

# ASSISTED READING FOR CHILDREN

England & Wales · Charity number 1146276

## Details

---

|                |   |
|----------------|---|
| Other names    | ARCH  |
| Status         | Registered  |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">07962217</a>                                |
| Registered     | 2012-03-07  |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

---

|         |  |
|---------|--|
| Address | Gobles Court<br>7 Market Square<br>Bicester<br>Oxon<br>OX26 6AA              |
| Phone   | 01869320380  |
| Email   | <a href="mailto:info@archoxfordshire.org.uk">info@archoxfordshire.org.uk</a> |
| Website | <a href="http://www.archoxfordshire.org.uk">www.archoxfordshire.org.uk</a>   |

## Activities

---

**Objects:** TO ADVANCE THE EDUCATION AND SELF-CONFIDENCE OF CHILDREN IN OXFORDSHIRE, PARTICULARLY BY HELPING THEM TO OVERCOME READING DIFFICULTIES, THEREBY PROMOTING THEIR SELF-ESTEEM AND GENERAL WELLBEING.

**Activities:** The charity's aim is to impart a love of reading to disadvantaged primary school children via regular, personalised, mentoring support from trained volunteers.

## Classification

---

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

## Geography

- Oxfordshire

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £198,919 | £210,470    | -      | -         |
| 2024-03-31 | £158,180 | £176,766    | -      | -         |
| 2023-03-31 | £144,124 | £149,513    | -      | -         |
| 2022-03-31 | £135,053 | £134,296    | -      | -         |
| 2021-03-31 | £166,479 | £134,369    | -      | -         |

## Trustees

| Name                           | Role | Appointed  |
|--------------------------------|------|------------|
| Benjamin Robert Morel-Allen    |      | 2024-03-19 |
| CURTIS LEUNG                   |      | 2024-07-09 |
| Dr Amool Raina                 |      | 2025-05-13 |
| Hayley Nock                    |      | 2025-10-01 |
| Ian Corkin                     |      | 2025-10-01 |
| Joanna Frances Waton           |      | 2025-05-13 |
| Veronica Margaret Mary Carlton |      | 2025-05-13 |

**ASSISTED READING FOR CHILDREN**

England & Wales - Charity number 1146276

---

# Accounts

---

Registered number: 07962217

Charity number: 1146276

---

**Assisted Reading for Children**

---

**UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

---

**Prepared By:**  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**TRUSTEES**

Saira Ali (resigned 12 November 2024)  
Ian Hudspeth  
Susan Hine (resigned 12 November 2024)  
Honor Somerset (resigned 11 March 2025)  
Margaret Stevens  
Jane Williamson  
Derek Thornhill (resigned 15 March 2025)  
Benjamin Morel-Allen  
Curtis Leung (appointed 9 July 2024)

**REGISTERED OFFICE**

Gobles Court  
7 Market Square  
Bicester  
Oxfordshire  
OX26 6AA

**COMPANY NUMBER**

07962217

**CHARITY NUMBER**

1146276

**ACCOUNTANTS**

Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

**ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**CONTENTS**

|  | Page     |
|--|----------|
| Report of the Trustees                     | 3        |
| Independent Examiner's Statement           | 6        |
| Statement of Financial Activities          | 8        |
| Balance Sheet                              | 9        |
| Notes to the Accounts                      | 10 to 15 |
| Detailed Statement of Financial Activities | 14       |

FOR THE YEAR ENDED 31 MARCH 2025

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31 March 2025

**STRUCTURE GOVERNANCE MANAGEMENT AND ACHIEVEMENTS**

FORM OF THE CHARITY

Assisted Reading for Children (ARCh) is a charitable company limited by guarantee. The trustees are also the directors for the purposes of company law and are appointed by the members at the AGM.

PRINCIPAL AIM

ARCh is an educational charity whose aim is to help primary school children achieve a confident level of literacy by imparting a love of reading through regular, personalised, mentoring support from trained volunteers.

INCOME AND EXPENDITURE

About half of our income comes from subscriptions paid by schools for the services of our unpaid volunteers. The level of the subscription is kept as low as possible. This source of income is linked directly to the number of our volunteers in schools, and therefore relates in a relatively stable way to the overall level of activity of the charity. Following a period during which, in recognition of school budgetary pressures, the subscription was not increased in line with the costs of supporting the volunteers, the trustees agreed a plan to bring it back into line. It was raised this year, and we expect to raise it again in the following two years. The remaining income comes from grants and donations. These are a more irregular source of income, but grants or donations from a number of sources are repeated from year to year.

About 75% of our expenditure goes on staff costs, for the central office staff and for the fieldworkers who directly service our volunteers.

RESERVES POLICY

As a charity ARCh is regulated by the Charities Commission which asks us to state our reserves policy. It is our aim to hold unrestricted reserves so that we can be confident of our financial position and meet all obligations for at least 6-12 months. Some specific funds from donations or grants are held in a Designated Fund, and used to support the objective requested by the donor(s). The balance of our reserves are held as unrestricted general funds and can be spent on anything in furtherance of the objectives of the charity.

PUBLIC BENEFIT

In exercising their powers and duties the trustees have had regard to the public benefit guidance issued by the Charity Commission, in particular in relation to the enhancement of education.

FOR THE YEAR ENDED 31 MARCH 2025

TRUSTEES' REPORT

OPERATIONS REPORT 2024-2025

Overview

We began the year with around 200 active volunteer reading helpers in April 2024.

Working with schools and volunteers

We increased the financial contribution we ask schools to make towards the ARCh service to £480 per volunteer per year, to be reviewed annually.

Demand for ARCh support continued to increase. The effects of disrupted schooling and reduced social interactions on young children caused by the Covid pandemic continue to be felt, as the babies and pre-schoolers from 2020 start school.

We conducted our usual annual schools' survey to measure impact of ARCh support over the year, in association with Research Oxford. We launched a new format Impact Report, to complement our usual Annual Report.

Volunteer recruitment and training

We continued to work towards our target of a net gain of 90 new volunteers, funded by Oxfordshire Community Foundation's Step Change grant. Despite considerable success in recruitment, progress has been slower than expected, partly as a result of high turnover. A decision was made to extend the Recruitment Officer's contract for a further year, until January 2026.

We continued to hold interviews and training for the majority of new volunteers via Zoom, but also provided in-person training options. We also conducted face to face Recall and Refresher training in Safeguarding, and Phonics workshops.

By April 2025 there were 270 volunteers on our database, 242 of them active.

