



Registered Charity No: 1098204



The Ark Trust CIO

Trustees' Annual Report and Financial Statements

For the year ended 31st March 2023



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Charity Information

Charity Number 1098204

Address TRAX, Mill Ride (off Fernbank Road), North Ascot, Berkshire,
SL5 8JW

Trustees



Jon Codd



Tommy Docherty



Stephanie Guest



Muriel Hanley



John Horbury (elected 8th October 2022)



Neil McGiffen



Antony Robinson (Chair)



Zoe Robinson



Peter Tobin



Susanna Tyrrell

Management



Andrea McCombie, Chief Executive

Bankers

Banks look after our money

CAF Bank

25 King's Avenue
West Malling
Kent
ME19 4JQ

HSBC UK

9 High Street
Bracknell
Berkshire
RG12 1DN

Redwood Bank Limited

The Nexus Building, Broadway
Letchworth Garden City
Hertfordshire
SG6 3TA

Independent Examiner

Sandra Fogwill, Camberley, Surrey, GU17 0BN

Sandra checks the money we received is spent how we said it was and that we have followed all the rules.

Trustees' Report

Structure, Governance and Management



Since 25th August 2020 the Ark has been registered as a Charitable Incorporated Organisation (CIO) - It has, however, been a local charitable organisation for 40 years.



The Ark has a constitution. These are the rules that say what the charity does and how it is run.



The trustees delegate responsibility for the day-to-day operations and management of the charity to the Chief Executive.



Every year, at the AGM, members can put themselves forward to be appointed to the trustee board. The board can also co-opt (ask people to join) the board during the year if needed. The maximum number of trustees the charity can have is 12.



Training and support for new trustees is provided and all trustees must have a satisfactory DBS check before their appointment is finalised.



All trustees give their time for free.



As a user-led organisation, we work towards 75% of the trustee board being people who could use the charity's services or access it's activities.



Membership of The Ark costs £10 (one off payment). In the event of The Ark stopping, this membership fee is each member's maximum contribution.

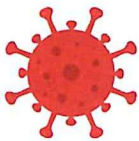
Risk Management



Risk management means that we have thought about things that could affect The Ark and found ways to minimise any possible risk.

The most serious risks to the charity are:

- Loss of key staff
- Loss of key contracts
- Incident or accident in the building/community activity
- Car accident (volunteer driver project)
- Changes in legislation
- Mistake or error in the advice or support given
- Misconduct or safeguarding issue
- Data Security breach
- Fraud or theft
- A future pandemic (covid or other virus)



Public Benefit



The trustees confirm they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have kept this in mind when planning the services and activities of the charity.

Social Value

The Ark takes into account the wider economic, social and environmental impact of its actions and, through its Social Value Policy, works towards ensuring these are positive.



Fundraising Policy



The Ark is a member of the Fundraising Regulator—who provide advice and guidance for charities when raising funds.



The Ark does not pay professional fundraisers, individuals or companies to raise money for the charity.



When fundraising or asking for contributions towards activities, The Ark is mindful that many people who use it's services and attend activities are vulnerable and may also have a limited income.



The Ark does, when appropriate, raise funds from the public. We also have a donation button on our website.

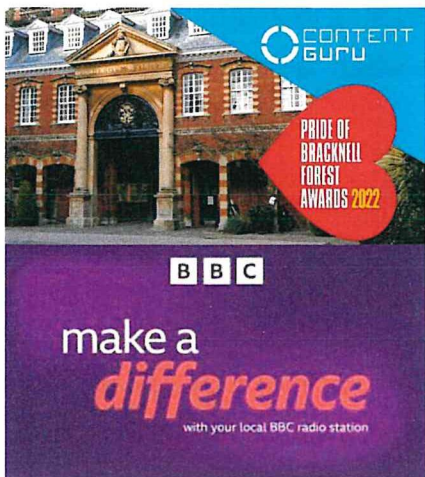
Volunteers



The contribution of volunteers across all of our projects and activities has always been essential; this year they received formal recognition as, during the Platinum Jubilee in June 2022, we found out we had received the Queen's Award for Voluntary Service; the equivalent to an MBE.



The organisation also received the following awards during the year:



Charity of the year: SILVER winner

Lockdown star: GOLD Winner—Andrea McCombie

Finalist for BBC Berkshire's charity category

Acknowledgements

We would like to acknowledge and thank the following groups and organisations for providing funding and other support during the year.

