



**Me2 Club Annual Accounts  
2020-2021**

**Charity Registration: 1140812  
Company Registration: 7557636**

**Registered Address: Unit 9, Indigo House,  
Fishponds Road, Wokingham, RG41 2GY**

### **Legal and Administrative Information**

The organisation constituted itself as an unincorporated association on 17th March 2003 through the adoption of its constitution and registered as a Charity on 5th July 2004. The organisation transferred its activities to a Registered Charity and Company limited by guarantee (Me2 Club) and has worked under its new status since 1st April 2011. Me2 Club now has Charity Number 1140812 and Company Number 7557636.

### **Registered Address**

Unit 9, Indigo House, Fishponds Road, Wokingham, Berkshire RG41 2GY

### **The following Directors (who are also Trustees) served during the year**

Loraine Day, **Chair** until 24<sup>th</sup> August 2020, continuing as a *Trustee*

Lucy Morris, **Chair** from 24<sup>th</sup> August 2020

Simon Crawford, **Treasurer**

Theresa Gallagher, **Secretary** resigned 31<sup>st</sup> March 2021

Sarah Hilling

Sue Woodcock

### **Advisors to the Board**

No Advisors to the Board during the financial year 2020/21.

### **Bankers**

HSBC Bank plc, 1-2 Market Place, Wokingham, Berkshire, RG40 1AL

Newbury Building Society, Broad Street, Wokingham, RG5 3JJ

### **Independent Examiner**

Carol Gideon

### **Reserves and Designated Funds**

Me2 Club's policy is to ensure reserves are maintained in line with the continuation of our core service:

- Services need to be withdrawn in a sensitive timeframe to ensure minimal impact
- For the health and wellbeing of the children and families we support and to allow for time to adjust to the loss of our services
- Projects such as Weekends Away are planned in advance entering into payment contracts
- Activity leaders need to make adjustments to ensure they can still accommodate the Me2 Club child
- To provide assurance to members of staff and to those with whom we undertake commitments of the reliability of Me2 Club as an employer and business partner respectively

The time period and level of reserve are set to allow a reasonable period to withdraw sensitive services should the charity have to close due to lack of funding. Given the nature of the children Me2 Club support (additional needs including learning disabilities and autism), time and attention would be needed to allow for appropriate endings. A regular update of the Reserves Policy takes place to enable the setting of the correct contingency/reserve level.

In these circumstances and with these considerations in mind, the Trustees believe that it is vital to have a policy of careful cash management and to maintain an appropriate reserve level. The reserve is currently set at an optimum level of 6 months predicted fixed core service spend (£90,000 for

2021/2022 which reflects the increase in charity expenditure in line with the recent expansion in to Reading).

The Charity's financial options are discussed at every Board meeting and there is a contingency plan in place if cash flow falls below 9 months fixed spend.

Me2 Club were successful in raising funds to cover the costs of all employed Activities and Volunteers Coordinators (AVCs). For 2020/21, the Board of Trustees voted to hold £28,000 in Designated Funds to support the employment of an AVC to take forward the charity's expansion in the Reading area. The Board of Trustees has voted to release the £28,000 that was held in Designated Funds during 2020/21 in to its general Unrestricted Reserves for 2021/2022 to offset the impact of fundraising activity during the Covid-19 pandemic.

### **Investment Policy**

Two bank accounts are used, one to cover day-to-day expenses and the other offering a higher rate of interest to maximise investment potential. In addition, Me2 Club continues to hold an account with The Newbury Building Society to ensure funds allocated to future work gain a higher rate of interest whilst remaining secure.

The investment of Me2 Club funds is regularly reviewed to ensure the security of funds whilst achieving the best available rate of interest.

### **Risk Review**

The Directors have considered the main current risks to which the Charity is exposed, and a detailed organisation risk analysis has been carried out.

There are two ongoing significant external risks to the charity's operations;

- 1) Covid-19 Pandemic. The organisation remained agile throughout the pandemic, continuing to provide vital services to children and families through a series of lockdowns and restrictions. The continuing nature of the pandemic means the organisation needs to remain vigilant to continue to respond promptly and effectively to any future changes. An organisational recovery plan is being implemented and continuously monitored.
- 2) Funding. Funding remains a significant risk to the charity and has been exacerbated because of the pandemic. A fundraising plan is in place to manage this risk. The Board of Trustees continue to carefully monitor income and expenditure against the organisations budget.

Internal risks are minimised through the implementation of effective financial controls and Trustee and Staff responsibilities. A Trustee induction process has been established to support this.