Other initiatives and collaboration

Our successful Company Volunteer scheme with Oxford University Press continued into its 13th year, with a visit to their offices for children supported via the scheme in July 2024.

It has proved hard to engage other organisations in our employer-supported volunteering scheme. Disappointingly, a number of companies who had pledged support via the Oxfordshire Inclusive Economy Partnership did not follow through.

We have succeeded in extending the diversity of our volunteer workforce, particularly through new employee volunteers, and 6th form and student volunteers.

Thanks to funding, we were able to buy an extended range of books and games to reflect the diversity of the children we support.

Recognition and awards

FOR THE YEAR ENDED 31 MARCH 2025

TRUSTEES' REPORT

ARCh was Highly Commended in OCVA's Volunteer Organisation of the Year and one of the three finalists in the Cherwell Business Awards Charity and Community category.

At the July 2024 meeting we welcomed guest speaker Caroline Derby from Oxford University Press who spoke about the Raise a Reader project which, in conjunction with the National Literacy Trust, has installed libraries into schools in deprived areas. We were honoured that Deputy Lieutenant for Oxfordshire Robert Buckeldee presented awards marking the long service of a number of volunteers.

In December 2024 everyone at our volunteer meeting was entertained by three speakers – Korky Paul, Chip Colquhoun and Mario Coelho. Our three speakers and some of our reading helpers kindly agreed to talk to about the importance of reading and their ARCh experience on film, shared via social media.

At our Spring 2025 volunteer meeting on the theme of oracy, our Recruitment Officer Emma Orton explained how oracy is now being developed in schools, and presented practical ideas for volunteers to try in their sessions.

Presentations and media presence

On several occasions ARCh was featured on BBC Radio Oxford and Greatest Hits Radio, and in the local press.

Staffing

We welcomed three new Field Workers: Caroline Carpenter (Bicester & Thame) in June, Cathy Penny (Oxford) in December and Kathryn Schmidt (West Oxfordshire) in February 2025.

**SMALL COMPANY PROVISIONS**

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 23 September 2025



Margaret Stevens  
Trustee

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2025**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ASSISTED READING FOR CHILDREN**

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

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINERS 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 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  
FOR THE YEAR ENDED 31 MARCH 2025**

**INDEPENDENT EXAMINERS STATEMENT**

In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

.....

Date: 23 September 2025

Kelvin Barnes FCCA  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

*Barnes4Business Ltd*  
*K Barnes*

---

**Assisted Reading for Children**

---

**Statement of Financial Activities  
for the year ended 31 March 2025**

|  | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>2025<br/>Total</b> | <b>2024<br/>Total</b> |
|--|-------------------------------|-----------------------------|-----------------------|-----------------------|
|  | £                             | £                           | £                     | £                     |
| <b>Income</b>  |                               |                             |                       |                       |
| Income from generated funds                          |                               |                             |                       |                       |
| Donations and legacies                               | 102,739                       | -                           | 102,739               | 76,702                |
| Income from Investments                              | 4,577                         | -                           | 4,577                 | 4,303                 |
| Income from charitable activities                    | 91,603                        | -                           | 91,603                | 77,175                |
| <b>Total Income and endowments</b>                   | <b>198,919</b>                | <b>-</b>                    | <b>198,919</b>        | <b>158,180</b>        |
| <b>Expenses</b>                                      |                               |                             |                       |                       |
| Costs of generating funds                            |                               |                             |                       |                       |
| Expenditure on Charitable activities                 | 210,470                       | -                           | 210,470               | 176,766               |
| <b>Total Expenses</b>                                | <b>210,470</b>                | <b>-</b>                    | <b>210,470</b>        | <b>176,766</b>        |
| <b>Net gains on investments</b>                      |                               |                             |                       |                       |
| <b>Net Income</b>                                    | <b>(11,551)</b>               | <b>-</b>                    | <b>(11,551)</b>       | <b>(18,586)</b>       |
| <b>Gains/(losses) on revaluation of fixed assets</b> |                               |                             |                       |                       |
| <b>Net movement in funds:</b>                        |                               |                             |                       |                       |
| <b>Net income for the year</b>                       | <b>(11,551)</b>               | <b>-</b>                    | <b>(11,551)</b>       | <b>(18,586)</b>       |
| Total funds brought forward                          | 162,090                       | -                           | 162,090               | 180,676               |
| <b>Net funds carried forward</b>                     | <b>150,539</b>                | <b>-</b>                    | <b>150,539</b>        | <b>162,090</b>        |

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

---

**Assisted Reading for Children**

---

**BALANCE SHEET AT 31 MARCH 2025**

|   | Notes | 2025<br>£      | 2024<br>£      |
|---|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                                   |       |                |                |
| Tangible assets                                       | 2     | 2,319          | 3,354          |
| <b>CURRENT ASSETS</b>                                 |       |                |                |
| Debtors (amounts falling due within one year)         | 3     | 6,504          | 4,590          |
| Cash at bank and in hand                              |       | <u>143,568</u> | <u>160,677</u> |
|   |       | 150,072        | 165,267        |
| <b>CREDITORS: Amounts falling due within one year</b> | 4     | <u>1,852</u>   | <u>6,531</u>   |
| <b>NET CURRENT ASSETS</b>                             |       | <u>148,220</u> | <u>158,736</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |       | <u>150,539</u> | <u>162,090</u> |
| <b>CAPITAL AND RESERVES</b>                           |       |                |                |
| <b>Unrestricted funds</b>                             |       |                |                |
| General fund  | 6     | 70,383         | 119,064        |
| Designated funds                                      |       | <u>80,156</u>  | <u>43,026</u>  |
|   |       | <u>150,539</u> | <u>162,090</u> |

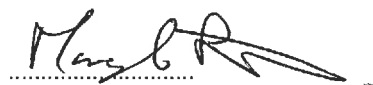
For the year ending 31 March 2025 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 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.

**Approved by the board of trustees on 23 September 2025 and signed on their behalf by**



Margaret Stevens  
Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**1. ACCOUNTING POLICIES**

**1a. Basis Of Accounting FRS**

The financial statements have been prepared in accordance with the Companies Act 2016 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK FRS 102 (Charities SORP FRS 102 as amended for accounting periods commencing from 1 January 2016).

Assisted Reading for Children meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**1b. Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy, and any performance conditions attached to the item(s) of income have been met or fully within the control of the charitable company.

**1c. Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**1d. Allocation And Apportionment Of Costs**

All costs relate to the single activity of the charitable company and are recognised accordingly.