Baily Thomas Charitable Trust

Berkshire Primary Care

Bracknell Forest Council

Charities Aid Foundation

Frimley Health and Care Integrated Care System

Good Things Foundation

Google

Great Western Railways

Gu Honey

iNet Telecoms Ltd

Levelling Up Fund

Marks & Spencer

Microsoft

National Lottery

Pride of Bracknell

Tesco, Martins Heron, Bracknell

Winkfield Parish Council

The charity would also like to acknowledge and thank the individuals who have donated to our work during the year.

Objectives and Aims

The Ark's objectives, our purpose, is to:



- Work with people in the South East of England with disabilities and/or long term health conditions, with carers of people with disabilities and/or long term health conditions and with young people who are not in education, employment or training.



- Support the community and voluntary sector in the area of operation of the charity, for the benefit of the public and to ensure the equality for all people to engage in citizenship.

The Ark aims to:



- Advocate the value of and to enhance the lives of children, young people and adults with disability by providing access to and engagement with creative arts, digital and new media.



- To use the creative arts, digital and new media as a means to inform and offer training to the wider community on disability issues.



- To provide information, advice and support to voluntary sector groups and individuals.



- To promote User Led Organisations.

As well as making sure projects, services and activities meet our objectives and aims, it is very important that people who use our services are involved in the planning, development, delivery and evaluation of these too.

Achievements and Performance



Arts, Education & Workshops

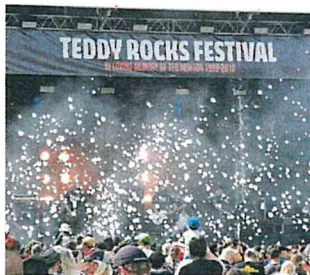


It was a busy year with drama, crafty coffee, life skills, tovertafel, upcycling, team building and developing digital skills.

"Crafty Coffee is a great place to meet up with friends and chat while enjoying craft. Kate finds different activities that suit everyone and we also made Halloween bunting for the shop" - ST

We are planning even more sessions and workshops for next year: Healthy Relationships, Empower, Voice & Choice, Numeracy and Radio Broadcasting.

Festival Green Machine



After a break, due to the pandemic, we were able to take a crew to 3 festivals in the year: Teddy Rocks, Rock 'n' Ribs and Boomtown.

The festivals give an opportunity for people to experience a music festival, with the support of an inclusive team, whilst helping the festivals to recycle and make their events greener and more sustainable.

Forget-me-Knot



The shop helps to raise funds to support the charity's work and also provides a place where people can meet up, have a 'cuppa and a chat', join craft and activity groups, receive information, advice and support from staff or the local Dementia Advisor.

During the year we ran a supported employment project (STEPs), the Knit and Natter group made some amazing post box toppers and we had visits from the BBC Make a Difference team and the local MP.



We have also started to sell our donated items online and to use social media, like Instagram, to make short videos to showcase our goods—and our volunteers!

Next year we need to work on increasing our sales, both in the shop and online, as well as recruiting more volunteers. We will also be working with one of our local schools to provide work experience placements to pupils with disabilities.

Friday Night Project



This weekly social event remains very popular with up to 80 people attending—plus 25+ support staff from local care and support companies.

As well as the weekly disco there were also special party events for Valentine's Day, Halloween and, at Christmas, our patron, Jamie Raven, came and performed a short magic show.

HIVE projects

Community Response



The volunteer network were still providing support with shopping, prescription collection, dog walking etc. throughout the year to local residents that remain vulnerable to covid. The project also supported people recently discharged from hospital or at risk of hospital admission through additional 'winter pressures' funding. 40+ individuals (minimum) were supported every week.

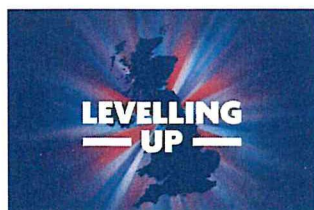
Although the funding from Bracknell Forest Council for the response and hub came to an end on March 31st, the charity is committed to continuing to run a scaled down service providing emergency, short term support; this is not intended to be a replacement for hospital discharge or social care support—which should be arranged and funded by the local authority and NHS.

Supporting the NHS



The charity's volunteers continue to support our local vaccination centre and, thanks to additional funding, we were able to support people to stay safe and socially connected in their own homes. This work has included helping to prepare someone's home when due back from hospital, befriending visits, medical equipment collections as well as the wider community response service.

Volunteer Transport



The service was fully up and running at the start of March and supported 26 individuals with 154 journeys during the month. Funding contributing to the service includes Government Levelling Up Funding received via Bracknell Forest Council.

