

A low-angle photograph of a cable-stayed bridge at sunset. The bridge's tall central pylon and numerous stay cables are silhouetted against a sky transitioning from deep blue to orange. The bridge deck and walkway are visible in the lower portion of the image, with a few people walking on it.

# ANNUAL REPORT

APRIL 2020 - MARCH 2021

**[connectreading.org.uk](https://connectreading.org.uk)**

Connect Reading, SPACES, 9 Greyfriars Road, Reading, RG1 1NU

Registered Charity: 1113150 | Company Number: 04956922

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# WELCOME



**LORRAINE  
BRIFFITT**  
Managing  
Director

Well, I don't think I am alone in thinking 20/21 did not look how I'd

expected! We moved offices at the start of March 2020, but then found ourselves (like most people) working from home. Whilst Q1 of the financial year brought the inevitable challenges of balancing work and home, the strong and honest bond of our staff **dream team** upheld **consistent quality and impact**.

I would like to say a **huge thank you to Annie** for her persistence and hard work. Thank you, too, to our Board of Trustees for bearing with 2 staff juggling childcare and home-schooling!

Also, a **massive thank you** to every one of our members who stuck with us throughout the unpredictability of COVID. We have loved seeing you on our screens; supporting and connecting you by finding ways to make Reading better for everyone of us.

Whilst many plans for the year differed from my original expectations, I'm proud to say Connect Reading has - despite all the odds - gone from strength to strength.

*Lorraine*

Last year, in this section, I ended with, *"I can't wait for 2021 when we can start to see more of you in real-life and take forward so much of our learning from this year."*

Well, I still don't feel like I've seen enough of you in real-life yet! We have, however, brought plenty of learning into this year. The new structure of our **monthly member networking** has created lots of connections, we've improved our internal systems and we chose our **new CRM** as we headed into the year ahead. The **PR & Comms** addition to our member benefits has also really taken shape. We have loved helping you to all make connections this last year. We're inspired and grateful for your incredible generosity and desire to build a better Reading, for everyone - even if we have all been at our desks at home rather than in the town!

**ANNIE  
WILLMOT**  
Head of  
Communications  
& Events



Our vision, mission and values have driven each interaction over the last year. Every conversation and connection has been re-visited through the matrix of the question "How does this make Reading a better place?"

Over Summer 2020, we mapped our footprint, in terms of strategic impact in the town, identifying the need for our unique cross-sector approach. From this, we targeted areas to focus our operations.

# VISION

**A better Reading ... for everyone**

**Bringing sectors  
together for  
mutual benefit**

# MISSION

# VALUES

## INNOVATIVE

innovative &  
creative, seeking to  
continuously  
learn

## LONG TERM

long-term  
partnerships,  
long-term impact

## LOCAL

our local  
community & local  
environment are  
our first priority

## EQUALITY

we give each sector  
an equal voice:  
business, charity,  
nonprofit, &  
statutory

## SOCIAL VALUE

we make it easy for  
you to create  
social value



# KEY FIGURES 2020-2021

## DONATIONS & RESOURCES

# £49.9k

Connecting members from multiple sectors in Reading makes **a huge and sustained positive impact.**

- ✓ REDUCE LANDFILL
- ✓ LOCAL IMPACT
- ✓ SOCIAL VALUE + CSR
- ✓ BUILD CONNECTION

Connecting resources reduces landfill, supports local third sector charities and small business **and** creates opportunities for everyone to build social value at a local level with significant high, sustainable impact.

## SPONSORSHIP RAISED

# £7.6k

## VALUE OF ITEMS DONATED

# £30.5k

## NUMBER OF ITEMS DONATED

# 3,161

## SKILLS, ADVICE & TRAINING

# £3.15k



**£2.3 million**

2003 to 31st March 2021


# BROKERAGE



## Resources which have been brokered include:

- **Venues:**
  - meeting rooms, office use, parking spaces, conference space, training rooms
- **IT equipment:**
  - monitors, laptops, hard drives, printers, mobile phones, software, keyboards, USB drives

## Skills, Training & Advice brokered include:

- pro bono coaching
  - reduced cost charity treasurer course in finance
  - organisational development
  - trustee recruitment support
  - social media support
  - comms & marketing guidance
- 

# CASE STUDIES



**1,500**  
hand soaps from  
National Rail  
(through  
RUKCIC)



## 14 Non-Profit Members Clean Up!

When **Reading UK CIC** got in touch with us to ask if we could help re-distribute 1,500 bottles of antibacterial hand wash, we leapt into action!

Annie headed off in her car to meet the team from **Network Rail** and **Interserve** at **Reading Railway Station**. It took two car-fulls (including all the seats and foot-wells!) and some serious organisation to arrange all the pick-ups and drop-offs. But, thanks to Reading UK CIC making the connection we were able to re-distribute the soap to **14 of our charity members**.

Lucy collected some for **Chemogiftbags** who will use them in their bags which go to ladies and gents undergoing chemotherapy for Breast Cancer in Reading. And, **Age UK Reading** took a large supply to use during their Happy Feet appointments where they see 30-40 clients a day, several times a week!



**ABC to Read** took some for their volunteers who are reading with children in school, and **RCLC** took some to use in their work with ethnic minority women and their families. And, that's only four out of **14 charities!**

# CASE STUDIES

**Citizens Advice**  
Reading is very much looking forward to a great piece of collaboration with ACRE for the benefit of the local communities they both serve.