**1e. Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

---

## Assisted Reading for Children

---

### 1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33%

### 1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

## 2. TANGIBLE FIXED ASSETS

|                         | Equipment<br>£ | Total<br>£    |
|-------------------------|----------------|---------------|
| <b>Cost</b>             |                |               |
| At 1 April 2024         | 40,986         | 40,986        |
| Additions               | 301            | 301           |
| At 31 March 2025        | <u>41,287</u>  | <u>41,287</u> |
| <b>Depreciation</b>     |                |               |
| At 1 April 2024         | 37,632         | 37,632        |
| For the year            | 1,336          | 1,336         |
| At 31 March 2025        | <u>38,968</u>  | <u>38,968</u> |
| <b>Net Book Amounts</b> |                |               |
| At 31 March 2025        | <u>2,319</u>   | <u>2,319</u>  |
| At 31 March 2024        | <u>3,354</u>   | <u>3,354</u>  |

## 3. DEBTORS

|                                      | 2025<br>£    | 2024<br>£    |
|--------------------------------------|--------------|--------------|
| Amounts falling due within one year: |              |              |
| Other debtors                        | <u>6,504</u> | <u>4,590</u> |
|                                      | <u>6,504</u> | <u>4,590</u> |

---

**Assisted Reading for Children**

---

**4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                 | 2025  | 2024  |
|-----------------|-------|-------|
|                 | £     | £     |
| Other creditors | 1,852 | 6,531 |
|                 | 1,852 | 6,531 |

**5. LIMITED BY GUARANTEE**

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31 March 2025 there were 5 members.

**6. UNRESTRICTED FUNDS**

|   | Brought forward | Incoming resources | Outgoing resources | Transfers | Carried forward |
|---|-----------------|--------------------|--------------------|-----------|-----------------|
|   | £               | £                  | £                  | £         | £               |
| General fund                                      | 119,064         | 133,167            | (181,848)          | -         | 70,383          |
| Designated Fund - ARCh Development Fund           | 21,910          | 2,240              | (5,334)            | -         | 18,816          |
| Designated Fund - Step Change                     | 11,618          | 34,000             | (17,388)           | -         | 28,230          |
| Designated Fund - ARCh Area-Specific Support Fund | 9,498           | 29,512             | (5,900)            | -         | 33,110          |
|   | 162,090         | 198,919            | (210,470)          | -         | 150,539         |

**Designated Fund - ARCh Development Fund**

Funds allocated for working on expanding our work with the most disadvantaged children in the county.

**Designated Fund - Step Change**

Funds received to introduce and support the new post of Recruitment Officer.

**Designated Fund - ARCh Area-Specific Support Fund**

Grants and donations designated for recruiting and training volunteers for specific geographical areas are held in the Area-Specific Support Fund until the volunteers have been successfully placed in schools. We aim to ensure that this is achieved within two years of receipt.

**7. COMMITMENTS AND GUARANTEES**

At 31 March 2025 the charitable company was committed to making payments of £117,142 under non-cancellable operating leases for the remainder of the applicable lease terms (2024 : £129,712) in respect of office rent and office equipment hire.

**8. AVERAGE NUMBER OF EMPLOYEEES**

The average number of employees during the accounting period was 12 (2024 : 10).

**9. TRANSACTIONS WITH DIRECTORS**

No directors were reimbursed expenses during the accounting period (2024 : 1 director for £36).

---

**Assisted Reading for Children**

---

**Incoming Resources  
for the year ended 31 March 2025**

|  | <b>2025</b>    | <b>2024</b>    |
|--|----------------|----------------|
|  | <b>£</b>       | <b>£</b>       |
| <b>Incoming resources</b>                      |                |                |
| <b>Incoming resources from generated funds</b> |                |                |
| <b>Voluntary Income</b>                        |                |                |
| Corporate Donations                            | 3,150          | 778            |
| Private Donations                              | 14,439         | 14,889         |
| Grants   | <u>85,150</u>  | <u>61,035</u>  |
|  | 102,739        | 76,702         |
|  | <u>102,739</u> | <u>76,702</u>  |
| <b>Investment income</b>                       |                |                |
| Interest received                              | <u>4,577</u>   | <u>4,303</u>   |
|  | 4,577          | 4,303          |
|  | <u>4,577</u>   | <u>4,303</u>   |
| <b>Charitable Activity</b>                     |                |                |
| School Subscriptions                           | <u>91,603</u>  | <u>77,175</u>  |
|  | 91,603         | 77,175         |
|  | <u>91,603</u>  | <u>77,175</u>  |
|  | <u>198,919</u> | <u>158,180</u> |

---

**Assisted Reading for Children**

---

**Expenses  
for the year ended 31 March 2025**

|                                    | <b>2025</b>    | <b>2024</b>    |
|------------------------------------|----------------|----------------|
|                                    | <b>£</b>       | <b>£</b>       |
| <b>Expenses</b>                    |                |                |
| <b>Costs of generating funds</b>   |                |                |
| <b>Charitable Activities</b>       |                |                |
| Donations for school subscriptions | 11,234         | 4,400          |
| Advertising and Marketing          | 506            | 1,097          |
| Bad debts                          | 180            | -              |
| Heat and light                     | 2,762          | 4,315          |
| Rent                               | 15,172         | 15,026         |
| Salaries                           | 146,830        | 117,728        |
| NIC employer (wages and salaries)  | 4,613          | 2,329          |
| Pension contributions              | 3,180          | 2,348          |
| Staff Expenses and Training        | 5,001          | 4,569          |
| Volunteer Expenses and Training    | 2,817          | 1,951          |
| Equipment leasing and maintenance  | 718            | 1,294          |
| Computer costs                     | 3,448          | 3,759          |
| Professional fees                  | 3,598          | 3,695          |
| Insurance                          | 1,575          | 1,478          |
| Event and Fundraising Expenses     | -              | 688            |
| Stationery & office supplies       | 4,042          | 3,621          |
| Telephone                          | 943            | 963            |
| Bank charges                       | 120            | 121            |
| Other interest                     | 7              | -              |
| Sundry expenses                    | 2,388          | 2,203          |
| Depreciation of equipment          | 1,336          | 5,181          |
|                                    | <u>210,470</u> | <u>176,766</u> |
|                                    | <u>210,470</u> | <u>176,766</u> |