Night Owls



The group continues to meet about once a month. Pop World and cocktails is a favourite! The group have also continued to hold occasional zoom events which does allow people who find attending events in person difficult the opportunity to take part.

Next year the focus will be on recruiting more volunteers, particularly drivers, to help support the group.

Older People —digital support & activities



As a member of Bracknell's Older People's Consortium, we work closely with our partners in the voluntary sector, as well as with health and the local authority, to support our older residents.

Our Warm Hub continued after January and is now for the over 55s, we have delivered education to help older people get online and also ran a trouble-shooting service.



Many of our carers are also older people with over 45% of them looking after someone with dementia, and we are mindful of this when planning activities and support.

Many people with learning disabilities who access our activities and services are also older people and, next year, we will look at training staff in providing support for this group and also look at targeted activities—such as a social group targeted at older people.

Out and About



Supported by funding from Great Western Railways to encourage travel independence and confidence on the railways, where possible Out and About has used the train network to visit places of interest including a weekend break to Bath.

Project 73 (social group for people with Autism but minimal support needs)



The group have met weekly in restaurants and bars as well as attending the cinema and taking part in activities such as bowling, laserquest and trampolining.

Project 73+ for the over 30s has started to meet monthly and several members of the original P73 have made the transition.

Radio Marmalade



Radio Marmalade secured funding from the National Lottery 'Awards for All' programme in November to support the purchase of new equipment and the development of a user's guide, radio broadcasting lesson materials and website development.

Two of the trustees, Neil and Tommy, with the support of 2 members of staff, are leading on the project and it will be completed during the next financial year.

SIGNAL4Carers

SIGNAL provides information, advice and support to unpaid carers (family/friends). By the end of the year 783 carers (an increase of 12% on last year) and 79 recent ex-carers were registered with the service alongside 30 professionals.

Post-pandemic we have been able to once again focus on in-person community engagement—to raise awareness of the service and the support available to carers—and have attended local events such as the borough's Community Network Day as well as giving presentations at small groups/organisations such as The Macular Society and Young People With Dementia.

Sharon, the carers support worker, continues to support benefit applications through home visits and one-to-one sessions at TRAX.—68 benefit forms were completed with carers—an increase of 183% compared to last year. So far, all 54 that have been processed by DWP have been successful.

As well as 2 carers lunch and information events, weekly carers craft groups, coffee mornings and dementia information sessions (in partnership with Bracknell Forest Dementia Advisory Service) continued. Check-in telephone calls still continued and carers remain able to access support from the community hub.

As well as being a Carers Trust network partner, the issues faced by carers and the people they support are highlighted at multi-agency meetings/forums such as the Safeguarding Partnership Board, by taking part in work streams such as the Health & Wellbeing Board's work on isolation and loneliness and support offered is strengthened by partnership working as has been demonstrated through Bracknell's Older People's Consortium. We have also taken part in, and have enabled and encouraged carers to engage with, the development of Bracknell's new All Age Carers Strategy



Future plans



Although it remains difficult to make plans with the current situation of living with the legacy of coronavirus and the cost of living crisis, we will focus on providing as much support as we can to our members and beneficiaries, particularly when gaps in services and support have been identified, and keeping the finances of the charity healthy.

In addition to funding some of our activities and projects, as part of their funding support CAF ring-fenced financial support to help develop organisational resilience.

Working with a consultant we updated our trustee training, policies, procedures and business & communication plan as well as implementing a cloud based volunteering platform.



‘Anything is possible when you have the right people there to support you.’

Misty Copeland

Statement of Financial Activities

Financial review



The financial results for the year met the trustees' expectations. The prudence of recent years' financial policy to build up to the optimum (best) amount of unrestricted reserves means the charity again enters the next financial year in a strong position to be able to survive any continuing negative financial impacts of the legacy of the pandemic and now the cost of living crisis.

Statement of Trustees' responsibilities

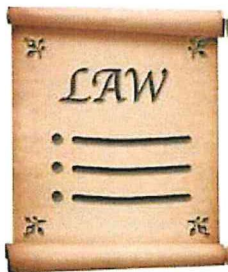
The charity's trustees must make sure that the charity keeps a record of the money it gets in and the money it spends.



Each year the charity must prepare their accounts and get them audited or examined by someone who is not part of The Ark. This means that someone who knows a lot about money, like an accountant, makes sure the accounts are okay.

In preparing these accounts, the Trustees follow best practice and:

- Select suitable accounting policies and then follow them
- Make judgements and estimates that are reasonable and prudent
- Financial statements comply with the Charities Act 2011



The trustees are also responsible for protecting the assets of The Ark. Assets means a useful or valuable thing.