Safeguarding risks have been considered and Me2 Club works to best practice in all areas of safeguarding including training for Trustees, Staff and Volunteers. We have comprehensive Safeguarding Policies and Procedures in place, including policies on the use of Social Media. Me2 Club, adheres to best practice, has a comprehensive list of policies and procedures including, Equality, Diversity and Inclusion, Data Protection, Financial Rules, Risk, Confidentiality, Health and Safety. A Safeguarding review took place in the year to identify specific threats and opportunities within the charity and an appropriate plan developed to drive continuous improvement.

Risk assessments are written and reviewed before each Me2 Club activity (Weekends Away, Days Away, Easter, Summer and Christmas Parties, Teenage Crew). Staff have been trained in completing dynamic risk assessments during the actual events. Trustees have updated and authorised the contingency plan.

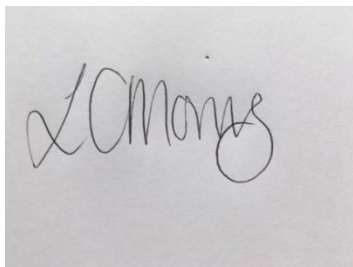
### **Trustee Responsibilities for the Financial Statements**

Charity and Company Law require the Trustees, who are also the Directors of Me2 Club, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Company at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis, unless it is inappropriate to assume that the Charity will continue in business

The Trustees are responsible for keeping financial records, which disclose with reasonable accuracy at any time the financial position of the Charity and that enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence must take reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board on the 30<sup>th</sup> November 2021.

A handwritten signature in dark ink, appearing to read 'Lucy Morris', is shown on a light-colored background.

Lucy Morris, Chair/Director for and on behalf of the Trustees of Me2 Club

## **Report of the Independent Examiner**

### **Trustee Responsibilities for the Financial Statements**

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.

### **Responsibilities and basis of Report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31<sup>st</sup> March 2021**.

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

### **Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and 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.

*Carol Gideon*

**Carol Gideon**

## Statement of Financial Activities

### Income and expenditure account for the year end 31<sup>st</sup> March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming resources</b>					
Voluntary income	2	28,170	136,582	164,752	202,565
Investment income	2	380	0	380	698
Incoming resources from charitable activities	2	0	0	0	0
Other incoming resources	2	0	2,832	2,832	0
<b>Total Incoming resources</b>		<b>28,550</b>	<b>139,414</b>	<b>167,964</b>	<b>203,262</b>
<b>Resources expended</b>					
Costs of generating voluntary income	3	10,636	1,349	11,984	15,020
Investment management costs	3	0	0	0	0
Charitable activities	3	25,230	150,291	175,521	166,486
Governance costs*	3	2,961	120	3,080	1,479
<b>Total resources expended</b>		<b>38,826</b>	<b>151,759</b>	<b>190,585</b>	<b>182,985</b>
<b>Net movement in funds</b>		<b>(10,276)</b>	<b>(12,345)</b>	<b>(22,621)</b>	<b>20,277</b>
<b>Total funds brought forward</b>	11	<b>160,437</b>	<b>43,458</b>	<b>203,896</b>	<b>183,618</b>
<b>Total funds carried forward</b>		<b>150,161</b>	<b>31,113</b>	<b>181,275</b>	<b>203,896</b>

**Balance Sheet as at 31<sup>st</sup> March 2021**

	Notes	Unrestricted funds	Restricted funds	Total Funds 2021	Total Funds 2020
		£	£		
<b>Fixed assets</b>					
Tangible assets	<b>7</b>			-	-
<b>Current assets</b>					
Cash at bank and in hand		150,163	32,918	183,080	205,742
Debtors	<b>9</b>	-	-	-	-
<b>Total current assets</b>		<b>150,163</b>	<b>32,918</b>	<b>183,080</b>	<b>205,742</b>
<b>Creditors: amounts falling due within one year</b>	<b>10</b>	-	1,805	1,805	1,846
<b>Net current assets</b>		<b>150,163</b>	<b>31,113</b>	<b>181,275</b>	<b>203,896</b>
<b>Net assets</b>		<b>150,163</b>	<b>31,113</b>	<b>181,275</b>	<b>203,896</b>
<b>Income funds</b>					
Restricted funds			<b>31,113</b>	<b>31,113</b>	<b>43,458</b>
Designated Funds - Expansion Project		-		-	<b>28,000</b>
Designated Funds - Reserves		<b>90,000</b>		<b>90,000</b>	<b>90,000</b>
Unrestricted funds		<b>60,163</b>		<b>60,163</b>	<b>42,437</b>
<b>Total funds</b>		<b>150,163</b>	<b>31,113</b>	<b>181,275</b>	<b>203,896</b>

For the year ending 31/03/21 the 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 company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and preparation of accounts. These accounts have been prepared with the provisions applicable to companies subject to the small companies regime.

These accounts were approved by the executive committee on 30th November 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Simon Crawford', written in a cursive style.