The **Alliance for Cohesion and Racial Equality (Acre)** is planning to start a Community Wellbeing Hub at the Oxford Road Community Centre site, and approached Connect Reading for assistance with practical help including acquiring appropriate furniture items. Connect Reading put them in touch with **Citizens Advice Reading** who have since suggested ideas for initiating the project and raising the prospect of long-term partnership work.

Working in silos is really not an option in the voluntary and community sector. Thanks to the connection through Connect Reading, Citizens Advice Reading is very much looking forward to a great piece of collaboration with ACRE for the benefit of the local communities they both serve.

Joint statement from Victor Koroma (**Acre**) & Tina Stevenson (**Citizens Advice Reading**)



# THE GIVING TREE 2020

The challenge of a pandemic meant physical gifts weren't an option. Our Head of Comms & Events **successfully pivoted the entire project online**. Donations could be made via an online giving page, and businesses and charities were paired up directly with many using online wish lists which enabled gift givers to still choose the exact gift they wanted to buy.



We still had printed posters (with trees in The Oracle and Broad Street Mall) and in various locations across town. These enabled people to donate online via a QR code. We also shared invitations to get involved through our social media and emails.



OVER £5,500  
RAISED ONLINE



Given the significantly reduced footfall in town centre and office spaces where Giving Trees were usually present (!) **Connect Reading committed to underwrite\* the project** to ensure no child went without a Christmas gift.



OVER £4,400  
UNDERWRITTEN  
BY CONNECT  
READING



We were delighted that **16** local charities received and distributed **1,551** gifts and **6** local businesses were matched directly with charities.



\*This resulted in a £4.6k deficit for the year ... but we think it was worth every penny.

# RESCUE: 2020-2021



NUMBER OF BAGS  
OCTOBER 2020

27

NUMBER OF BAGS  
MAY 2021

126

Reading RESCUE (Rivers & Environmental Spaces Clean Up Event) is Connect Reading's bi-annual environmental clean up event.

Sponsored by **Thames Water**, litter-picking equipment is supplied to teams from across the town. The event aligns strongly with our LOCAL value. It also resonates with our support of the **Reading Climate Change Partnership's** aims.

March 2020 looked very different, due to (yes here it is again) COVID-19!

Nevertheless, dedicated teams from **Thames Water, Friends of Waterloo Meadows, Greyfriars Youth Group, Tilehurst Globe, Novotel Reading** and **IHS Markit** joined the Connect Reading team to fill 126 bags of rubbish.

Do get in touch if you are interested in joining in next year!

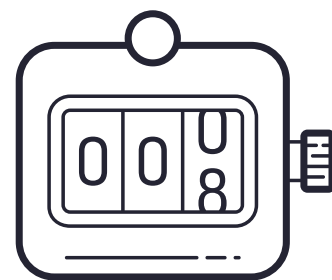
NUMBER OF RUBBISH BAGS  
COLLECTED 2014-2020

1,960



# MEMBERSHIP

Despite the initial challenges of COVID-19 at the start of the 20/21 year, we have attracted new members and seen significant growth in numbers. We have been encouraged to see that others recognise the benefits and impact of Connect Reading, and how we have developed our membership offering over the past year.



## NEW MEMBERS

- ACRE (Alliance for Cohesion & Racial Equality)
- Activate Learning (Reading College)
- Autism Berkshire
- Berkshire Women's Aid
- Brighter Future for Children
- Chapter 2
- Citizens Advice Reading
- Coley Park Community Association
- Communicare
- Fifi's Vision
- Food for Families
- Holiday Inn, South Reading
- Holybrook Associates
- Homestart Reading
- Initiate Events
- Keep Emmer Green
- Nature Nurture
- New Beginnings
- Reading Association for the Blind
- Reading Family Aid
- Reading Sustainability Centre
- RUSU (Reading Uni's Student Union)
- Reading Voluntary Action
- Sadaka
- Sport in Mind
- Sue Ryder Duchess of Kent House
- The Roseate
- Toolshed New Meaning
- Trutify
- University of Reading
- Viva Photography

The pandemic impacted businesses and organisations significantly, prompting us to develop a new membership for individuals. We trialled an Individual Membership offering during Autumn 2020.

2021 has found us further developing this to better suit small businesses (income under £100k). It was a great success, highlighting the importance of networking. For 2 members it even resulted in employment!

**New Individual Members:** Ben Grundy, Chris Mitchell, Claire Brown, Debra Green, Simon Stokes

# 36 NEW MEMBERS APR 2020 TO MAR 2021

# FINANCE OVERVIEW 2020-2021



## INCOME BREAKDOWN: £47k



\*this includes Giving Tree Donations made through Connect Reading

The first quarter was challenging, as some longer-term members were unsure of their financial stability in light of the pandemic. Amazingly, however, few businesses left. However, the financial impact on Connect Reading was significant as 2 were larger corporates, resulting in a £7k drop in projected income.



## EXPENDITURE BREAKDOWN: £61.4k



Despite the deficit of £4.6k, Connect Reading was able to come in 2% above predicted income for 20/21. The 9% above budgeted expenditure was down to underwriting The Giving Tree - decision which was not taken lightly.

It was worth every penny, though, for those who received Christmas gifts at a time of such hardship during a pandemic crisis.

£4.6K TO  
UNDERWRITE  
THE GIVING  
TREE



The full End of Year Accounts are available upon request, or will be available at the Charity Commission website to download once they have been audited.



