



**THE COMMUNICARE TRUST (READING)  
(A company limited by guarantee)**

**REPORT and ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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## **COMPANY INFORMATION**

### **FOR THE YEAR ENDED 31 MARCH 2021**

<b>Company and Charity Name:</b>	THE COMMUNICARE TRUST (READING)
<b>Charity Registration Number:</b>	1078694
<b>Company Registration Number:</b>	03843997
<b>Registered Office:</b>	233 Kings Road, Reading, Berkshire, RG1 4LS
<b>Governing Document:</b>	The Communicare Trust (Reading) is a company limited by guarantee governed by its Articles and Association dated, 17 September 1999. It is registered as a charity with the Charity Commission.

#### **Purpose/Mission Statement**

To help people in Reading meet their complete needs through offering information, advice, and support.

#### **Main sources of cash and resources**

As a charity we rely on donations and support given to us by local Churches, individuals, corporate bodies and local and national grant awarding bodies.

#### **Trust's Reliance on Volunteers**

While the Trust has paid staff who carry out the majority of its operations, it relies on the voluntary efforts of many other individuals with the efficient running of the organization.

## THE COMMUNICARE TRUST (READING)

### DIRECTORS' AND TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2021

The company, a registered charity, was incorporated on 17<sup>th</sup> September 1999 and is a private company limited by guarantee. The directors now present their report and accounts for the year ended 31 March 2021.

#### Objects

The principal objects of the charity is the relief of poverty, sickness and distress by promoting the provision of free advice and counselling.

#### Directors and Trustees

The directors of the company are also its trustees. The officers and trustees serving during the year and since the year end were as follows:

Mr A Taylor

Mrs A Burford

Mrs M Codling

Mr M Chalmers

Dr R Croft

Ms H Taylor

Mrs Sarah Adlard,

#### Small company status

Advantage is taken in the preparation of the Directors' and Trustees' Report of the special exemptions applicable to small companies conferred by the Companies Act 2006.

By Order of the Board ..... 

Date:

06/09/21

## **Our Aims and objectives**

### **Purposes and Aims**

Our charity's purposes, as set out in the objectives contained in the company's Memorandum of Association, are:

The relief of poverty, sickness and distress, especially but not exclusively by promoting the provision of free advice and counselling to persons who are in a condition of need, hardship or distress by reason of their social or economic circumstances.

Our purposes and how we aim to achieve those purposes are further expanded in our mission and values statement:

CommuniCare is a team of Christians motivated by their faith who care for and help people to meet their complete needs through offering information, advice and support. In particular, we look to help people who are in need, hardship or distress because of their social or economic circumstances.

We seek to do this by:

- Treating all the people we help equally and, in particular not discriminating on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity
- Always acting in the best interests of the people we help
- Working with people not issues and establishing an appropriate relationship with each person
- Empowering people in their situation and, thereby, building independence
- Being flexible in our approach and extending our service to meet the needs of an increasing number of people
- Linking people into community activities where appropriate
- Operating on the understanding that our activities are an outworking of our faith; that our "doing" derives directly from our "being" and that the link between who we are and what we do cannot be broken.
- If invited, praying or sharing with people something of ourselves and our faith
- Building on our strengths as a team, demonstrating trust, patience and sensitivity to each other
- Believing that each team member has a contribution to make.
- Encouraging a sense of community within our team.

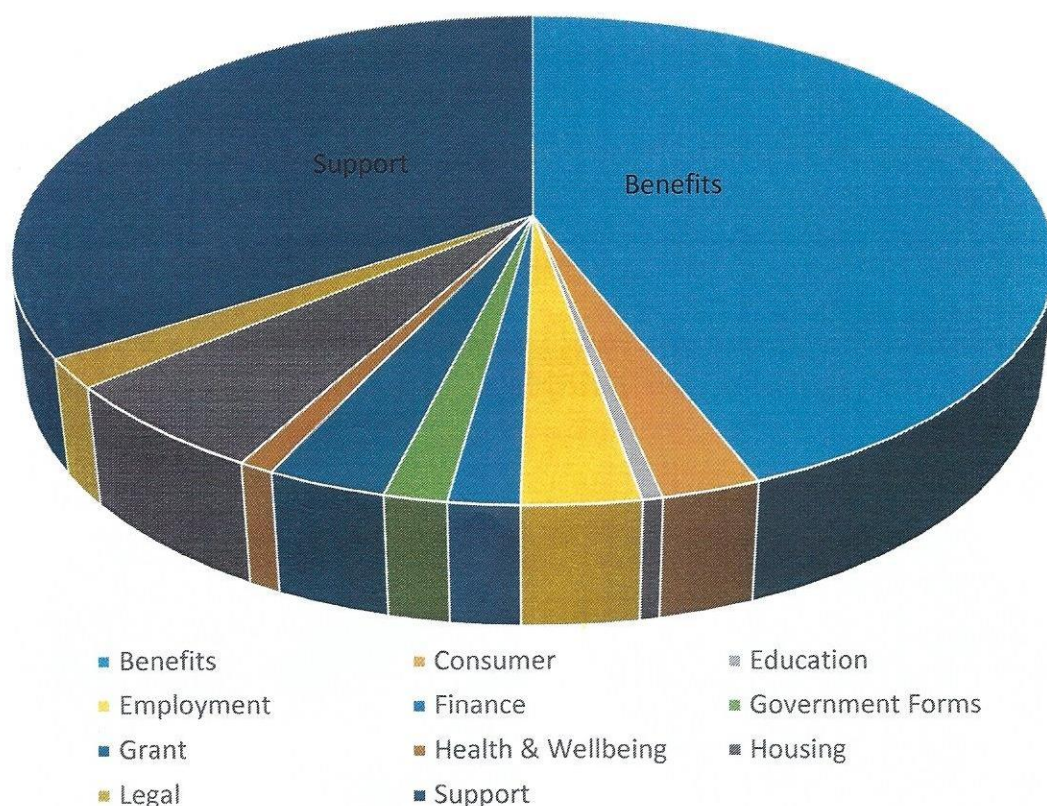
When reviewing our aims and objectives and in planning our future activities the Trustees consider how planned activities will contribute to the aims and objectives they have set. All our charitable activities focus on providing information, advice and support in the Greater Reading area and are undertaken to further our charitable purposes for the public benefit.