**ASSISTED READING FOR CHILDREN**

England & Wales - Charity number 1146276

---

# Accounts

---

Registered number: 07962217

Charity number: 1146276

---

**Assisted Reading for Children**

---

**UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

---

**Prepared By:**  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxon  
OX26 4PP

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**TRUSTEES**

Pauline Edwards (resigned 31 May 2023)  
Saira Ali  
Nilam Moorcroft (resigned 19 September 2023)  
Ian Hudspeth  
Susan Hine  
Honor Somerset  
Margaret Stevens  
Jane Williamson  
Derek Thornhill (appointed 16 January 2024)  
Benjamin Morel-Allen (appointed 19 March 2024)

**REGISTERED OFFICE**

Gobles Court  
7 Market Square  
Bicester  
Oxfordshire  
OX26 6AA

**COMPANY NUMBER**

07962217

**CHARITY NUMBER**

1146276

**ACCOUNTANTS**

Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxon  
OX26 4PP

ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024

CONTENTS

|  | Page     |
|--|----------|
| Report of the Trustees                     | 3        |
| Independent Examiner's Statement           | 6        |
| Statement of Financial Activities          | 8        |
| Balance Sheet                              | 9        |
| Notes to the Accounts                      | 10 to 15 |
| Detailed Statement of Financial Activities | 14       |

FOR THE YEAR ENDED 31 MARCH 2024

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31 March 2024

**STRUCTURE GOVERNANCE MANAGEMENT AND ACHIEVEMENTS**

FORM OF THE CHARITY

Assisted Reading for Children (ARCh) is a charitable company limited by guarantee. The trustees are also the directors for the purposes of company law and are appointed by the members at the AGM.

PRINCIPAL AIM

ARCh is an educational charity whose aim is to help primary school children achieve a confident level of literacy by imparting a love of reading through regular, personalised, mentoring support from trained volunteers.

INCOME AND EXPENDITURE

About half of our income comes from subscriptions paid by schools for the services of our unpaid volunteers. The level of the subscription is kept as low as possible. This source of income is linked directly to the number of our volunteers in schools, and therefore relates in a relatively stable way to the overall level of activity of the charity. However it is currently somewhat below the costs of supporting the volunteers, and we plan to increase it over the next two or three years. The remaining income comes from grants and donations. These are a more irregular source of income, but we have a number of sources that repeat their grants or donations from year to year.

About 70% of our expenditure goes on staff costs, for the central office staff and for the fieldworkers who directly service our volunteers.

RESERVES POLICY

As a charity ARCh is regulated by the Charities Commission which asks us to state our reserves policy. It is our aim to hold unrestricted reserves so that we can be confident of our financial position and meet all obligations for at least 6-12 months. Some specific funds from donations or grants are held in a Designated Fund, and used to support the objective requested by the donor(s). The balance of our reserves are held as unrestricted general funds and can be spent on anything in furtherance of the objectives of the charity.

PUBLIC BENEFIT

In exercising their powers and duties the trustees have had regard to the public benefit guidance issued by the Charity Commission, in particular in relation to the enhancement of education.

FOR THE YEAR ENDED 31 MARCH 2024

TRUSTEES' REPORT

OPERATIONS REPORT 2023-2024

Overview

In April 2023 there were around 250 volunteer reading helpers, although not all active.

The extent to which expenditure currently exceeds income is related to the difference between the school subscription and the cost of volunteer support. The trustees have agreed to use reserves to cover the shortfall while the subscription increase is being phased in, while at the same time working to increase volunteer numbers.

Working with schools and volunteers

We maintained the financial contribution we ask schools to make towards the ARCh service at £450 per volunteer for a further year, absorbing increased running costs. Trustees agreed that this should increase to £480 with effect from April 2024 and be reviewed annually in future.

Demand for ARCh support increased as the detrimental effects of missed schooling and social interactions on young children caused by the Covid pandemic continued to be felt

We conducted our usual annual schools survey to measure impact of ARCh support over the year, in association with Research Oxford, achieving a response rate of 50%

The number of grants we receive from organisations seeking to help children in particular geographical areas has recently increased. The trustees have agreed to establish a new designated fund, the ARCh Area-Specific Support Fund, to be used for the recruitment and support of volunteers to work in schools in these areas.

Other initiatives/Collaboration

Our application to Oxfordshire Community Foundation's Step Change fund was successful, meaning we could embark on substantial expansion and create a new post of Recruitment Officer to work on this. Emma Orton was appointed to the post in January 2024.

In pursuit of the expansion of volunteer numbers we are aiming for partnership with a range of organisations throughout Oxfordshire via our employer supported volunteering scheme, and liaising with the Oxfordshire Inclusive Economy Partnership (OIEP).

Recognition and awards

The July 2023 meeting was attended by around 80 guests, including some former staff members as we continued to mark our 15th year. We were honoured to welcome Deputy Lieutenant for Oxfordshire Robert Buckeldee to present awards marking the long service of a number of volunteers. We were pleased to share with our audience the film of the Reading For Pleasure event we had held for schools in March 2023, with keynote speaker Professor Teresa Cremin..

The December 2023 meeting had a Dyslexia theme, with guest speakers Jane Walker from Barrington Stoke publishers and Charlotte Miles-Webb, tutor and former ARCh staff member. We also welcomed representatives from Mostly Books Abingdon who provided a display of books.

The meeting in March 2024 saw the return of guest speaker Lola Chapman who provided an emotional presentation on the difference reading had made to her life, bringing us up to date with her journey. We were pleased to work with Oxford City College students who came to the meeting to film interviews with a number of volunteers. This complemented the film we had made earlier in the year documenting the story of Fred Potts, who received ARCh support as a child.

FOR THE YEAR ENDED 31 MARCH 2024

TRUSTEES' REPORT

Volunteer recruitment and training

We continued our interview and training of new volunteers via Zoom but also provided an in person training day in September 2023, with plans to offer both options to train in future

We conducted face to face Recall and refresher trainings in Safeguarding and Phonics workshops

Our Company Volunteer scheme with Oxford University Press continued into its 12th year.

Presentations and media presence

ARCh was featured on BBC Radio Oxford and in the local press on a number of occasions.

**SMALL COMPANY PROVISIONS**

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 5 August 2024



Margaret Stevens  
Trustee

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2024**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ASSISTED READING FOR CHILDREN**

I report on the accounts of the company for the year ended 31 March 2024 .

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINERS 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 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  
FOR THE YEAR ENDED 31 MARCH 2024**

**INDEPENDENT EXAMINERS STATEMENT**

In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

.....

