



The Ark Trust CIO  
Trustees' Annual Report and Financial  
Statements  
For the Year ended 31<sup>st</sup> March 2025

**Registered Charity No: 1098204**



# Table of Contents



1	Charity Information
4	Trustees' Report
18	Statement of Financial Activities
25	Notes to Financial Statement
	Glossary
	Independent Examiner's report

# Charity Information

**Charity Number: 1098204**

**Address: TRAX, Mill Ride (off Fernbank Rd), North Ascot. Berkshire. SL5 8JW**

## TRUSTEES



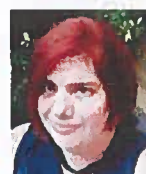
Jon Codd (Resigned 23<sup>rd</sup> November 2024)



Tommy Docherty (Resigned 14<sup>th</sup> November 2024)



Hannah Escott (Co-opted 10<sup>th</sup> April 2025)



Stephanie Guest



Muriel Hanley



John Horbury



Simon Kenton (Appointed 2<sup>nd</sup> November 2024)





Neil McGiffen



Isabel Morgan (Appointed 2<sup>nd</sup> November 2024)



Antony Robinson (Chair)



Zoe Robinson



Peter Tobin



Susannah Tyrrell

## MANAGEMENT



Andrea McCombie, Chief Executive



### 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 the rules.



# Trustees' Report

Some words in this report might be a little difficult to understand. To help we have added a **glossary** (list of words and their meanings) at the end of this report.

## Structure, Governance and Management



CHARITY COMMISSION



Since 25<sup>th</sup> 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 elected and **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.



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



All trustees give their time for free.



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



Voting 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 reduce any possible risk.

The most serious risks to the charity are:

- Loss of key staff
- Loss of key contracts
- Incident or accident
- Changes in legislation
- Mistake or error in the advice or support given
- Data Security Breach
- A future pandemic (COVID or other virus)

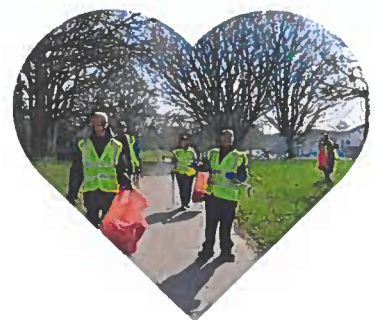
## Public Benefit



The trustees confirm they have **complied** with their duty to have due regard to the guidance on the **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 (money).

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 its services and attend activities are vulnerable and may also have limited income.

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



## 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 Community Foundation  
Berkshire Primary Care  
Bracknell Forest Council  
Frimley Health ICS  
Google  
iNet Telecoms Ltd  
Levelling Up Fund*

*Lloyds Bank Foundation  
Microsoft  
Multiply Fund  
NHS England  
Pargiter Trust  
Tesco, Martins Heron, Bracknell  
Warfield Parish Council*



In July 2024 the Mayor of Bracknell Forest, Cllr Jenny Penfold, named us as her charity of the year (until May 2025).

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 disabled children, young people and adults by providing access to and engagement with creative arts, digital and new media.

To use 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.









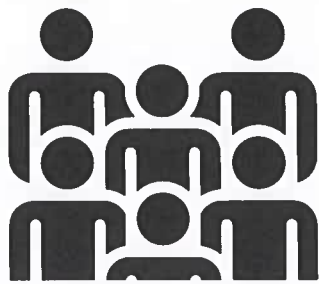
## Volunteers

*"Volunteering gives me a connection to the local community and makes me feel as though I am contributing to society" - Peter*

Our volunteers provide many hours of support, not just to us as an organisation, but to the wider community through our HIVE projects. They are an essential part of the Ark team.



During the year, our volunteers have:



transported

**162**

people



carried out

**2,434**

journeys



volunteered

**2,183**

hours at the  
vaccine centre



carried out

**1,387**

tasks such as shopping  
and prescription collection



## Volunteers

Our volunteers also help out at our shop Forget-me-Knot, help to run our social groups as well as volunteering at festivals through our Green Machine project.