## Achievements and Performance

As reported in our Report and Financial statements for 2019/20, we were forced to close our Advice Centre and stop our outreach sessions and home visiting in March 2020 because of the Coronavirus lockdown. However, our staff continued to deal with clients' issues by phone and email. In addition, CommuniCare became the first point of contact for advice and foodbank referrals for the One Reading Hub, the one stop helpline set up by Reading Borough Council; we handled 581 referrals from the Hub. We were the first advice service in Reading to reopen to the public when we did so in early June 2020 at which time, we also recommenced home visiting; we ensured that both of these took place in a Covid secure manner. During the second lockdown in November 2020, we continued to offer face to face appointments in our Advice Centre to those we judged to be most in need whilst also continuing to help clients via the telephone and email. Our Advice Centre remained closed after Christmas 2020 until March 2021 since when we have been gradually extending our opening starting with appointments, then reintroducing an element of drop-in availability and we plan to be back to more or less normal service at the beginning of September 2021. Inevitably the restrictions over the last 18 months or so have reduced our capacity to help as many clients as we were helping prior to the pandemic; in 2020/21 we helped just over 3,000 clients, a 30% reduction on the number seen in 2019/20. We have continued to help clients via the telephone and email and whilst this is now at a lower level than during the first lockdown it continues at a significantly higher level than before the pandemic. Home visits are back to more or less the level they were before lockdown, but we have yet to return to as many outreach sessions as we were undertaking before March 2020, and this is something that we continue to keep under review. Despite the restrictions, in 2020/21 we dealt with nearly 4,500 issues for clients, the breakdown of which is shown in the pie chart below.

Client Issues 1st April 2020 - 31st March 2021





## **Financial Review**

Our principal funding sources are the Big Lottery Fund, Reading Borough Council with whom, in partnership with other voluntary sector organisations, we have four contracts, and local churches. During 2020/21 we received significant one-off funding from LYN (Love Your Neighbour) a national movement supporting churches to provide practical care and hope for the most vulnerable in our communities. In addition, we were funded by the Good Things Foundation to help people complete their census forms.

Our policy is to hold minimum reserves of 3 months expenditure which we are currently achieving.

We agreed in September 2019 to invest some of our currently surplus funds with CCLA and on a cautious basis. Following unrealised losses in 2019-20 of nearly £6,000 these investments recovered in the current year, and we had a unrealised gain of nearly £13,000 on this investment at the year end. Our net unrealised gain in the last two years is therefore around £7,000

No member of staff is paid more than £60,000 pa. No Trustees receive remuneration, and none was paid any expenses during 2020/21.

## **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee, incorporated on 17 September 1999 and registered as a charity on 21 December 1999. 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 £50.

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles and are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected by the other Trustees at a meeting having been given 28 days' notice of the nomination.

The CommuniCare Trust (Reading) Ltd has a Management Committee of a minimum of five members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the Committee has seven members from a variety of professional backgrounds. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Manager. The Manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met and has responsibility for the day to day operational management of the Centre, individual supervision of the staff and volunteer team and ensuring that the team continue to develop their skills and working practices in line with good practice.