# MILESTONES 2020-2021

**THREE  
TIMES!**

**HOME WORKING TO  
BLENDED WORK RHYTHM  
HOME/OFFICE**



**40%**

**INCREASED STAFF  
HOURS TO COPE  
WITH DEMAND**



**3  
GRANTS**

**GAINED MOST  
GRANT FUNDING  
IN THE LAST 5 YEARS**



**ALMOST  
100**

**GREW OUR  
MEMBERSHIP  
DESPITE COVID!**



**BESPOKE  
TO EACH  
SECTOR**

**DEVELOPED  
MEMBERSHIP  
OFFERING**



**3**

**RECRUITED  
NEW TRUSTEES**



# 2020-2021 IN REVIEW

## CHALLENGES TO WORK PATTERNS

The constantly changing parameters of the team's working environment (new office, homeworking, home-schooling, blended) created multiple challenges over the year. The Team regularly reviewed preferred methods of communication, connecting in many different ways (phone, text, walk'n'talks, video calls). Subsequently, the **team and Connect Reading came out stronger on the other side.**



## INCREASING CAPACITY

Over Summer 2020, it became clear that **more hours were needed for the Head of Comms & Events.** Hours were increased from 2 to 4 days p/w over the course of 6 months. This has had **noticeable positive impact** on the strategic direction of comms and marketing, digital presence and availability for members.



## GRANT FUNDING

When the MD began in the role in Jan '20, diversification of income was high on the priority list. Unsurprisingly, the challenges of COVID stretched her 21 hours p/w capacity. Funding applications were **responsive to immediate need**, with a **75% success rate** of applications. It was the **highest proportion of grant income** for 5 years.



## GROWING MEMBERSHIP

A pandemic seemed like a ridiculous challenge to membership growth but staff worked hard and **built connections and reputation.** By focusing on **relationships**, targeting key stakeholder networks and keeping a keen eye on opportunities for **collaboration**, Connect Reading significantly grew membership during 20/21.



## DEVELOPING THE OFFERING

The MD and Treasurer **reviewed membership income** at the start of the 20/21 financial year. The membership structure needed simplifying and invoices brought into alignment with our financial year. The latter **enabled improved budgeting** and (by 22/23) minimises a year-round invoice admin burden on the MD. Alongside this, a new **subcommittee** was established to **review membership offering**, which has continued into 21/22.



## TRUSTEE AUDIT & RECRUITMENT

The MD conducted a **Trustee Skills Audit** over Spring/Summer 2020, identifying areas where there was room to develop. From Nov 2020 to Jan 2021, **3 new trustees were appointed** and have been key in adding their skills to the organisation.



# GOALS FOR 2021-2022







**[connectreading.org.uk](https://connectreading.org.uk)**

Registered Charity: 1113150 | Company Number: 04956922 | **0118 995 2960**



@connectrdg



Connect Reading



ConnectReading



@connectrdg

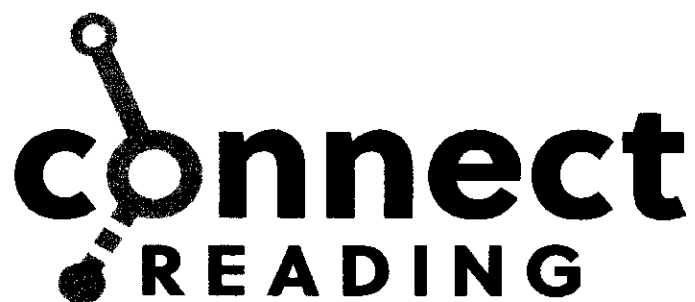


# **Connect Reading Limited**

Charity number 1113150

A company limited by guarantee number 04956922

## **Annual Report and Financial Statements** **for the year ended 31 March 2021**



# **Connect Reading Limited**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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# **Connect Reading Limited**

## **Trustees' report for the year ended 31 March 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Tracey Essery	Chair	
David Turner		
Tony Pettitt	Treasurer; Secretary	
Paul Buckley		Appointed December 2020
Darren Campbell		Appointed February 2021
Catherine McLeod		
John Pickford		Appointed February 2021
Vicky Poole		
Chris Woolley		Resigned December 2020
<b>Charity number</b>	1113150	Registered in England and Wales
<b>Company number</b>	04956922	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Spaces Connect Reading	Barclays Bank	Cambridge and Counties Bank
9 Greyfriars Road	Reading Branch	Charnwood Court
Reading	Mid Thames Group	5B New Walk
Berkshire	PO Box 27	Leicester
RG1 1NU	Reading	LE1 6TE
	RG1 2HD	

### **Independent examiner**

Rachel Eden ACMA

### **Holy Brook Associates**

Spaces, 9 Greyfriars Road  
Reading  
Berkshire  
RG1 1NU

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 7 November 2003 as Reading Business Community Partnership Limited and registered as a charity since 3 March 2006. The name was changed on 30 July 2020 to Connect Reading Limited. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

The Board has wide-ranging experience and meets regularly throughout the year. The Board delegates day to day management to the Managing Director, Lorraine Briffitt, who is assisted by the Head of Communications and Events, Annie Wilmott and by temporary staff as required.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM, or by co-option by the Board prior to the following AGM.

# Connect Reading Limited

## Trustees' report (continued) for the year ended 31 March 2021

### Objectives and activities

#### The charity's objects

The charity is established to carry on the following objects in the interests of the community and in the area known as the Greater Reading area ('the area of benefit') or any part thereof and additionally in communities and areas adjoining the area of benefit:

- to bring together and promote co-operation between the business, public and voluntary sectors in the area of benefit and adjoining areas to maximise their contribution towards the social and economic regeneration of the area of benefit;
- to strengthen the ties between the business, charitable and community sectors in the area of benefit and adjoining areas and to raise awareness, knowledge and understanding of the needs of each;
- to provide a centre for information and expertise and to act as an introducer to enable support from the business sector to community and voluntary groups;
- the doing of all such other things as are incidental or conducive to the attainment of these objects or any of them.