Under section 144 of the Charities Act 2011 the trustees consider that although an audit is not required for this year, an independent examination is needed.



Remuneration policy for key management personnel

No employees received employee benefits (excluding employer pension costs) of more than £60,000 for the reporting period.

Investment policy



The trustees have the power to invest the charity's funds and have made the decision, at this time, to take no risks financially and have placed £80,000 into a high interest, 90 day notice account. The trustees plan to put a further £85,000 in a similar account early next year.



Reserves policy

The optimum, or best, level of reserves is based on 6 months turnover (income) minimum and no more than 9 months.

Restricted reserves do not count towards this figure. We end this year with unrestricted, unallocated reserves of £159,500, which puts the charity in a good position going into 2023/24—which may prove very difficult financially due to reduction in funding/contract opportunities, increased demand for our services and rising costs and inflation.



Restricted funds

Restricted funds are used for specific purposes as laid down by the donor or contracting party. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs. Where funds are not specifically allocated against expenditure in that year the balance is deferred and added to the balance brought forward on the restricted funds. It will be used in subsequent years in line with the restrictions placed by the donor or stipulated in the contract.



Particulars of any outstanding Guarantee given by the charity

The trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets and liabilities other than the restricted funds detailed in the income and expenditure statement and mentioned above. This includes financial support received to the following projects: Community Defibrillator, Community Hub, Radio Marmalade, Stay Up Late, Transport and Workshops.



Particulars of any outstanding debt

The trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets and liabilities.



Financial outlook

2023/24 will continue to be challenging for many charities; in many ways more difficult than during the pandemic. The trustees and CEO will work hard to seek alternative funding to subsidise charitable work streams and to reduce costs, whilst still continuing to support the increased needs of its beneficiaries.

The Ark Trust CIO

Statement of financial activities for the 12 months ended 31st March 2023

	Unrestricted funds 2023	Restricted funds 2023	Total funds 2023	Total funds 2022
	£	£	£	£
Income from:				
<i>Donations and legacies</i>				
Donations & gifts	8,058	1,255	9,313	4,517
Grants	16,457	139,756	156,213	123,543
Membership subs	0	40	40	0
<i>Charitable activities</i>				
Activity & holiday fees	43,056	0	43,056	18,810
Contracts	18,515	80,000	98,515	118,545
<i>Other trading activities</i>				
Interest income	1,674	0	1,674	1,082
Sale of fixed asset (surplus)	600	0	600	0
Shop sales	18,428	0	18,428	8,798
Less: COGS	<u>-1,000</u>	<u>0</u>	<u>-1,000</u>	<u>-1,337</u>
Total incoming resources	105,788	221,051	326,839	273,958
Resources expended				
<i>Staff & professional fees</i>				
Activity & project delivery	39,484	127,970	167,454	
Management/back office	<u>15,811</u>	<u>44,410</u>	<u>60,221</u>	
	55,295	172,380	227,675	200,643
Utilities & communications	5,208	5,564	10,772	11,395
Activity & holiday costs	4,217	7,771	11,987	14,648
General overheads	14,876	16,762	31,638	27,396
Equipment & repairs	3,866	12,177	16,044	10,861
Transport & vehicle costs	994	831	1,825	280
Rent, rates & insurance	<u>1,371</u>	<u>20,843</u>	<u>22,214</u>	<u>19,297</u>
Total resources expended	<u>85,828</u>	<u>236,327</u>	<u>322,155</u>	<u>284,520</u>
Surplus/loss	19,960	-15,276	4,684	

The Ark Trust CIO

Statement of financial activities for the 12 months ended 31st March 2023 continued..

	Unrestricted	Restricted	Total
Net incoming resources April 1, 2022	176,923	53,175	230,098
Transfers between funds	0	0	0
Surplus at March 31, 2023	19,960	-15,276	4,684
Funds at March 31, 2023	196,883	37,899	234,782

Breakdown of unrestricted reserves allocation

Allocated/committed	37,383
Unallocated/Free	159,500
Total	196,883

The Ark Trust CIO

Balance sheet as at 31st March 2023

	2023	2022
	£	£
Fixed Assets		
Tangible assets	31,030	18,583
Current Assets		
Debtors	7,826	7,601
Cash at bank and in hand	256,850	305,087
Prepayments and accrued income	<u>7,480</u>	<u>12,576</u>
	272,156	325,264
Creditors		
Amounts falling due within one year	6,733	5,967
Accruals and deferred income	<u>61,671</u>	<u>107,782</u>
	68,404	113,749
Net Current Assets less liabilities	203,752	211,515
Total Assets less liabilities	<u>234,782</u>	<u>230,098</u>
Reserves		
Unrestricted fund	159,500	176,923
Allocated/committed funds	37,383	0
Restricted fund	<u>37,899</u>	<u>53,175</u>
Total reserves	<u>234,782</u>	<u>230,098</u>

Notes to the Financial Statements



These are the statements we have to make when we *file* (send) our accounts to the Charity Commission. They are not easy to read. If you would like to know more so you can understand them, please contact the Ark office who will arrange for you to have a briefing session.