Simon Crawford Treasurer



## **Notes forming part of the financial statements**

### **1. Accounting policies**

- The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.
- There has been no change to the accounting policies since last year and no changes have been made to accounts for previous years.
- Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- Incoming resources from investments are included when receivable.
- Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT that cannot be recovered.
- Unrestricted funds are grants receivable for the objects of the charity without further specified purpose and are available as general funds.
- Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to this fund.
- Fixed assets are capitalised and depreciated over a period of 3 years on straight line basis. If the cost is equal to or less than £1000, the whole cost is written off in the year of purchase.

## 2. Analysis of incoming resources

<b>Voluntary income</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Trusts and Grants	3,700	133,507	<b>137,207</b>	144,434
Town & Parish Councils	-	2,950	<b>2,950</b>	1,900
Community Donations	6,359	125	<b>6,484</b>	14,233
Individual Donations	98	-	<b>98</b>	961
Fundraising Events	4,597	-	<b>4,597</b>	18,538
Corporate Funding	13,415	-	<b>13,415</b>	13,571
Day Away		-		715
Weekends Away		-		1,140
Me2 Club Crew		-		315
Mayoral Charity Appeal		-		5,947
Income from Charitable Activities		-		640
Covid grant				-
Recycling and Misc Income		-		170
<b>Total</b>	<b>28,170</b>	<b>136,582</b>	<b>164,752</b>	202,565
<b>Investment Income</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Building Society interest	378	-	<b>378</b>	563
Bank interest	2	-	<b>2</b>	134
<b>Total</b>	<b>380</b>	<b>-</b>	<b>380</b>	698
<b>Incoming resources from charitable activities</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Income from Charitable Activities	-	-	-	-
Covid grant	-	2,832	<b>2,832</b>	-
<b>Total</b>	<b>-</b>	<b>2,832</b>	<b>2,832</b>	-

### 3. Total resources expended

	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
<b>Costs of generating voluntary income</b>				
<i>Fundraising - Purchases</i>		-	-	948
<i>Fundraising - Costs</i>	1,941	100	2,041	3,359
<i>Fundraising - Salaries, Pension &amp; NI*</i>	8,695	1,249	9,943	10,713
<b>Total resources expended</b>	<b>10,636</b>	<b>1,349</b>	<b>11,984</b>	<b>15,020</b>

Costs of activities In furtherance of the charity's objectives	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
<i>Salaries, Pension &amp; NI</i>	16,263	135,288	151,551	128,685
<i>Employee travel costs</i>	8	867	875	2,673
<i>Employee training</i>		1,003	1,003	511
<i>Other staff costs and recruitment</i>	315	-	315	817
<i>DBS checks</i>		475	475	940
<i>Volunteer training and expenses</i>	65	893	958	1,319
<i>Other expenses</i>	50	49	99	242
<i>Family &amp; Children Events</i>	64	326	389	2,114
<i>Childrens activities</i>	752	1,969	2,721	-
<i>Weekends Away</i>		-		5,719
<i>Days Away</i>		-		1,735
<i>Me2 Club Crew</i>		-		815
<i>Mayoral Appeal</i>		-		-
<i>Office Accommodation</i>	760	7,880	8,640	8,640
<i>Telephone, IT, mail and stationery costs</i>	6,672	1,528	8,199	7,543
<i>Office equipment</i>	282	14	296	4,416
<i>Advertising</i>		-		38
<i>External evaluation</i>		-		280
<b>Total resources expended</b>	<b>25,230</b>	<b>150,291</b>	<b>175,521</b>	<b>166,486</b>

<b>Governance costs</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<i>Insurance costs</i>	929	-	<b>929</b>	<b>939</b>
<i>Professional Fees (Independent Examiner** and outsourcing payroll)</i>	2,031.86	120	<b>2,152</b>	<b>539</b>
<i>Registration fee (incl Incorporation)</i>	-	-	-	-
<b>Total resources expended</b>	<b>2,961</b>	<b>120</b>	<b>3,080</b>	<b>1,479</b>
<b>Grand Total</b>	<b>38,826</b>	<b>151,759</b>	<b>190,585</b>	<b>182,985</b>

\* FDO salary is allocated between fundraising and business development.

\*\*An independent examination fee of £300+VAT (£360 gross) was payable in respect of reporting on the accounts. The same firms now supplies bookkeeping and accounts preparation services to the charity and in addition fees of £1,190+VAT (£1,428 Gross) were paid to the firm for these services during the year.

#### **4. Grants made**

The charity did not make any grants or donations during the financial year.

#### **5. Staff costs and numbers**

	<b>Total 2021 £</b>	Total 2020 £
Numbers	<b>5</b>	5
Gross wages and salaries	145,987	125,041
Employer's National Insurance costs	9,058	8,768
Pension contributions	6,449	5,656
<b>Total resources expended</b>	<b>161,494</b>	<b>139,465</b>

*No employee was paid over £60,000 in the year*

#### **6. Trustees and other related parties**

No payments were made to Trustees excepting reimbursement of any specific out-of-pocket expenses incurred in support of Me2 Club activities

No trustee or connected person received any remuneration during the year  
There were no related party transactions made by the charity.