#### The charity's main activities

Our vision, mission and values have driven staff interactions with members and stakeholders over the last year. Every conversation and connection has been re-visited through the matrix of the question "How does this make Reading a better place?"

Over Summer 2020, the MD mapped Connect Reading's footprint, in terms of strategic impact in the town. This helped to pinpoint the need for Connect Reading's unique cross-sector approach, enabling staff to target areas to focus operations.

#### Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

#### Achievements and performance

Despite the challenges of COVID-19, staff **recruited 39 new members** the course of the year, and 2 new project partners. Here are some of the headlines:

- Almost 300 connections were made across the town, for mutual benefit.

Some of these led onto resources or training being given to charities and non-profits, and in other cases it resulted in long-term employment for 2 of Connect Reading's individual members.

- An incredible **264 separate organisations were connected** for mutual benefit.
- **70 venues** were gifted to charities and non-profits over the course of the year.
- **3,161 items** were donated.
- **We connected £7.5k of funding and sponsorship** to our member charities.

The total value of Connect Reading's brokerage and connection came to **£48.9k**. During a year when physical items were difficult to connect, due to the risks of the pandemic, this figure is immense.



# **Connect Reading Limited**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Financial review**

The net expenditure for the year was £14,417, wholly on unrestricted funds.

### **Covid-19**

The challenges of COVID have arisen in multiple forms: membership cancellations, home working, home schooling, utilities commitments without usage, cancelled or adapted events, limitations on the usual membership offering and more. Despite this, staff have pressed on to overcome these in an array of ways. Regarding availability to existing and potential members, staff began utilising online calendars to enable others to select availability. Events pivoted online, with great success. Face to face meetings – when restrictions permitted – changed to outdoor walking meetings. Networking moved online, with breakout rooms to enable better 1-2-1 connections. Staff maintained good communication between one another during the most challenging periods of balancing work and home-schooling. In addition to these measures, the obvious precautions of hand sanitiser, face masks and social distancing have been adhered to during any in-person contact.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £34,964.

The Board recognises the need to hold charitable funds as free reserves in order to safeguard the continuity of provision of services, to fund periods of expenditure in excess of revenue, and to fund unexpected expenditure. The Board considers that a minimum of the equivalent of six months' expenditure on operating costs should be held as free reserves. The reserves policy will be reviewed annually by the Board.

If at the date of approving the report and accounts, there are uncertainties about the charity's ability to continue as a going concern, the nature of these uncertainties should be explained.

### **Future Plans**

**STRATEGY DAY:** A strategy day was planned for the start of 2021, but COVID-19 has put a repeated pause on attempts to arrange this. A shorter, blended (online and in person) strategy session has been planned for 2<sup>nd</sup> July 2021.

**CRM:** During 20/21, the Head of Communications and Events researched options for a CRM. This was implemented at the start of the 21/22 year. The goal is to ensure all member and stakeholder interactions and all resource exchanges are mapped on the CRM. From this, we can extract metrics to ascertain ROI and overall impact.

**DIGITAL COMMS STRATEGY:** The Head of Comms & Events put together a strategy at the start of 21/22. Actions from this are already underway.

**INCOME DIVERSIFICATION STRATEGY:** The MD gathered informatio for this during the first size months of 2021. A plan for the next 2 years is underway to ensure the three strands of income (membership, grant funding and consultancy/off-the-shelf services) are monitored and developed. This runs alongside the aim to obtain funding to continue our 2 Kickstart positions.

**BUSINESS MEMBERSHIP:** A new tier for businesses with an income of under £100k is being launched in August 2021. This recognises the increased desire for networking and social value amongst this demographic of business.

**GROW STAFF TEAM:** The aim is to double the staff team, following the MD's successful application to the Kickstart scheme and recruitment of an Operations Coordinator and Comms & Events Coordinator in June 2021.

# **Connect Reading Limited**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

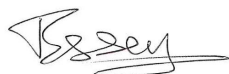
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:



Signed..... (Trustee)

Name..... Tracey Essery

Date..... 27/07/2021



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Connect Reading

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1113150

Set out on pages

1-2

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 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: 27<sup>th</sup> July 2021

Name: Rachel Eden

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

ACMA (Chartered Institute of Management Accountants)

