

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

REPORT and ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

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THE COMMUNICARE TRUST (READING)

COMPANY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2023

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 2023

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 2023.

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, (Resigned 21 February 2023)

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

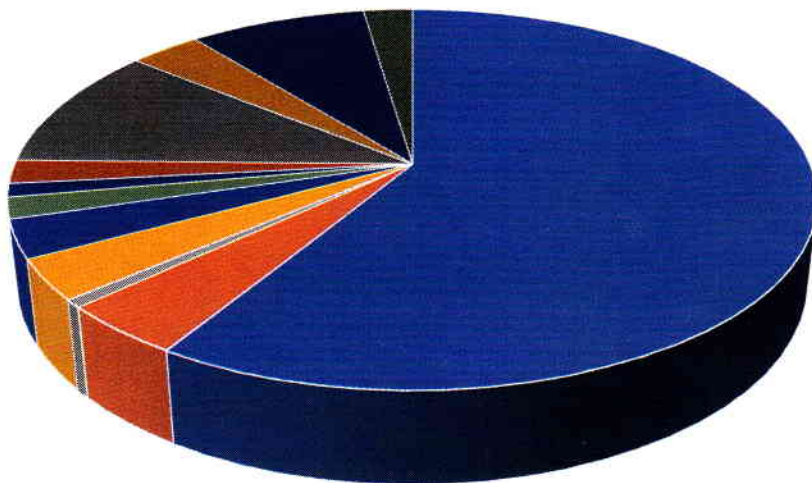
In 2022 Reading Borough Council invited bids from the voluntary sector to carry out work in the community on their behalf some of which would, in the past, have been undertaken by the Council itself. As a result of very effective partnership working, hard work and commitment by all involved, not least by our Executive Director, Francesca Yates, we were successful in all three of the bids we submitted. The new partnerships formed as a result of this process are:

- Tackling Poverty Partnership with 6 other voluntary sector organisations providing a wrap-around service for those most in need.
- Wellbeing Partnership with 3 other voluntary sector partners providing support for those in need of care.
- Carers Partnership with 3 other voluntary sector organisations which provides care and assessments for carers in both Reading and West Berkshire.

This has provided some degree of financial stability for CommuniCare for the next few years and has enabled us to increase our paid staff by two, one of whom joined us under TUPE.

Overall we helped about 4,500 clients with about 6,500 issues in 2022/23, similar numbers to 2021/22, however, there was an increase of 12% in the number of clients and issues we dealt with face to face and a reduction of 20% in those we helped through remote means, an indication of the reduced impact of Covid 19 on people's willingness to go out. The issues we dealt with continued to be dominated by benefits which represented nearly 60% of the total but there was a noticeable increase in housing related issues at over 10%, and for the final three months of the year we were recording carer related issues as a result of our new contract with Reading and West Berkshire Councils, and these were running at about 9% of all issues.

CLIENT ISSUES APRIL 2022 TO MARCH 2023



- | | | |
|--------------|----------------------|--------------------|
| ■ Benefits | ■ Consumer | ■ Education |
| ■ Employment | ■ Finance | ■ Government Forms |
| ■ Grant | ■ Health & Wellbeing | ■ Housing |
| ■ Legal | ■ Support | ■ Carers |

Financial Review

THE COMMUNICARE TRUST (READING)

Our finances remain in a good position and at the end of 2022/23 we had net assets of about £228,000. We had a net operating surplus in the year of almost £14,000, compared to a budgeted deficit of £28,000, but had an unrealised loss on our invested funds of just under £3,500 leaving us with an unrealised gain of about £7,500 since we invested these funds in 2019. These investments will be reviewed during 2023/24.

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

No member of staff is paid more than £60,000 pa. No Trustees receive remuneration, and none was paid any expenses during 2022/23.

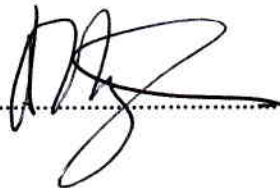
Structure, Governance and Management

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. During 2022/23 the Committee had seven Trustee 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:

4/09/23

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STATEMENT OF FINANCIAL ACTIVITIES

FOR YEAR ENDED 31 MARCH 2023

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
TOTAL INCOME	92,810	36,589	129,399	107,810
TOTAL EXPENDITURE	78,563	40,071	118,634	100,477
NET SURPLUS FOR YEAR	14,247	-3,482	10,765	7,333
TOTAL FUNDS BROUGHT FORWARD	182,057	12,619	194,676	187,343
TOTAL FUNDS CARRIED FORWARD	196,304	9,137	205,441	194,676

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

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BALANCE SHEET

AS AT 31 MARCH 2023

	Note	Actual 2023 £	Actual 2022 £
Current Assets			
Balance at bank and cash in hand		116,437	100,937
Investments		118,386	121,849
Total Current Assets		234,823	222,786
Less: Current Liabilities			
Creditors and accruals	5	6,120	4,848
NET CURRENT ASSETS			217,938
NET ASSETS		<u>228,703</u>	<u>217,938</u>
RESERVES			
Funds held on incorporation		23,262	23,262
Unrestricted income funds		196,304	182,057
Restricted income funds	6	9,137	12,619
TOTAL CAPITAL EMPLOYED		<u>228,703</u>	<u>217,938</u>

The Company is entitled to exemption from audit under section 471 of the Companies Act 2006 for the year ended 31st March 2023.

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

Helen Taylor
Director

[Signature]
Director

Date 4/9/23

THE COMMUNICARE TRUST (READING)

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STATEMENT OF ACCOUNTING POLICIES

FOR YEAR ENDED 31 MARCH 2023

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 2022-23

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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:

	2023	2022
Management and administration	4	3
Fundraising	0	0
	4	3

5 CREDITORS AND AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Taxation and social security costs	5,528	3,855
Other creditors	-	-
Crisis Payments	592	-
Total	6120	4,848

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.

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DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
Donations, grants, and support add	127,969	107,738
Bank Interest Received	220	22
Gifts in kind	0	0
Furlough Receipts	0	0
Other income	1,210	50
	<u>129,399</u>	<u>107,810</u>
Less		
Salaries and NI	100,851	92,714
Staff Pensions	2,685	3,045
Insurance	766	755
Travelling expenses	117	64
Telephone/internet	2,061	2,174
Postage and Stationery	1,721	2,073
Training courses and materials	293	367
Quality Mark Audit	1,512	0
Accountancy		0
General Expenses	1,384	816
Office furniture and Equipment	1,475	0
IT Costs		1,120
Repairs and Maintenance	128	0
Equipment for clients subscriptions	2,180	2,037
	<u>115,172</u>	<u>105,165</u>
Recognised Gain investment/Loss -	-3,463	4,688
	<u>10,764</u>	
Surplus for Year		<u>7333</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 2023

Charity no
(if any)

1078694

Set out on pages

5-9

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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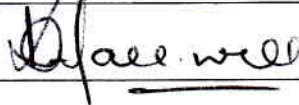
Independent examiner's
statement

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:

13/07/23.

Name:

Kim Halliwell

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

Chartered Institute of Certified Accountants exams passed 15 March 2001

Address:

Stable Cottage, Speen Lane

Newbury

RG14 1RJ