## THE COMMUNICARE TRUST (READING)

### STATEMENT OF FINANCIAL ACTIVITIES

#### FOR YEAR ENDED 31 MARCH 2021

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
TOTAL INCOME	102,348	55,897	158,245	121,980
TOTAL EXPENDITURE	48,124	57,701	105,825	112,418
NET SURPLUS FOR YEAR	54,224	-1,804	52,420	9,562
<u>Reconciliation of funds</u>				
TOTAL FUNDS BROUGHT FORWARD	124,715	10,208	134,923	131,395
TOTAL FUNDS CARRIED FORWARD	178,939	8,404	187,343	134,923

The company has unrealised, recognised gains of £12,882 on investments and have been recognised in the income and expenditure account for the above financial periods.

The notes on pages 8 and 9 form an integral part of these accounts.

## THE COMMUNICARE TRUST (READING)

### BALANCE SHEET AS AT 31 MARCH 2021

	Note	Actual 2021 £	Actual 2020 £
<b>Current Assets</b>			
Prepaid expenses			
Balance at bank and cash in hand		97,861	57,262
Investments		117,160	104,278
<b>Total Current Assets</b>		<u>215,021</u>	<u>161,540</u>
<b>Less: Current Liabilities</b>			
Creditors and accruals	5	4,416	3,355
<b>NET CURRENT ASSETS</b>		210,605	158,185
<b>NET ASSETS</b>		<u><u>210,605</u></u>	<u><u>£158,185</u></u>
<b>RESERVES</b>			
Funds held on incorporation		23,262	23,262
Unrestricted income funds		178,939	124,715
Restricted income funds	6	8,404	10,208
<b>TOTAL CAPITAL EMPLOYED</b>		<u><u>210,605</u></u>	<u><u>£158,185</u></u>

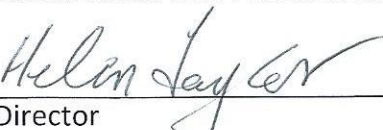
The Company is entitled to exemption from audit under section 471 of the Companies Act 2006 for the year ended 31<sup>st</sup> March 2020.

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 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

Date 06/09/21



## THE COMMUNICARE TRUST (READING)

### STATEMENT OF ACCOUNTING POLICIES

#### FOR YEAR ENDED 31 MARCH 2021

#### **1 STATEMENT OF ACCOUNTING POLICIES**

##### **1.1 Basis of Preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102) issued on 16 July 2014, and the Companies Act 2006

##### **1.2 CHANGES IN ACCOUNTING POLICIES**

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in the prior year.

#### **2 INCOME**

##### **2.1 Recognition of Income**

These are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources and they have control over them.

##### **2.2 Grants and Donations**

Grants and donations are only included in the SOFA when the general income recognition criteria, as explained in note 2.1 above are met

##### **2.3 Gift Aid**

Gift aid receivable is included in income when there is a valid declaration from the donor.

##### **2.4 Volunteer Help**

The value of any volunteer help is not included in the accounts.

#### **3 MATERIAL ITEMS OF INCOME**

There were no material individual donations in 2020-21

#### 4 AVERAGE NUMBER OF EMPLOYEES

The average number of full-time equivalent employees (including casual and part-time staff) during the year was as follows:

	2021	2020
Management and administration	3	3
Fundraising	0	0
	<u>3</u>	<u>3</u>

#### 5 CREDITORS AND AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Taxation and social security costs	3,452	3,258
Other creditors	964	97
Total	<u>4,416</u>	<u>3,355</u>

#### 6 RESTRICTED FUNDS

The restricted funds relate to the 'Big Lottery' Fund grant, the main purpose of which is to fund the charities outreach programme and home visit; Love Your Neighbour, which part funded work in the current year;

## DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
Donations, grants, and support add	144,323	111,650
Bank Interest Received	100	<u>121</u>
Gifts in kind	163	
Furlough Receipts	776	
	<u>145,362</u>	<u>111,771</u>
Less		
Salaries and NI	91,964	94,720
Staff Pensions	2,466	1,950
Insurance	1,027	432
Travelling expenses	0	192
Telephone/internet	3,241	2,814
Postage and Stationery	1,474	1,633
Training courses and materials	214	100
Quality Mark Audit	1,500	0
Accountancy	0	300
General Expenses	2,000	970
Office furniture and Equipment	0	917
Building work and Alterations	0	0
Repairs and Maintenance	0	1,095
Equipment for clients	0	0
subscriptions	1,939	1,572
	<u>105,825</u>	<u>106,695</u>
Recognised Gain investment	12,882	5,722
-Loss/Surplus for Year	<u>52,419</u>	<u>-646</u>



## INDEPENDENT EXAMINER'S REPORT

Report to the trustees/  
members of

The Communicare Trust (Reading) Ltd.

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1078694

Set out on pages

3-7

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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.

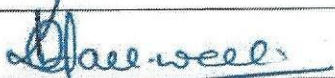
Independent examiner's  
statement

In connection with my examination, no material matters have come to my  
attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Signed:



Date:

21/08/2021

Name:

Kim Halliwell

Relevant professional  
qualification(s) or body (if  
any):

Chartered Institute of Certified Accountants

Address:

Stable Cottage, Speen Lane

Newbury

RG14 1RJ