Date: 5 August 2024

Kelvin Barnes FCCA  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxon  
OX26 4PP



**Statement of Financial Activities  
for the year ended 31 March 2024**

|  | Unrestricted<br>funds | Restricted<br>funds | 2024<br>Total   | 2023<br>Total  |
|--|-----------------------|---------------------|-----------------|----------------|
|  | £                     | £                   | £               | £              |
| <b>Income</b>  |                       |                     |                 |                |
| Income from generated funds                          |                       |                     |                 |                |
| Donations and legacies                               | 76,702                | -                   | 76,702          | 68,582         |
| Income from Investments                              | 4,303                 | -                   | 4,303           | 1,947          |
| Income from charitable activities                    | 77,175                | -                   | 77,175          | 73,595         |
| <b>Total Income and endowments</b>                   | <b>158,180</b>        | <b>-</b>            | <b>158,180</b>  | <b>144,124</b> |
| <b>Expenses</b>                                      |                       |                     |                 |                |
| Costs of generating funds                            |                       |                     |                 |                |
| Expenditure on Charitable activities                 | 176,766               | -                   | 176,766         | 149,513        |
| <b>Total Expenses</b>                                | <b>176,766</b>        | <b>-</b>            | <b>176,766</b>  | <b>149,513</b> |
| <b>Net gains on investments</b>                      |                       |                     |                 |                |
| <b>Net Income</b>                                    | <b>(18,586)</b>       | <b>-</b>            | <b>(18,586)</b> | <b>(5,389)</b> |
| <b>Gains/(losses) on revaluation of fixed assets</b> |                       |                     |                 |                |
| <b>Net movement in funds:</b>                        |                       |                     |                 |                |
| <b>Net income for the year</b>                       | <b>(18,586)</b>       | <b>-</b>            | <b>(18,586)</b> | <b>(5,389)</b> |
| Total funds brought forward                          | 180,676               | -                   | 180,676         | 186,065        |
| <b>Net funds carried forward</b>                     | <b>162,090</b>        | <b>-</b>            | <b>162,090</b>  | <b>180,676</b> |

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

**BALANCE SHEET AT 31 MARCH 2024**

|   | Notes | 2024<br>£      | 2023<br>£      |
|---|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                                   |       |                |                |
| Tangible assets                                       | 2     | 3,354          | 6,715          |
| <b>CURRENT ASSETS</b>                                 |       |                |                |
| Debtors (amounts falling due within one year)         | 3     | 4,592          | 4,027          |
| Cash at bank and in hand                              |       | <u>160,677</u> | <u>175,815</u> |
|   |       | 165,269        | 179,842        |
| <b>CREDITORS: Amounts falling due within one year</b> | 4     | <u>6,533</u>   | <u>5,881</u>   |
| <b>NET CURRENT ASSETS</b>                             |       | <u>158,736</u> | <u>173,961</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |       | <u>162,090</u> | <u>180,676</u> |
| <b>CAPITAL AND RESERVES</b>                           |       |                |                |
| <b>Unrestricted funds</b>                             | 6     |                |                |
| General fund  |       | 119,064        | 155,916        |
| Designated funds                                      |       | <u>43,026</u>  | <u>24,760</u>  |
|   |       | <u>162,090</u> | <u>180,676</u> |

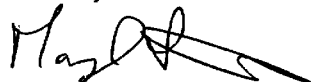
For the year ending 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 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.

Approved by the board of trustees on 5 August 2024 and signed on their behalf by



.....  
Margaret Stevens  
Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICIES**

**1a. Basis Of Accounting FRS**

The financial statements have been prepared in accordance with the Companies Act 2016 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK FRS 102 (Charities SORP FRS 102 as amended for accounting periods commencing from 1 January 2016).

Assisted Reading for Children meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**1b. Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy, and any performance conditions attached to the item(s) of income have been met or fully within the control of the charitable company.

**1c. Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**1d. Allocation And Apportionment Of Costs**

All costs relate to the single activity of the charitable company and are recognised accordingly.

**1e. Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

**1f. Depreciation**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33%

**1g. Pension Costs**

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

**2. TANGIBLE FIXED ASSETS**

|                         | <b>Equipment</b> | <b>Total</b>  |
|-------------------------|------------------|---------------|
|                         | <b>£</b>         | <b>£</b>      |
| <b>Cost</b>             |                  |               |
| At 1 April 2023         | 39,166           | 39,166        |
| Additions               | <u>1,820</u>     | <u>1,820</u>  |
| At 31 March 2024        | <u>40,986</u>    | <u>40,986</u> |
| <b>Depreciation</b>     |                  |               |
| At 1 April 2023         | 32,451           | 32,451        |
| For the year            | <u>5,181</u>     | <u>5,181</u>  |
| At 31 March 2024        | <u>37,632</u>    | <u>37,632</u> |
| <b>Net Book Amounts</b> |                  |               |
| At 31 March 2024        | <u>3,354</u>     | <u>3,354</u>  |
| At 31 March 2023        | <u>6,715</u>     | <u>6,715</u>  |

**3. DEBTORS**

|                                      | <b>2024</b>  | <b>2023</b>  |
|--------------------------------------|--------------|--------------|
|                                      | <b>£</b>     | <b>£</b>     |
| Amounts falling due within one year: |              |              |
| Other debtors                        | <u>4,592</u> | <u>4,027</u> |
|                                      | <u>4,592</u> | <u>4,027</u> |

**4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                 | 2024         | 2023         |
|-----------------|--------------|--------------|
|                 | £            | £            |
| Other creditors | <u>6,533</u> | <u>5,881</u> |
|                 | <u>6,533</u> | <u>5,881</u> |

**5. LIMITED BY GUARANTEE**

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31 March 2024 there were 8 members.

**6. UNRESTRICTED FUNDS**

|   | Brought forward | Incoming resources | Outgoing resources | Transfers | Carried forward |
|---|-----------------|--------------------|--------------------|-----------|-----------------|
|   | £               | £                  | £                  | £         | £               |
| General fund                                      | 155,916         | 125,519            | (162,371)          | -         | 119,064         |
| Designated Fund - ARCh Development Fund           | 24,760          | -                  | (2,850)            | -         | 21,910          |
| Designated Fund - Step Change                     | -               | 16,000             | (4,382)            | -         | 11,618          |
| Designated Fund - ARCh Area-Specific Support Fund | -               | 16,661             | (7,163)            | -         | 9,498           |
|   | <u>180,676</u>  | <u>158,180</u>     | <u>(176,766)</u>   | <u>-</u>  | <u>162,090</u>  |

**Designated Fund - ARCh Development Fund**

Funds allocated for working on expanding our work with the most disadvantaged children in the county.