**Address:**

Holy Brook Associates, Spaces, 9 Greyfriars Road, RG1 1NU

Section B

Disclosure

NONE



**Connect Reading Limited**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	10,900	-	10,900	2,500
Membership income		30,107	-	30,107	39,018
Events and activities		5,599	-	5,599	4,466
Other income		100	-	100	-
Bank interest		325	-	325	333
<b>Total income</b>		<u>47,031</u>	<u>-</u>	<u>47,031</u>	<u>46,317</u>
<b>Expenditure on:</b>					
Salaries, NI and Pension	(3)	39,592		39,592	41,540
Rent		5,899		5,899	2,147
Insurance and Utilities		322		322	-
Travel and meeting expenses		63		63	1,254
Staff training and recruitment		164		164	-
Trustee training and recruitment		654		654	-
Independent Examination		321		321	-
Professional fees		250		250	-
Print & design		206		206	-
Communications - telephone and IT		2,624		2,624	939
Equipment and consumables		65		65	-
Other expenditure		-		-	1,997
Events and projects		43		43	1,328
Charitable donations		9,000		9,000	-
Website		1,695		1,695	-
Subscriptions and licences		550		550	-
<b>Total expenditure</b>		<u>61,448</u>	<u>-</u>	<u>61,448</u>	<u>49,205</u>
<b>Net income / (expenditure)</b>		<u>(14,417)</u>	<u>-</u>	<u>(14,417)</u>	<u>(2,888)</u>
<b>Net movement in funds</b>		<u>(14,417)</u>	<u>-</u>	<u>(14,417)</u>	<u>(2,888)</u>
<b>Fund balances brought forward</b>		<u>49,381</u>		<u>49,381</u>	<u>52,269</u>
<b>Fund balances carried forward</b>		<u>34,964</u>	<u>-</u>	<u>34,964</u>	<u>49,381</u>

All incoming resources and resources expended derive from continuing activities.

# Connect Reading Limited

## Balance sheet

as at 31 March 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets		-	-	-	-
<b>Total fixed assets</b>		-	-	-	-
<b>Current assets</b>					
Debtors and prepayments	(4)	18,804	-	18,804	1,708
Cash at bank and in hand	(5)	33,270	-	33,270	53,229
<b>Total current assets</b>		52,074	-	52,074	54,937
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(6)	17,110	-	17,110	5,556
<b>Total current liabilities</b>		17,110	-	17,110	5,556
<b>Net current assets / (liabilities)</b>		34,964	-	34,964	49,381
<b>Total assets less current liabilities</b>		34,964	-	34,964	49,381
<b>Net assets</b>		34,964	-	34,964	49,381
<b>Funds</b>					
Unrestricted funds		34,964	-	34,964	49,381
Restricted funds		-	-	-	-
<b>Total funds</b>		34,964	-	34,964	49,381

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: .....

Signed: ..... (Trustee)

Name .....

# **Connect Reading Limited**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

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. The financial statements 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 Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

With the exception of membership income, incoming resources 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 trustees will receive the resources and the monetary value can be measured with sufficient Membership income is accrued or deferred where the income is received for a period which is not in accordance with the charity's financial year.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

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

##### **Grants payable without performance conditions**

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £2,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 5 years

Computer equipment: over 3 years

**Connect Reading Limited**  
**Notes to the accounts**  
**for the year ended 31 March 2021**

**1 Accounting policies continued**

**Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.



**Connect Reading Limited**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

<b>2 Grants and donations</b>	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Reading Borough Council	8,350	-	8,350	-
Thames Water (Community Relief Fund)	2,500	-	2,500	2,500
Sundry donations	50	-	50	-
	<u>10,900</u>	<u>-</u>	<u>10,900</u>	<u>2,500</u>

<b>3 Staff costs and numbers</b>	2021	2020
	£	£
Gross salaries	38,150	39,299
Social security costs (net of employment allowance)	-	662
Pensions	1,442	1,579
	<u>39,592</u>	<u>41,540</u>

The average number employees during the year was 2 (2020: 1.25). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2021	2020
	£	£
Costs of the scheme to the charity for the year	1,442	1,579
Amount of any contributions outstanding at the year end	-	238
Amount of any contributions prepaid at the year end	184	-

<b>4 Debtors and prepayments</b>	2021	2020
	£	£
Debtors	17,330	-
Prepayments and accrued income	1,474	1,708
	<u>18,804</u>	<u>1,708</u>

<b>5 Cash at bank and in hand</b>	2021	2020
	£	£
Barclays Bank	6,764	27,025
Cambridge and Counties Bank	26,506	26,204
	<u>33,270</u>	<u>53,229</u>

<b>6 Creditors and accruals</b>	2021	2020
	£	£
Accruals	360	852
Deferred income	16,750	4,033
PAYE	-	433
Pension control	-	238
	<u>17,110</u>	<u>5,556</u>

**Connect Reading Limited**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**7 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year (£162 in the previous year).

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees, Managing Director and Head of Communications and Events. The total employee benefits received by the key management personnel were £42,432 (previous year: £41,540).

**Other Related Party Transactions**

During the previous year, payroll services were provided by BDO LLP in which Chris Woolley, a former trustee and treasurer, was employed. The amount charged in the previous year amounted to £360. This arrangement ceased at 31 March 2020, and payroll services were brought in-house, utilising Payroll Software (Brightpay).