Basis of preparation

Basis of accounting

The accounts have been prepared in accordance with the Statements of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1st January 2015.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The charity meets the definition of a public benefit entity as defined by FRS 102.

Going concern

These accounts are prepared on a going concern basis; the charity has sufficient resources and the trustees have no reason to believe that the charity will not continue to operate next year or for the foreseeable future.

Change of accounting policy

The financial statements have been prepared to give a 'true and fair' view and no changes have been made to the accounting policies adopted.

Change to accounting estimates and material errors

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

No material prior year errors have been identified in the reporting period (3.47 FRS102 SORP)

Interest receivable

Interest on funds held on deposit is included when receivable; this is upon notification of the interest paid/payable at the bank.

Income

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resources
- It is more likely than not that the charity will receive the resources
- The monetary value can be measured with sufficient reliability

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs

Support costs include central functions and have been allocated to activities on a basis consistent with the use of resources.

Redundancy cost

The charity made no redundancy payments during the reporting period.

Creditors

The charity has creditors which are measured at settlement amounts less trade discounts.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash value or other consideration expected to be received.

Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year and cost at least £750.

They are valued at cost.

The depreciation method is straight line, spread across the assets' useful life taking into account any residual value.

	Motor Vehicles	Fixtures & Fittings	Equipment
	£	£	£
Cost or Value			
At 1st April 2022	3,750	21,988	16,641
Additions	17,500	6,630	1,013
Disposals	-3,750	0	-895
At 31st March 2023	17,500	28,618	16,759
Depreciation			
At 1st April 2022	3,000	10,034	10,762
Adjustments for disposals	-3,250	0	-895
Charge for the period	3,750	4,642	3,804
At 31st March 2023	3,500	14,676	13,671
Net Book Values			
At the start of the year	750	11,954	5,879
At the end of the year	14,000	13,942	3,088

Taxation

The charitable status of the organisation has been confirmed by the Inland Revenue. This means that the charity is not liable to corporation tax on its surplus or gains to the extent that they are applied for charitable purposes.

Trustees remuneration, expenses and related party transaction

None of the trustees received any remuneration for their role during the year and there were no related party transactions. Trustees are offered reimbursement for travel expenses incurred—to remove any barrier to prevent attendance at meetings.

Independent Examiner's Report

The Independent Examiner's report to the Trustees of The Ark Trust CIO is attached to this report.

Declaration

The trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity trustee board by the following trustees:

Name: *MURIEL FLANLEY*

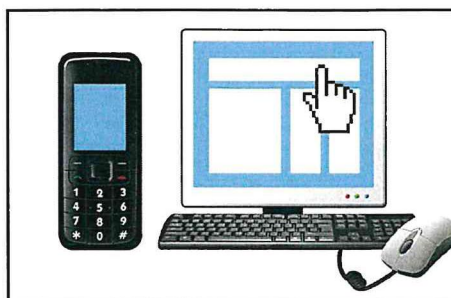
Signature: *M Flanley*

Date: *18/1/24*

Name: *Tony Robinson*

Signature: *TR*

Date: *18-1-2024*



Contact information

Tel 01344 266899

Email info@theark.org.uk

Independent examiner's report to the trustees of "The Ark Trust Ltd"

I report on the financial statements of the company for the year ended 31 March 2023. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity trustees as a body, for my work.

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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Chartered Institute of Management Accountants.

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
- to state whether particular matters have come to my attention

Basis of 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:

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

- to keep accounting records in accordance with section 130 of the Companies Act 2011
- to prepare Financial Statements which accord with the accounting records, and comply with the accounting requirements of the Companies Act 2011.

have not been met; or

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

Name: S Fogwill

Relevant professional qualification or body: Chartered Institute of Management Accountants

Address: 24 Woodville Close, Blackwater, Camberley, GU17 0BN

Date: 9 January 2024

S Fogwill