**Designated Fund - Step Change**

Funds received to introduce and support the new post of Recruitment Officer.

**Designated Fund - ARCh Area-Specific Support Fund**

Funds allocated towards supporting schools in specific geographical areas.

**7. COMMITMENTS AND GUARANTEES**

At 31 March 2024 the charitable company was committed to making payments of £129,712 under non-cancellable operating leases for the remainder of the applicable lease terms (2023 : £1,281) in respect of office rent and office equipment hire.

**8. AVERAGE NUMBER OF EMPLOYEES**

The average number of employees during the accounting period was 10 (2023 : 10).

**9. TRANSACTIONS WITH DIRECTORS**

One director was reimbursed expenses during the accounting period for a value of £36 (2023 : None).

---

**Assisted Reading for Children**

---

**Incoming Resources  
for the year ended 31 March 2024**

|  | 2024           | 2023           |
|--|----------------|----------------|
|  | £              | £              |
| <b>Incoming resources</b>                      |                |                |
| <b>Incoming resources from generated funds</b> |                |                |
| <b>Voluntary Income</b>                        |                |                |
| Corporate Donations                            | 778            | 4,000          |
| Private Donations                              | 14,889         | 15,580         |
| Grants   | <u>61,035</u>  | <u>49,002</u>  |
|  | 76,702         | 68,582         |
|  | <u>76,702</u>  | <u>68,582</u>  |
| <b>Investment income</b>                       |                |                |
| Bank Interest                                  | <u>4,303</u>   | <u>1,947</u>   |
|  | 4,303          | 1,947          |
|  | <u>4,303</u>   | <u>1,947</u>   |
| <b>Charitable Activity</b>                     |                |                |
| School Subscriptions                           | <u>77,175</u>  | <u>73,595</u>  |
|  | 77,175         | 73,595         |
|  | <u>77,175</u>  | <u>73,595</u>  |
|  | <u>158,180</u> | <u>144,124</u> |

---

**Assisted Reading for Children**

---

**Expenses  
for the year ended 31 March 2024**

|                                    | <b>2024</b>    | <b>2023</b>    |
|------------------------------------|----------------|----------------|
|                                    | <b>£</b>       | <b>£</b>       |
| <b>Expenses</b>                    |                |                |
| <b>Costs of generating funds</b>   |                |                |
| <b>Charitable Activities</b>       |                |                |
| Donations for school subscriptions | 4,400          | 1,600          |
| Advertising and Marketing          | 1,097          | 355            |
| Heat and light                     | 4,315          | 1,169          |
| Rent                               | 15,026         | 10,716         |
| Salaries                           | 117,728        | 102,341        |
| NIC employer (wages and salaries)  | 2,329          | 1,235          |
| Pension contributions              | 2,348          | 2,105          |
| Staff Expenses and Training        | 4,569          | 3,626          |
| Volunteer Expenses and Training    | 1,951          | 2,185          |
| Equipment leasing and maintenance  | 1,294          | 1,998          |
| Computer costs                     | 3,759          | 3,273          |
| Professional fees                  | 3,695          | 2,849          |
| Insurance                          | 1,478          | 1,066          |
| Event and Fundraising Expenses     | 688            | 203            |
| Stationery & office supplies       | 3,621          | 3,473          |
| Telephone                          | 963            | 933            |
| Bank charges                       | 121            | 103            |
| Sundry expenses                    | 2,203          | 2,388          |
| Depreciation of equipment          | 5,181          | 7,895          |
|                                    | <u>176,766</u> | <u>149,513</u> |
|                                    |                |                |
|                                    | <u>176,766</u> | <u>149,513</u> |

**ASSISTED READING FOR CHILDREN**

England & Wales - Charity number 1146276

---

# Accounts

---

Registered number: 07962217

Charity number: 1146276

---

**Assisted Reading for Children**

---

**UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

---

**Prepared By:**  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**TRUSTEES**

Pauline Edwards (resigned 31 May 2023)

Saira Ali

Nilam Moorcroft

Ian Hudspeth

Susan Hine

Honor Somerset

Margaret Stevens

Jane Williamson (appointed 10 January 2023)

**REGISTERED OFFICE**

Gobles Court

7 Market Square

Bicester

Oxfordshire

OX26 6AA

**COMPANY NUMBER**

07962217

**CHARITY NUMBER**

1146276

**ACCOUNTANTS**

Barnes4Business Limited

Chartered Certified Accountants

12 Murdock Road

Bicester

Oxfordshire

OX26 4PP

---

**Assisted Reading for Children**

---

**ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**CONTENTS**

|  | <b>Page</b> |
|--|-------------|
| Report of the Trustees                     | 3           |
| Independent Examiner's Statement           | 6           |
| Statement of Financial Activities          | 8           |
| Balance Sheet                              | 9           |
| Notes to the Accounts                      | 10 to 15    |
| Detailed Statement of Financial Activities | 14          |

---

## Assisted Reading for Children

---

FOR THE YEAR ENDED 31 MARCH 2023

### TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31 March 2023

#### STRUCTURE GOVERNANCE MANAGEMENT AND ACHIEVEMENTS

##### FORM OF THE CHARITY

Assisted Reading for Children (ARCh) is a charitable company limited by guarantee. The trustees are also the directors for the purposes of company law and are appointed by the members at the AGM.

##### PRINCIPAL AIM

ARCh is an educational charity whose aim is to help primary school children achieve a confident level of literacy by imparting a love of reading through regular, personalised, mentoring support from trained volunteers.

##### INCOME AND EXPENDITURE

About half of our income comes from subscriptions paid by schools for the services of our unpaid volunteers. The level of the subscription is kept as low as possible. Further income is derived from fees paid by companies which provide groups of volunteers. These two sources of income are linked to the number of our volunteers in schools, and therefore relate in a relatively stable way to the overall level of activity of the charity. The remaining income comes from grants and donations. These are a more irregular source of income, but we have a number of sources that repeat their grants or donations from year to year.

About 70% of our expenditure goes on staff costs, for the central office staff and for the fieldworkers who directly service our volunteers.

##### RESERVES POLICY

As a charity ARCh is regulated by the Charities Commission which asks us to state our reserves policy. It is our aim to hold unrestricted reserves so that we can be confident of our financial position and meet all obligations for at least 6-12 months. Some specific funds from donations or grants are held in a Designated Fund, and used to support the objective requested by the donor(s). The balance of our reserves are held as unrestricted general funds and can be spent on anything in furtherance of the objectives of the charity.