# Connect Reading Limited

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

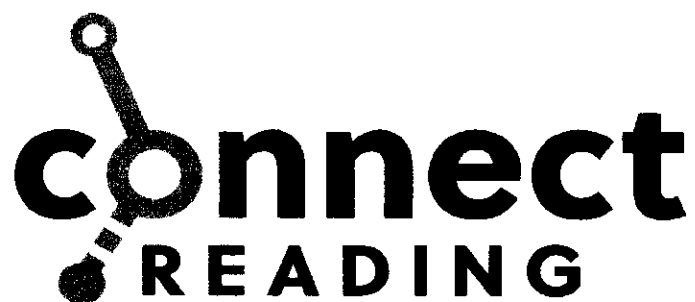
	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Grants and donations	10,900	2,500	-	-	10,900	2,500
Membership income	30,107	39,018	-	-	30,107	39,018
Events and activities	5,599	4,466	-	-	5,599	4,466
Other income	100	-	-	-	100	-
Bank interest	325	333	-	-	325	333
<b>Total income</b>	<b>47,031</b>	<b>46,317</b>	<b>-</b>	<b>-</b>	<b>47,031</b>	<b>46,317</b>
<b>Expenditure</b>						
Salaries, NI and Pension	39,592	41,540	-	-	39,592	41,540
Rent	5,899	2,147	-	-	5,899	2,147
Insurance and Utilities	322	-	-	-	322	-
Travel and meeting expenses	63	1,254	-	-	63	1,254
Staff training and recruitment	164	-	-	-	164	-
Trustee training and recruitment	654	-	-	-	654	-
Independent Examination	321	-	-	-	321	-
Professional fees	250	-	-	-	250	-
Print & design	206	-	-	-	206	-
Communications - telephone and IT	2,624	939	-	-	2,624	939
Equipment and consumables	65	-	-	-	65	-
Other expenditure	-	1,997	-	-	-	1,997
Events and projects	43	1,328	-	-	43	1,328
Grant funding	-	-	-	-	-	-
Charitable donations	9,000	-	-	-	9,000	-
Website	1,695	-	-	-	1,695	-
Subscriptions and licences	550	-	-	-	550	-
<b>Total expenditure</b>	<b>61,448</b>	<b>49,205</b>	<b>-</b>	<b>-</b>	<b>61,448</b>	<b>49,205</b>
<b>Net income / (expenditure)</b>	<b>(14,417)</b>	<b>(2,888)</b>	<b>-</b>	<b>-</b>	<b>(14,417)</b>	<b>(2,888)</b>
<b>Net movement in funds</b>	<b>(14,417)</b>	<b>(2,888)</b>	<b>-</b>	<b>-</b>	<b>(14,417)</b>	<b>(2,888)</b>
<b>Fund balances brought forward</b>	<b>49,381</b>	<b>52,269</b>	<b>-</b>	<b>-</b>	<b>49,381</b>	<b>52,269</b>
<b>Fund balances carried forward</b>	<b>34,964</b>	<b>49,381</b>	<b>-</b>	<b>-</b>	<b>34,964</b>	<b>49,381</b>

# **Connect Reading Limited**

Charity number 1113150

A company limited by guarantee number 04956922

## **Annual Report and Financial Statements** **for the year ended 31 March 2021**



# **Connect Reading Limited**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 13



# **Connect Reading Limited**

## **Trustees' report for the year ended 31 March 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Tracey Essery	Chair	
David Turner		
Tony Pettitt	Treasurer; Secretary	
Paul Buckley		Appointed December 2020
Darren Campbell		Appointed February 2021
Catherine McLeod		
John Pickford		Appointed February 2021
Vicky Poole		
Chris Woolley		Resigned December 2020
<b>Charity number</b>	1113150	Registered in England and Wales
<b>Company number</b>	04956922	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Spaces Connect Reading	Barclays Bank	Cambridge and Counties Bank
9 Greyfriars Road	Reading Branch	Charnwood Court
Reading	Mid Thames Group	5B New Walk
Berkshire	PO Box 27	Leicester
RG1 1NU	Reading	LE1 6TE
	RG1 2HD	

### **Independent examiner**

Rachel Eden ACMA

### **Holy Brook Associates**

Spaces, 9 Greyfriars Road  
Reading  
Berkshire  
RG1 1NU

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 7 November 2003 as Reading Business Community Partnership Limited and registered as a charity since 3 March 2006. The name was changed on 30 July 2020 to Connect Reading Limited. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

The Board has wide-ranging experience and meets regularly throughout the year. The Board delegates day to day management to the Managing Director, Lorraine Briffitt, who is assisted by the Head of Communications and Events, Annie Wilmott and by temporary staff as required.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM, or by co-option by the Board prior to the following AGM.

# Connect Reading Limited

## Trustees' report (continued) for the year ended 31 March 2021

### Objectives and activities

#### The charity's objects

The charity is established to carry on the following objects in the interests of the community and in the area known as the Greater Reading area ('the area of benefit') or any part thereof and additionally in communities and areas adjoining the area of benefit:

- to bring together and promote co-operation between the business, public and voluntary sectors in the area of benefit and adjoining areas to maximise their contribution towards the social and economic regeneration of the area of benefit;
- to strengthen the ties between the business, charitable and community sectors in the area of benefit and adjoining areas and to raise awareness, knowledge and understanding of the needs of each;
- to provide a centre for information and expertise and to act as an introducer to enable support from the business sector to community and voluntary groups;
- the doing of all such other things as are incidental or conducive to the attainment of these objects or any of them.

#### The charity's main activities

Our vision, mission and values have driven staff interactions with members and stakeholders over the last year. Every conversation and connection has been re-visited through the matrix of the question "How does this make Reading a better place?"

Over Summer 2020, the MD mapped Connect Reading's footprint, in terms of strategic impact in the town. This helped to pinpoint the need for Connect Reading's unique cross-sector approach, enabling staff to target areas to focus operations.

#### Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

#### Achievements and performance

Despite the challenges of COVID-19, staff **recruited 39 new members** the course of the year, and 2 new project partners. Here are some of the headlines:

- Almost 300 connections were made across the town, for mutual benefit.

Some of these led onto resources or training being given to charities and non-profits, and in other cases it resulted in long-term employment for 2 of Connect Reading's individual members.

- An incredible **264 separate organisations were connected** for mutual benefit.
- **70 venues** were gifted to charities and non-profits over the course of the year.
- **3,161 items** were donated.
- **We connected £7.5k of funding and sponsorship** to our member charities.