*"I got into volunteering as the Ark was there when I was in a dark place of my life and I wanted to do it as a thank you, to pay back their support and understanding" - Steph*



*"The look on people's happy faces and the conversations we have often turns into laughter and is my main reason and enjoyment of volunteering" - John*



*"Working in Forget-me-Knot has given me more confidence and I love working with the public" - Neil*





THE ARK TRUST

Bracknell Forest  
**HIVE**



## Making friends

Many of our groups and sessions involve taking part in activities or learning new skills but, most importantly, are also about making and seeing friends.

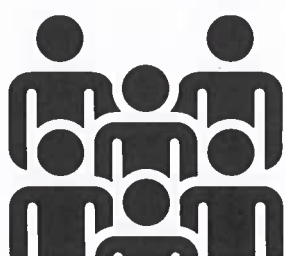
*"When I go on trips with the Ark I get to go to places I wouldn't usually be able to get to, travel independent of my parents and family, socialise and meet other people who have disabilities and I feel safe, included and part of a group. Kate is fantastic, she always seems totally chilled no matter what people say or do!" - Isabel*



## SIGNAL 4 Carers



The SIGNAL4Carers project supports unpaid carers, such as family members of people with disabilities or long-term health conditions, in Bracknell Forest. It is mainly funded through a contract with Bracknell Council's Better Care Fund.



**1,031**

carers signed  
up



**268**

information sessions  
delivered during the  
year



**104**

carers signposted or  
referred to other  
services during the  
year



Our Carers Project Worker, Sharon Bowden, was nominated and won The Pride of Bracknell Adult Award in April 2024





## Progress on Last Year's Future Plans

Work with the Royal Holloway University of London on a research project to **evaluate** our social activities such as Friday Night Project and Night Owls. This will help us show potential funders the benefits of these groups and activities.

- *We completed the project and it has provided us with valuable evidence of the benefits of our social groups. The project also produced a video which was posted on our Facebook page.*

Look at what we are spending our money on to deliver our activities, support, services and projects and to see if there are ways we can reduce our costs.

- *We reviewed all of our costs and the companies that supply our electricity and other services and made changes to save money. We also had to make the HIVE projects manager post redundant.*

Decide if we will tender again for the Carers Support contract (the current contract ends on 31st December 2024). SIGNAL4Carers is supporting more and more people but the **contract value** has not increased for several years, and may even be reduced next time.

- *We did tender for the contract and were successful, but we have had to reduce the amount and type of support we can offer as the **contract value** was decreased.*

Look at ideas to increase Forget-me-Knot's income as it is struggling to meet it's running costs, especially with the increases in the cost of electricity and rent.

- *We had to make the shop manager post redundant. We closed the shop for 3 months to add a snack bar to increase the income.*

Look at how we can continue to and increase working in partnership with other organisations and charities. This could be to share or reduce costs or maybe to apply for funding together.

- *In February, we started to work with another local charity, The Alice Gough Memorial Homes Trust, and now provide their administration and support.*



## Future plans

To seek long-term funding to support the work we do representing our members and beneficiaries on local and regional forums, panels and partnership boards. This funding would also support our independent disability information and advice work.

With the support of the Lloyds Bank Foundation, recruit a Strategic Financial Friend who will help us develop our long term financial strategy and governance.

Develop our websites and online visibility.





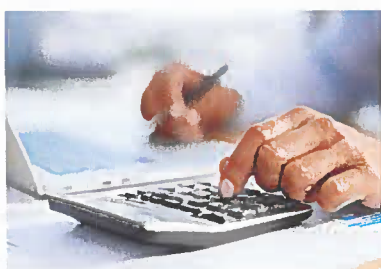
# Statement of Financial Activities

## Financial Review



The financial results for the year met the trustees' expectations. The loss was expected and measures were taken during the year to mitigate this going forward. The **prudence** of previous 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 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.

## 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 £85,000 into a 1 year **fixed rate** account, which **matured** at the end of April 2025. In addition to the operational bank account, held with CAF, there is a savings account with Redwood Bank.