##### PUBLIC BENEFIT

In exercising their powers and duties the trustees have had regard to the public benefit guidance issued by the Charity Commission, in particular in relation to the enhancement of education.

##### OPERATIONS REPORT 2022-2023

###### Overview

In April 2022 there were around 250 active volunteer reading helpers, most long-standing helpers having returned following the Covid pandemic, some sadly having decided during the year that the time was right to stand down.

---

## Assisted Reading for Children

---

FOR THE YEAR ENDED 31 MARCH 2023

### TRUSTEES' REPORT

Aware of need to expand to meet demand from schools, we took on a second office in Gobles Court in Oct 2022; the redecoration and equipment costs were funded by an anonymous generous donor.

#### Working with schools and volunteers

With the cost of living rising and school budgets tight, we absorbed increasing costs, maintaining the financial contribution we ask of schools at £450 per volunteer for another year.

We conducted a schools' survey to measure impact of ARCh support over the year and also asked schools to tell us about the impact of missed schooling and social interactions as a result of the Covid pandemic. Schools told us that disadvantaged children had suffered most – affecting not only reading ability but also communication and social skills and mental wellbeing. Increased anxiety and lack of concentration were also reported.

#### Staffing

Due to increasing workload we appointed an Administration Assistant in May 2022.

#### Recognition and awards

We returned to holding volunteer meetings each term.

The July 2022 meeting was attended by 100 guests, and we were honoured to welcome Deputy Lieutenant for Oxfordshire Jane Cranston to present awards marking the long service of a number of volunteers.

Being very aware of the adverse effect of the pandemic on mental health, we invited Perry Trafford and Sara Keppie (also an ARCh reading helper volunteer) from Oxfordshire Mind to present as guest speakers.

The December meeting was also well attended, with Guest of Honour High Sheriff Mark Beard and speaker Jane Harley, a newly-appointed ARCh trustee, having recently retired from a long and successful career with Oxford University Press (OUP).

The March 2023 meeting was an opportunity for a celebratory event – marking the upcoming 15th anniversary of ARCh, Patrons Korky Paul and Adam Guillain entertained all ahead of a special birthday tea! We were also joined by children from North Kidlington Primary and their teacher. Korky very kindly donated a limited-edition print of Winnie the Witch, to be auctioned to raise funds for ARCh.

This kickstarted our plans to raise £15,000 in donations via a variety of events over the forthcoming year.

ARCh continued to benefit from being adopted as the Oxfordshire Community and Voluntary Action (OCVA) Charity of the Year.

#### Recruitment and training

We continued our interview and training of new volunteers via Zoom.

We conducted face to face Recall and refresher trainings in safeguarding, and a phonics workshop.

FOR THE YEAR ENDED 31 MARCH 2023

TRUSTEES' REPORT

Other initiatives

We supported summer schools that took place in Oxford in August 2022. ARCh Field Worker Clare Winterbottom volunteered in the summer schools too.

Collaboration

Our Company Volunteer scheme with Oxford University Press continued into its 11th year with active volunteers; a hybrid working pattern allowed those staff wishing to support the primary school local to their home to do so.

The staff at Aplan Insurance Witney finished their year of support of ARCh with a mammoth 50km walk, raising around £2500.

We continued to participate in Oxfordshire Educational Disadvantage Group (OEDG), led by Quest for Learning, with involvement from a number of other local children's charities.

We continued efforts to work with Oxford United and Banbury United Football Clubs on ideas linking active sessions with reading.

Presentations and media presence

We presented to Oxfordshire Local Enterprise Partnership (OXLEP) and subsequently at the Oxfordshire Inclusive Economy (OIEP) Charter launch in January 2023.

ARCh was featured on BBC Radio Oxford and in the local press on a number of occasions.

SMALL COMPANY PROVISIONS

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on *11th July 2023*

~~Margaret Stevens~~  
~~Trustee~~



*IAN BLOSSFORTH*  
*CHAIRMAN*

**INDEPENDENT EXAMINER'S STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2023**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ASSISTED READING FOR CHILDREN**

I report on the accounts of the company for the year ended 31 March 2023 .

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINERS 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 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  
FOR THE YEAR ENDED 31 MARCH 2023**

**INDEPENDENT EXAMINERS STATEMENT**

In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

.....  
Date: 18/7/23

KELVIN BARNES FCCA  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

*K Barnes*

*Barnes4Business Limited*

---

**Assisted Reading for Children**

---

**Statement of Financial Activities  
for the year ended 31 March 2023**

|  | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>2023<br/>Total</b> | <b>2022<br/>Total</b> |
|--|-------------------------------|-----------------------------|-----------------------|-----------------------|
|  | £                             | £                           | £                     | £                     |
| <b>Income</b>  |                               |                             |                       |                       |
| Income from generated funds                          |                               |                             |                       |                       |
| Donations and legacies                               | 68,582                        | -                           | 68,582                | 48,955                |
| Income from Investments                              | 1,947                         | -                           | 1,947                 | 960                   |
| Income from charitable activities                    | 73,595                        | -                           | 73,595                | 85,138                |
| <b>Total Income and endowments</b>                   | <b>144,124</b>                | <b>-</b>                    | <b>144,124</b>        | <b>135,053</b>        |
| <b>Expenses</b>                                      |                               |                             |                       |                       |
| Costs of generating funds                            |                               |                             |                       |                       |
| Expenditure on Charitable activities                 | 149,513                       | -                           | 149,513               | 134,296               |
| <b>Total Expenses</b>                                | <b>149,513</b>                | <b>-</b>                    | <b>149,513</b>        | <b>134,296</b>        |
| <b>Net gains on investments</b>                      |                               |                             |                       |                       |
| <b>Net Income</b>                                    | <b>(5,389)</b>                | <b>-</b>                    | <b>(5,389)</b>        | <b>757</b>            |
| <b>Gains/(losses) on revaluation of fixed assets</b> |                               |                             |                       |                       |
| <b>Net movement in funds:</b>                        |                               |                             |                       |                       |
| <b>Net income for the year</b>                       | <b>(5,389)</b>                | <b>-</b>                    | <b>(5,389)</b>        | <b>757</b>            |
| Total funds brought forward                          | 186,065                       | -                           | 186,065               | 185,308               |
| <b>Net funds carried forward</b>                     | <b>180,676</b>                | <b>-</b>                    | <b>180,676</b>        | <b>186,065</b>        |