The total value of Connect Reading's brokerage and connection came to **£48.9k**. During a year when physical items were difficult to connect, due to the risks of the pandemic, this figure is immense.

# **Connect Reading Limited**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Financial review**

The net expenditure for the year was £14,417, wholly on unrestricted funds.

### **Covid-19**

The challenges of COVID have arisen in multiple forms: membership cancellations, home working, home schooling, utilities commitments without usage, cancelled or adapted events, limitations on the usual membership offering and more. Despite this, staff have pressed on to overcome these in an array of ways. Regarding availability to existing and potential members, staff began utilising online calendars to enable others to select availability. Events pivoted online, with great success. Face to face meetings – when restrictions permitted – changed to outdoor walking meetings. Networking moved online, with breakout rooms to enable better 1-2-1 connections. Staff maintained good communication between one another during the most challenging periods of balancing work and home-schooling. In addition to these measures, the obvious precautions of hand sanitiser, face masks and social distancing have been adhered to during any in-person contact.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £34,964.

The Board recognises the need to hold charitable funds as free reserves in order to safeguard the continuity of provision of services, to fund periods of expenditure in excess of revenue, and to fund unexpected expenditure. The Board considers that a minimum of the equivalent of six months' expenditure on operating costs should be held as free reserves. The reserves policy will be reviewed annually by the Board.

If at the date of approving the report and accounts, there are uncertainties about the charity's ability to continue as a going concern, the nature of these uncertainties should be explained.

### **Future Plans**

**STRATEGY DAY:** A strategy day was planned for the start of 2021, but COVID-19 has put a repeated pause on attempts to arrange this. A shorter, blended (online and in person) strategy session has been planned for 2<sup>nd</sup> July 2021.

**CRM:** During 20/21, the Head of Communications and Events researched options for a CRM. This was implemented at the start of the 21/22 year. The goal is to ensure all member and stakeholder interactions and all resource exchanges are mapped on the CRM. From this, we can extract metrics to ascertain ROI and overall impact.

**DIGITAL COMMS STRATEGY:** The Head of Comms & Events put together a strategy at the start of 21/22. Actions from this are already underway.

**INCOME DIVERSIFICATION STRATEGY:** The MD gathered informatio for this during the first size months of 2021. A plan for the next 2 years is underway to ensure the three strands of income (membership, grant funding and consultancy/off-the-shelf services) are monitored and developed. This runs alongside the aim to obtain funding to continue our 2 Kickstart positions.

**BUSINESS MEMBERSHIP:** A new tier for businesses with an income of under £100k is being launched in August 2021. This recognises the increased desire for networking and social value amongst this demographic of business.

**GROW STAFF TEAM:** The aim is to double the staff team, following the MD's successful application to the Kickstart scheme and recruitment of an Operations Coordinator and Comms & Events Coordinator in June 2021.

# **Connect Reading Limited**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

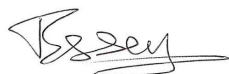
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:



Signed..... (Trustee)

Name..... Tracey Essery

Date..... 27/07/2021



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Connect Reading

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1113150

Set out on pages

1-2

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 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: 27<sup>th</sup> July 2021

Name: Rachel Eden



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

ACMA (Chartered Institute of Management Accountants)

**Address:**

Holy Brook Associates, Spaces, 9 Greyfriars Road, RG1 1NU

Section B

Disclosure

NONE

**Connect Reading Limited**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	10,900	-	10,900	2,500
Membership income		30,107	-	30,107	39,018
Events and activities		5,599	-	5,599	4,466
Other income		100	-	100	-
Bank interest		325	-	325	333
<b>Total income</b>		<u>47,031</u>	<u>-</u>	<u>47,031</u>	<u>46,317</u>
<b>Expenditure on:</b>					
Salaries, NI and Pension	(3)	39,592		39,592	41,540
Rent		5,899		5,899	2,147
Insurance and Utilities		322		322	-
Travel and meeting expenses		63		63	1,254
Staff training and recruitment		164		164	-
Trustee training and recruitment		654		654	-
Independent Examination		321		321	-
Professional fees		250		250	-
Print & design		206		206	-
Communications - telephone and IT		2,624		2,624	939
Equipment and consumables		65		65	-
Other expenditure		-		-	1,997
Events and projects		43		43	1,328
Charitable donations		9,000		9,000	-
Website		1,695		1,695	-
Subscriptions and licences		550		550	-
<b>Total expenditure</b>		<u>61,448</u>	<u>-</u>	<u>61,448</u>	<u>49,205</u>
<b>Net income / (expenditure)</b>		<u>(14,417)</u>	<u>-</u>	<u>(14,417)</u>	<u>(2,888)</u>
<b>Net movement in funds</b>		<u>(14,417)</u>	<u>-</u>	<u>(14,417)</u>	<u>(2,888)</u>
<b>Fund balances brought forward</b>		<u>49,381</u>		<u>49,381</u>	<u>52,269</u>
<b>Fund balances carried forward</b>		<u>34,964</u>	<u>-</u>	<u>34,964</u>	<u>49,381</u>

All incoming resources and resources expended derive from continuing activities.