## Remuneration Policy for Staff



No employees received employee benefits of more than £60,000 for the reporting period.



## 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 reserves of £170,002 (which includes an allocation of £55,028 to cover redundancy and wind up costs if the charity was to close suddenly), which puts the charity in a good position going into 2025/26.

## 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 future 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.

## Particulars of any Outstanding Debt



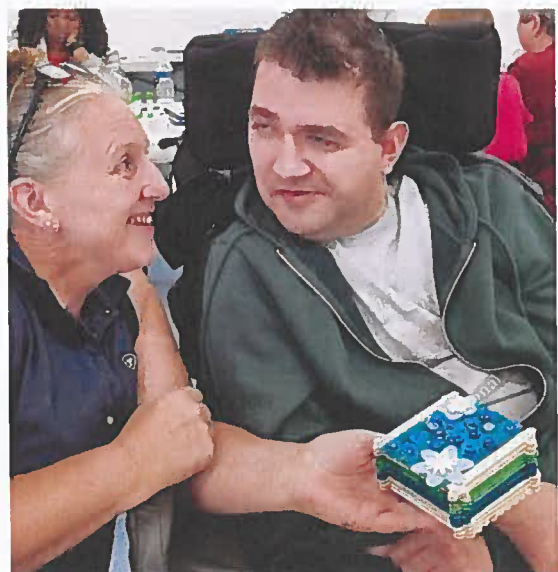
The trustees declare that the charity has no outstanding debts which are secured by an **express charge** on any of the assets of the charity at the date of the **statement of assets and liabilities**.

## Financial Outlook



2025/26 will continue to be challenging for many charities, including The Ark. 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 additional support from the Lloyds Bank Foundation will support our long-term planning and development.



