

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

REPORT and ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

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COMPANY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2022

Company and Charity Name:	THE COMMUNICARE TRUST (READING)
Charity Registration Number:	1078694
Company Registration Number:	03843997
Registered Office:	233 Kings Road, Reading, Berkshire, RG1 4LS
Governing Document:	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.

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DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The company, a registered charity, was incorporated on 17th September 1999 and is a private company limited by guarantee. The directors now present their report and accounts for the year ended 31 March 2022.

Objects

The principal objects of the charity are 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.

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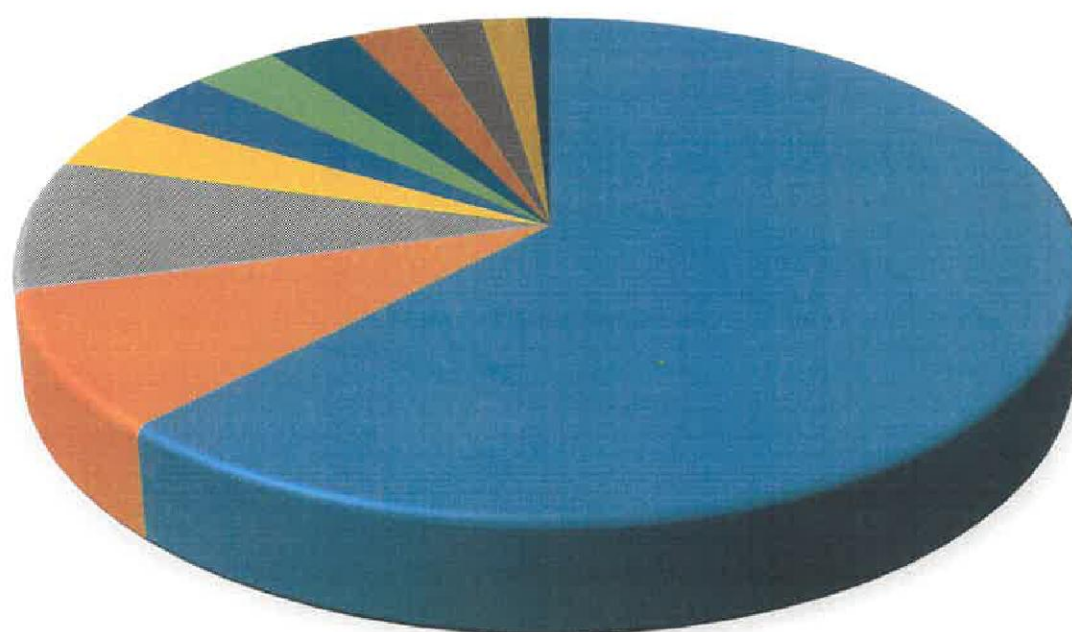
Achievements and Performance

During 2021/22 we gradually returned to a pre-pandemic service at CommuniCare although we have yet to return to the number of clients or issues dealt with in 2019/20. Our service provision has needed to be flexible as a consequence of the impact of the pandemic.

Before the pandemic, our service was provided wholly through three face-to-face means - in our Advice Centre, through outreach sessions and through home visits. During the height of the pandemic, a large proportion of our clients and issues were being dealt with through remote means such as telephone and email. During 2021/22 the balance between face to face and remote service has gradually shifted back towards the pre-pandemic pattern.

How best to meet the needs of our clients is something our Executive Director and Trustees keep under regular review. In 2021/22 we dealt with over 5700 issues for clients (a 25% increase on 2020/21), the breakdown is shown in the pie chart below which shows that over 60% of the issues were related to benefits whereas in 2020/21 benefit related issues were less than 50% of the total.

CLIENT ISSUES 1 APRIL 2021 TO 31 MARCH 2022



Financial Review

Our finances remain in a good position and at the end of 2021/22 we had net assets of about £213,000. We have continued to strengthen partnerships with other voluntary sector organisations in Reading and towards the end of the financial year were gearing up for the process of bidding for service provision contracts with Reading Borough Council. At the time of writing, we were awaiting the outcome of this process the results of which will have a significant impact on our finances as a third of our income comes from this source. Our other main source of

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funding, the Big Lottery Fund, provides about 30% of our funding comes to an end in 2023 and we shall be focussed in 2022/23 on filling this gap in our funding.