# Connect Reading Limited

## Balance sheet

as at 31 March 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets		-	-	-	-
<b>Total fixed assets</b>		-	-	-	-
<b>Current assets</b>					
Debtors and prepayments	(4)	18,804	-	18,804	1,708
Cash at bank and in hand	(5)	33,270	-	33,270	53,229
<b>Total current assets</b>		52,074	-	52,074	54,937
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(6)	17,110	-	17,110	5,556
<b>Total current liabilities</b>		17,110	-	17,110	5,556
<b>Net current assets / (liabilities)</b>		34,964	-	34,964	49,381
<b>Total assets less current liabilities</b>		34,964	-	34,964	49,381
<b>Net assets</b>		34,964	-	34,964	49,381
<b>Funds</b>					
Unrestricted funds		34,964	-	34,964	49,381
Restricted funds		-	-	-	-
<b>Total funds</b>		34,964	-	34,964	49,381

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: .....

Signed: ..... (Trustee)

Name .....

# **Connect Reading Limited**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

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. The financial statements 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 Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

With the exception of membership income, incoming resources 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 trustees will receive the resources and the monetary value can be measured with sufficient Membership income is accrued or deferred where the income is received for a period which is not in accordance with the charity's financial year.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

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

##### **Grants payable without performance conditions**

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £2,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 5 years

Computer equipment: over 3 years

**Connect Reading Limited**  
**Notes to the accounts**  
**for the year ended 31 March 2021**

**1 Accounting policies continued**

**Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.



**Connect Reading Limited**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

<b>2 Grants and donations</b>	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Reading Borough Council	8,350	-	8,350	-
Thames Water (Community Relief Fund)	2,500	-	2,500	2,500
Sundry donations	50	-	50	-
	<u>10,900</u>	<u>-</u>	<u>10,900</u>	<u>2,500</u>

<b>3 Staff costs and numbers</b>	2021	2020
	£	£
Gross salaries	38,150	39,299
Social security costs (net of employment allowance)	-	662
Pensions	1,442	1,579
	<u>39,592</u>	<u>41,540</u>

The average number employees during the year was 2 (2020: 1.25). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2021	2020
	£	£
Costs of the scheme to the charity for the year	1,442	1,579
Amount of any contributions outstanding at the year end	-	238
Amount of any contributions prepaid at the year end	184	-

<b>4 Debtors and prepayments</b>	2021	2020
	£	£
Debtors	17,330	-
Prepayments and accrued income	1,474	1,708
	<u>18,804</u>	<u>1,708</u>

<b>5 Cash at bank and in hand</b>	2021	2020
	£	£
Barclays Bank	6,764	27,025
Cambridge and Counties Bank	26,506	26,204
	<u>33,270</u>	<u>53,229</u>

<b>6 Creditors and accruals</b>	2021	2020
	£	£
Accruals	360	852
Deferred income	16,750	4,033
PAYE	-	433
Pension control	-	238
	<u>17,110</u>	<u>5,556</u>

**Connect Reading Limited**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**7 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year (£162 in the previous year).

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees, Managing Director and Head of Communications and Events. The total employee benefits received by the key management personnel were £42,432 (previous year: £41,540).

**Other Related Party Transactions**

During the previous year, payroll services were provided by BDO LLP in which Chris Woolley, a former trustee and treasurer, was employed. The amount charged in the previous year amounted to £360. This arrangement ceased at 31 March 2020, and payroll services were brought in-house, utilising Payroll Software (Brightpay).

# Connect Reading Limited

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Grants and donations	10,900	2,500	-	-	10,900	2,500
Membership income	30,107	39,018	-	-	30,107	39,018
Events and activities	5,599	4,466	-	-	5,599	4,466
Other income	100	-	-	-	100	-
Bank interest	325	333	-	-	325	333
<b>Total income</b>	<b>47,031</b>	<b>46,317</b>	<b>-</b>	<b>-</b>	<b>47,031</b>	<b>46,317</b>
<b>Expenditure</b>						
Salaries, NI and Pension	39,592	41,540	-	-	39,592	41,540
Rent	5,899	2,147	-	-	5,899	2,147
Insurance and Utilities	322	-	-	-	322	-
Travel and meeting expenses	63	1,254	-	-	63	1,254
Staff training and recruitment	164	-	-	-	164	-
Trustee training and recruitment	654	-	-	-	654	-
Independent Examination	321	-	-	-	321	-
Professional fees	250	-	-	-	250	-
Print & design	206	-	-	-	206	-
Communications - telephone and IT	2,624	939	-	-	2,624	939
Equipment and consumables	65	-	-	-	65	-
Other expenditure	-	1,997	-	-	-	1,997
Events and projects	43	1,328	-	-	43	1,328
Grant funding	-	-	-	-	-	-
Charitable donations	9,000	-	-	-	9,000	-
Website	1,695	-	-	-	1,695	-
Subscriptions and licences	550	-	-	-	550	-
<b>Total expenditure</b>	<b>61,448</b>	<b>49,205</b>	<b>-</b>	<b>-</b>	<b>61,448</b>	<b>49,205</b>
<b>Net income / (expenditure)</b>	<b>(14,417)</b>	<b>(2,888)</b>	<b>-</b>	<b>-</b>	<b>(14,417)</b>	<b>(2,888)</b>
<b>Net movement in funds</b>	<b>(14,417)</b>	<b>(2,888)</b>	<b>-</b>	<b>-</b>	<b>(14,417)</b>	<b>(2,888)</b>
<b>Fund balances brought forward</b>	<b>49,381</b>	<b>52,269</b>	<b>-</b>	<b>-</b>	<b>49,381</b>	<b>52,269</b>
<b>Fund balances carried forward</b>	<b>34,964</b>	<b>49,381</b>	<b>-</b>	<b>-</b>	<b>34,964</b>	<b>49,381</b>