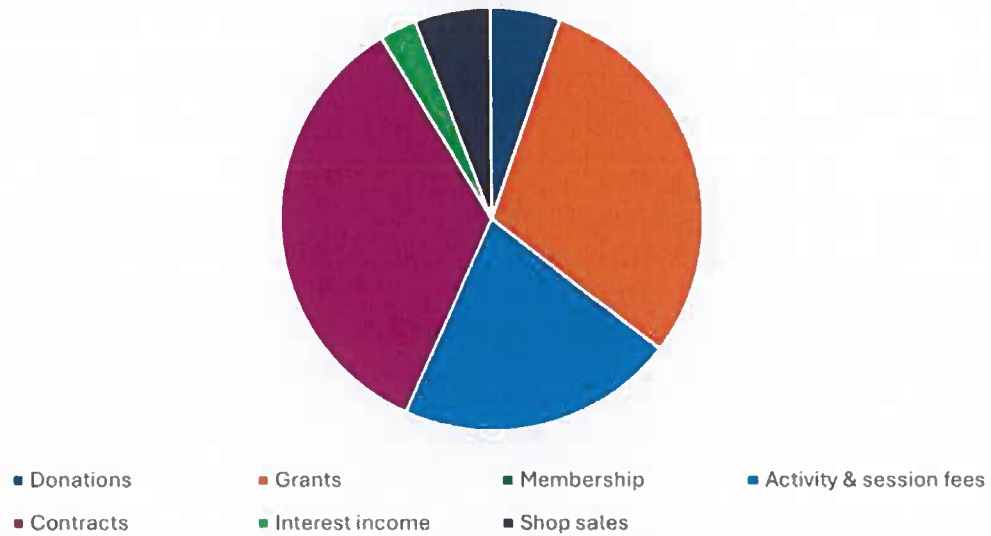


## The Ark Trust CIO

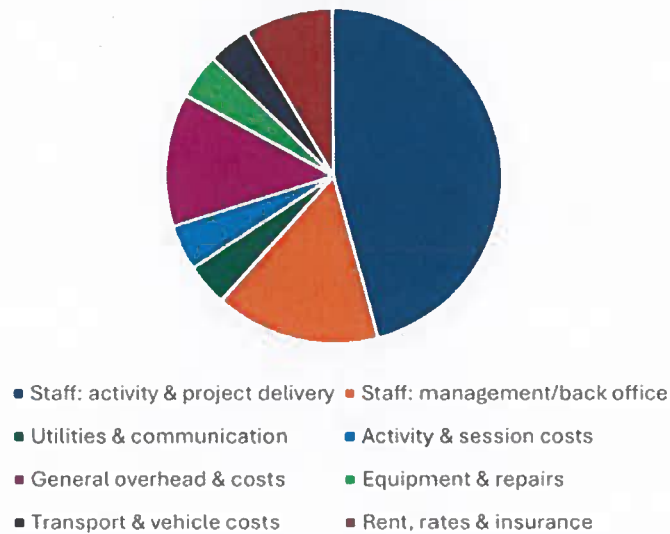
Statement of financial activities for the 12 months ended 31<sup>st</sup> March 2025

	Unrestricted funds 2025	Restricted funds 2025	Total funds 2025	Total funds 2024
	£	£	£	£
<b>Income from:</b>				
<i>Donations and legacies</i>				
Donations & gifts	12,912	250	13,162	7,043
Grants	26,295	47,508	73,803	118,565
membership subs	0	20	20	0
<i>Charitable activities</i>				
Activity, session & holiday fees	51,889	0	51,889	49,601
Contracts	5,644	79,248	84,892	83,400
<i>Other trading activities</i>				
Room hire	0	0	0	0
Interest income	6,926	0	6,926	2,960
Shop sales	16,950	0	16,950	24,045
Less: COGS	-2,824	0	-2,824	-1,298
<b>Total incoming resources</b>	<b>117,792</b>	<b>127,026</b>	<b>244,818</b>	<b>284,316</b>
<b>Resources expended</b>				
<i>Staff &amp; professional fees</i>				
Activity and project delivery	37,431	89,042	126,473	156,655
Management/back office	<u>17,608</u>	<u>26,382</u>	43,990	<u>55,721</u>
	55,039	115,424	170,463	212,376
Utilities & communication	6,535	4,693	11,228	17,683
Activity, session & holiday costs	5,201	6,808	12,009	17,867
General overheads & costs	17,923	17,639	35,562	26,187
Equipment & repairs	6,776	5,321	12,097	7,449
Transport & vehicle costs	898	10,320	11,218	9,858
Rent, rates & insurance	20,261	3,323	23,584	22,213
<b>Total resources expended</b>	<b>112,633</b>	<b>163,528</b>	<b>276,161</b>	<b>313,633</b>
<b>Surplus/loss</b>	<b>5,159</b>	<b>-36,502</b>	<b>-31,343</b>	<b>-29,317</b>
<b>Net incoming resources at 1st April 2024</b>	<b>183,629</b>	<b>21,836</b>	<b>205,465</b>	
<b>Transfers between funds</b>	<b>-18,786</b>	<b>18,786</b>	<b>0</b>	
<b>Surplus at 31st March 2025</b>	<b>5,159</b>	<b>-36,502</b>	<b>-31,343</b>	
<b>Funds at 31st March 2025</b>	<b>170,002</b>	<b>4,120</b>	<b>174,122</b>	
<b>Breakdown of unrestricted reserves:</b>				
Allocated/committed	55,028			
Unallocated/free	<u>114,974</u>			
	170,002			

### Where our money comes from £244,818



### How we spend our money £276,161



Although we spent more money than we received in 2024/2025, it was expected due to the need to complete delivery of projects. Future restricted funding sought must include it's fair share of overhead funding as well as direct delivery costs (full cost recovery) based on rising costs due to the cost of living crisis.