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 on a cautious basis. We had an unrealised gain of about £12,000 on this investment at the year end.

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 Executive Director. The Executive Director 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.

By Order of the Board



Date:

5/9/22

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STATEMENT OF FINANCIAL ACTIVITIES

FOR YEAR ENDED 31 MARCH 2022

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
TOTAL INCOME	65,748	42,062	107,810	158,245
TOTAL EXPENDITURE	62,630	37,847	100,477	105,825
NET SURPLUS FOR YEAR	3,118	4,215	7,333	52,420
TOTAL FUNDS BROUGHT FORWARD	178,939	8,404	187,343	134,923
TOTAL FUNDS CARRIED FORWARD	182,057	12,619	194,676	187,343

The notes on pages 7 to 8 form an integral part of these accounts.

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BALANCE SHEET

AS AT 31 MARCH 2022

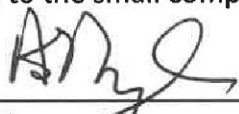
	Note	Actual 2022 £	Actual 2021 £
Current Assets			
Balance at bank and cash in hand		100,937	97,861
Investments		<u>121,849</u>	<u>117,160</u>
Total Current Assets		222,786	215,021
Less: Current Liabilities			
Creditors and accruals	5	4,848	4,416
NET CURRENT ASSETS		217,938	210,605
NET ASSETS		<u>217,938</u>	<u>210,605</u>
RESERVES			
Funds held on incorporation		23,262	23,262
Unrestricted income funds		182,057	178,939
Restricted income funds	6	12,619	8,404
TOTAL CAPITAL EMPLOYED		<u>217,938</u>	<u>210,605</u>

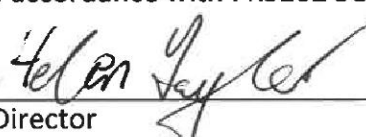
The Company is entitled to exemption from audit under section 471 of the Companies Act 2006 for the year ended 31st March 2022.

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 5/9/22

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STATEMENT OF ACCOUNTING POLICIES

FOR YEAR ENDED 31 MARCH 2022

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 2021-22

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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:

	2022	2021
Management and administration	3	3
Fundraising	0	0
	<u>3</u>	<u>3</u>

5 CREDITORS AND AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Taxation and social security costs	3,855	3,855
Other creditors	-	964
Crisis Payments	993	-
Total	<u>4,848</u>	<u>4,416</u>

6 RESTRICTED FUNDS

The restricted funds relate, primarily, to the 'Big Lottery' Fund grant, the main purpose of which is to fund the charities outreach programme and home visit.

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DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
Donations, grants, and support add	107,738	144,323
Bank Interest Received	22	100
Gifts in kind	0	163
Furlough Receipts	0	776
Other income	50	
	<u>107,810</u>	<u>145,362</u>
Less		
Salaries and NI	92,714	91,964
Staff Pensions	3,045	2,466
Insurance	755	1,027
Travelling expenses	64	0
Telephone/internet	2,174	3,241
Postage and Stationery	2,073	1,474
Training courses and materials	367	214
Quality Mark Audit	0	1,500
Accountancy	0	0
General Expenses	816	2,000
Office furniture and Equipment	0	0
IT Costs	1,120	0
Repairs and Maintenance	0	0
Equipment for clients	2,037	0
subscriptions		1,939
	<u>105,165</u>	<u>105,825</u>
Recognised Gain investment	4,688	12,882
Surplus for Year	<u>7333</u>	<u>52,419</u>

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INDEPENDENT EXAMINER'S REPORT

Report to the trustees/
members of

The Communicare Trust (Reading) Ltd.

On accounts for the year
ended

31st March 2022

Charity no
(if any)

1078694

Set out on pages

5-8

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.

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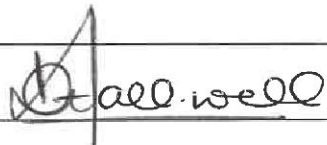
Independent examiner's statement

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:

01/09/2022

Name:

Kim Halliwell

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

Chartered Institute of Certified Accountants

Address:

Stable Cottage, Speen Lane

Newbury

RG14 1RJ