#### **7. Tangible fixed assets**

The charities policy is to capitalise any individual assets over £1000 as we deem this to be a material value for our purposes.

The charity has no fixed assets or items being depreciated at this time. All items have been expensed in year of purchase.

#### **8. Investment assets**

The charity held no investment assets at any time during the financial year-ended 31 March 2021

#### 9. Debtors and prepayments

Amounts falling due within one year	This year £	Last year £
Deferred and Accrued income	-	0
Money owed by Pension provider	-	-
<b>TOTAL</b>	<b>-</b>	<b>0</b>

#### 10. Creditors and accruals

Amounts falling due within one year	This year £	Last year £
Accruals @ Yr End - Expenses	1,805	1,797
Unpresented Cheques:-	-	48
<b>TOTAL</b>	<b>1,805</b>	<b>1,846</b>

#### 11. Movement in funds

Year Ended 31st March 2021	At 1st April 2020	Incoming Resources £	Outgoing Resources £
<b>Restricted funds</b>			
Assura Community Fund		5,000	2,176
BBC Children in Need's COVID-19 2020 Booster Programme		2,610	2,610
BBC Children in Need	4,132	34,803	34,420
DCMS/The National Emergencies Trust (NET) funding *		11,000	6,797
Berkshire Community Foundation		4,000	4,000
NHS Berkshire West Fund for Carers Respite Breaks *	4,399	-	3,079
Coronavirus Community Support Fund **		9,740	9,740
David Brownlow Charitable Foundation		5,000	5,000
The Rotary Foundation Peace Grant		824	824
The Edmund Godson Charity		1,000	1,000
The FSB Foundation	1,675	-	1,675
Garfield Weston Foundation		10,000	5,000
George Bairstow Charitable Trust		1,500	1,500
Get Berkshire Active (Tackling inequalities)		2,000	2,000
Get Berkshire Active (Activate)		600	600
Leathersellers' Company Charity Fund	2,034	15,000	15,194
Leeds Building Society Foundation		1,000	1,000
Openwork Foundation		9,570	7,178
Peter Harrison Foundation	7,902	-	7,902

<b>Year Ended 31st March 2021</b>	<b>At 1st April 2020</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>
Rank Foundation	750	-	750
SAGE Foundation	2,539	-	2,539
Shanly Foundation		3,350	3,350
Sir Jules Thorn Charitable Trust		1,000	1,000
Souter Charitable Trust	2,000	-	2,000
St James's Place Charitable Foundation		500	500
The Albert Hunt Trust	98	2,000	2,098
Comic Relief Community Fund *** managed by Groundwork		2,000	2,000
The Earley Charity - COVID-19 Support Fund Grant		2,000	2,000
The Elizabeth Jane Foundation	50	-	50
The Fence Club	306	-	306
The Gordon Palmer Memorial Trust		1,000	1,000
The Percy Bilton Charity	16	260	276
Reading Dispensary Trust	500	-	500
The Sobell Foundation	1,178	-	1,178
The Woodroffe Benton Foundation		875	875
Town and Parish Councils	475	2,950	1,216
True Colours Trust		5,000	5,000
UK Youth Trust	3,088	-	3,088
Wokingham United Charities	12,316	-	7,507
Mobbs Memorial Trust		2,000	-
Furlough grant		2,832	2,832
<b>Total Restricted Funds</b>	<b>43,458</b>	<b>139,414</b>	<b>151,759</b>
Unrestricted Funds	42,437	28,550	10,826
Designated Funds - Expansion Project****	28,000	-	28,000
Designated Funds - Reserves*****	90,000		-
<b>Unrestricted and Designated Funds</b>	<b>160,437</b>	<b>28,550</b>	<b>38,826</b>
<b>Total Funds</b>	<b>203,896</b>	<b>167,964</b>	<b>190,585</b>

*\* Funds managed by Berkshire Community Foundation*

*\*\*\*\*The Board of Trustees have made the decision to release the £28,000 Designated Funds associated with the Reading expansion back into Unrestricted funds, following successful fundraising towards this project.*

*\*\*\*\*\* Designated reserves are re-assessed each year and are set to allow a reasonable period to withdraw sensitive services should the charity have to close due to lack of funding. The reserve is currently set at an optimum level of approximately 6 months predicted fixed core service spend.*

**12. Other information**

- The charity does not have any material commitments not provided for in the accounts.
- The charity has not given any guarantees to third parties.
- The charity has not granted or been granted any loans.
- The charity did not make any ex-gratia payments during the year.

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