3,003
Premises repairs and maintenance	-	-	-	36
	<u>-</u>	<u>3,329</u>	<u>3,329</u>	<u>3,039</u>
General administrative costs, including depreciation and amortisation				
Depreciation of	-	-	-	2,258
Bank charges	-	295	295	291
General insurances	-	717	717	2,207
Software, IT support and related costs	-	8,687	8,687	5,476
Stationery and printing	-	139	139	579
Subscriptions	-	1,967	1,967	2,405
Sundry expenses	-	1,037	1,037	669
Telephone, fax and broadband	-	3,159	3,159	3,391
	<u>-</u>	<u>16,001</u>	<u>16,001</u>	<u>17,276</u>



Reading Community Welfare Rights Unit  
Detailed Statement of Financial Activities

Legal and professional costs				
Audit/Independent examination fees	-	360	360	-
Accountancy and bookkeeping	100	5,961	6,061	5,607
Other legal and professional costs	-	-	-	250
	<u>100</u>	<u>6,321</u>	<u>6,421</u>	<u>5,857</u>
Total of expenditure of other costs	<u>100</u>	<u>177,658</u>	<u>177,758</u>	<u>132,029</u>
Total expenditure	100	177,658	177,758	132,029
Net gains on investments	-	-	-	-
	<u>9,859</u>	<u>(9,779)</u>	<u>66</u>	<u>7,798</u>
Net (expenditure)/income				
Transfers between funds	2,589	(2,589)	-	-
	<u>12,434</u>	<u>(12,368)</u>	<u>66</u>	<u>7,798</u>
Net (expenditure)/income before other gains/(losses)				
Other Gains	-	-	-	-
	<u>12,434</u>	<u>(12,368)</u>	<u>66</u>	<u>7,798</u>
Net movement in funds				
Reconciliation of funds:				
Total funds brought forward	9,531	23,193	32,724	24,926
Total funds carried forward	<u>21,965</u>	<u>10,825</u>	<u>32,790</u>	<u>32,724</u>



# Signature Certificate

Reference number: HEZCW-MNSKG-YHWA8-A32RW

## Signer

## Timestamp

## Signature

### Rachel Eden

Email: rachel.eden@holymbrook.com

Sent:


31 Oct 2024 18:38:43 UTC

Viewed:

31 Oct 2024 20:38:37 UTC

Signed:

31 Oct 2024 20:38:50 UTC



### Recipient Verification:

✓ Email verified

31 Oct 2024 20:38:37 UTC

IP address: 94.174.147.205

Location: Reading, United Kingdom

### Peter Kayes

Email: pgkayes@gmail.com

Sent:

31 Oct 2024 18:38:43 UTC

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31 Oct 2024 21:32:18 UTC

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31 Oct 2024 21:33:19 UTC



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