We still have healthy reserves:

Restricted £4,120, Allocated £55,028, Unrestricted/free £114,974

**Total: £174,122**



Balance Sheet as at 31st March 2025

	2025	2024
	£	£
<b>Fixed Assets</b>		
Tangible Assets	18,300	22,409
<b>Current Assets</b>		
Debtors	14,976	16,817
Cash at bank and in hand	181,160	206,414
Prepayments and accrued income	<u>4,087</u>	<u>6,453</u>
	200,223	229,684
<b>Creditors</b>		
Amounts falling due within one year	6,840	6,293
Accruals and deferred income	<u>37,561</u>	<u>40,335</u>
	44,401	46,628
<b>Net Current Assets less liabilities</b>	<b>155,822</b>	<b>183,056</b>
<b>Total Assets less liabilities</b>	<b>174,122</b>	<b>205,465</b>
<b>Reserves</b>		
Unrestricted fund	114,974	130,435
Allocated/committed fund	55,028	53,194
Restricted fund	<u>4,120</u>	<u>21,836</u>
<b>Total reserves</b>	<b>174,122</b>	<b>205,465</b>

# Notes to Financial Statement



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.

### *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 costs*

Redundancy payments of £1,595 were made during the year. These payments consisted of statutory redundancy pay and were fully funded from unrestricted reserves at the balance sheet date.

### *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, other than for vehicles (which uses valuation) is straight line, spread across the assets' useful life taking into account any residual value.

	Motor Vehicles	Fixtures & Fittings	Equipment
	£	£	£
<b>Cost or Value</b>			
At 1st April 2024	17,500	28,618	16,759
Additions	0	1,433	2,159
Disposals	0	0	0
At 31st March 2025	17,500	30,051	18,918
<b>Depreciation</b>			
At 1st April 2024	5,250	19,317	15,901
Adjustment for disposals	0	0	0
Charge for the period	2,250	4,529	922
At 31st March 2025	7,500	23,846	16,823
<b>Net Book Values</b>			
At the start of the year	12,250	9,301	858
At the end of the year	10,000	6,205	2,095



## **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 transactions**

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:** Antony Robinson

**Signature:** 

**Date:** 8-1-2026

**Name:** Hannah ESCOTT

**Signature:** 

**Date:** 8/1/2026



## Contact information



**Telephone: 01344 266899**



**Email: [info@theark.org.uk](mailto:info@theark.org.uk)**



# GLOSSARY

**Advocate** – promote, speak up for.

**Appointed** – chosen to become a trustee.

**Assurance** – been told something to make us confident about what will happen, like a promise.

**Charities Act 2011** – An Act or law that says how charities must be run and how they must operate.

**Citizenship** - people working together to make positive differences to the society in which they live – locally, nationally and globally.

**Complied** – met the requirements.

**Contract value** – How much we get paid for delivering a contract, like SIGNAL4Carers.

**DBS Check** - Disclosure and Barring Service check, is a criminal record check that employers/volunteer managers can request as part of the recruitment process.

**Deferred** – to put off or delay to a later time.

**Delegate** – to give responsibility and authority to someone.

**Donor** – a person or an organisation that gives money to the charity.

**Economic, social and environmental impact** – how the charity benefits local people financially (money), their community and the environment.

**Evaluate** – to look at how good/bad something is.

**Express charge** – using a large item, such as a building or vehicle you own, to guarantee a debt.

**Fixed rate** – the amount of interest paid/due remains the same for an agreed amount of time.

**Guarantee** – to promise or make a binding agreement.

**Matures** – some savings accounts pay the interest at the end of an agreed amount of time (this is when the account matures) - as long as you haven't taken any money out.

**Prudence** – being careful with money and financial decisions.

**Public benefit** – a legal requirement that the charity's work must benefit the public.

**R-Bus** – Bracknell Forest Council's learning disability transport service.

**Remuneration** – How much people (staff) are paid.

**Reserves** – money set aside in case needed or to spend at a future time.

**Social Value** – the positive impact on people and communities.

**Statement of assets and liabilities** – this tells us what we have (money, items) and what we owe to others.

**Subsidise** – fund/cover the costs of.

### **Independent examiner's report to the trustees of "The Ark Trust CIO"**

I report on the financial statements of the company for the year ended 31 March 2025. 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 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.

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 CGMA

24 Woodville Close, Blackwater, Camberley, GU17 0BN

Date: 25 January 2026