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

**Assisted Reading for Children**

**BALANCE SHEET AT 31 MARCH 2023**

|   | Notes | 2023<br>£      | 2022<br>£      |
|---|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                                   |       |                |                |
| Tangible assets                                       | 2     | 6,715          | 12,669         |
| <b>CURRENT ASSETS</b>                                 |       |                |                |
| Debtors (amounts falling due within one year)         | 3     | 4,027          | 4,018          |
| Cash at bank and in hand                              |       | <u>175,815</u> | <u>172,325</u> |
|   |       | 179,842        | 176,343        |
| <b>CREDITORS: Amounts falling due within one year</b> | 4     | <u>5,881</u>   | <u>2,947</u>   |
| <b>NET CURRENT ASSETS</b>                             |       | <u>173,961</u> | <u>173,396</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |       | <u>180,676</u> | <u>186,065</u> |
| <b>CAPITAL AND RESERVES</b>                           |       |                |                |
| <b>Unrestricted funds</b>                             | 6     |                |                |
| General fund  |       | 155,916        | 159,333        |
| Designated funds                                      |       | <u>24,760</u>  | <u>26,732</u>  |
|   |       | <u>180,676</u> | <u>186,065</u> |

For the year ending 31 March 2023 the company was entitled to exemption 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 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.

Approved by the board of trustees on 16 July 2023 and signed on 17 July 2023  
their behalf by

.....  
~~Margaret Stevens~~  
~~Trustee~~



IAN HUDSPOM  
Chairman

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**1. ACCOUNTING POLICIES**

**1a. Basis Of Accounting FRS**

The financial statements have been prepared in accordance with the Companies Act 2016 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK FRS 102 (Charities SORP FRS 102 as amended for accounting periods commencing from 1 January 2016).

Assisted Reading for Children meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**1b. Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy, and any performance conditions attached to the item(s) of income have been met or fully within the control of the charitable company.

**1c. Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**1d. Allocation And Apportionment Of Costs**

All costs relate to the single activity of the charitable company and are recognised accordingly.

**1e. Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

---

## Assisted Reading for Children

---

### 1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33%

### 1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

## 2. TANGIBLE FIXED ASSETS

|                         | <b>Equipment</b> | <b>Total</b>  |
|-------------------------|------------------|---------------|
|                         | <b>£</b>         | <b>£</b>      |
| <b>Cost</b>             |                  |               |
| At 1 April 2022         | 37,225           | 37,225        |
| Additions               | 1,941            | 1,941         |
| At 31 March 2023        | <u>39,166</u>    | <u>39,166</u> |
| <b>Depreciation</b>     |                  |               |
| At 1 April 2022         | 24,556           | 24,556        |
| For the year            | 7,895            | 7,895         |
| At 31 March 2023        | <u>32,451</u>    | <u>32,451</u> |
| <b>Net Book Amounts</b> |                  |               |
| At 31 March 2023        | <u>6,715</u>     | <u>6,715</u>  |
| At 31 March 2022        | <u>12,669</u>    | <u>12,669</u> |

## 3. DEBTORS

|                                      | <b>2023</b>  | <b>2022</b>  |
|--------------------------------------|--------------|--------------|
|                                      | <b>£</b>     | <b>£</b>     |
| Amounts falling due within one year: |              |              |
| Other debtors                        | <u>4,027</u> | <u>4,018</u> |
|                                      | <u>4,027</u> | <u>4,018</u> |

---

## Assisted Reading for Children

---

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                 | 2023         | 2022         |
|-----------------|--------------|--------------|
|                 | £            | £            |
| Other creditors | <u>5,881</u> | <u>2,947</u> |
|                 | <u>5,881</u> | <u>2,947</u> |

### 5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31 March 2023 there were 8 members.

### 6. UNRESTRICTED FUNDS

|   | Brought forward | Incoming resources | Outgoing resources | Transfers | Carried forward |
|---|-----------------|--------------------|--------------------|-----------|-----------------|
|   | £               | £                  | £                  | £         | £               |
| General fund                            | 159,333         | 144,124            | (147,541)          | -         | 155,916         |
| Designated Fund - ARCh Development Fund | 25,910          | -                  | (1,150)            | -         | 24,760          |
| Designated Fund - Tambour Foundation    | 822             | -                  | (822)              | -         | -               |
|   | <u>186,065</u>  | <u>144,124</u>     | <u>(149,513)</u>   | <u>-</u>  | <u>180,676</u>  |

#### Designated Fund - ARCh Development Fund

Funds allocated for working on expanding our work with the most disadvantaged children in the county.

#### Designated Fund - Tambour Foundation

Funds for the ongoing provision of service to schools and for the recruitment of volunteers. At 31 March 2022 these funds had been fully spent, the balance remaining represents the net book value of capital assets purchased using these funds.

### 7. COMMITMENTS AND GUARANTEES

At 31 March 2022 the charitable company was committed to making payments of £1,281 under non-cancellable operating leases for the remainder of the applicable lease terms (2022 : £200).

---

**Assisted Reading for Children**

---

**8. AVERAGE NUMBER OF EMPLOYEEES**

The average number of employees during the accounting period was 10 (2022 : 9).

**9. TRANSACTIONS WITH DIRECTORS**

No expenses were reimbursed to any of the directors or trustees during the accounting period.

---

**Assisted Reading for Children**

---

**Incoming Resources  
for the year ended 31 March 2023**

|  | <b>2023</b>           | <b>2022</b>           |
|--|-----------------------|-----------------------|
|  | <b>£</b>              | <b>£</b>              |
| <b>Incoming resources</b>                      |                       |                       |
| <b>Incoming resources from generated funds</b> |                       |                       |
| <b>Voluntary Income</b>                        |                       |                       |
| Corporate Donations                            | 4,000                 | 3,656                 |
| Private Donations                              | 15,580                | 9,172                 |
| Company Volunteering Income                    | -                     | 3,600                 |
| Grants   | 49,002                | 27,356                |
| Covid-19 Support Grants                        | -                     | 5,171                 |
|  | <u>68,582</u>         | <u>48,955</u>         |
|  | <u><u>68,582</u></u>  | <u><u>48,955</u></u>  |
| <b>Investment income</b>                       |                       |                       |
| Bank Interest                                  | <u>1,947</u>          | <u>960</u>            |
|  | 1,947                 | 960                   |
|  | <u><u>1,947</u></u>   | <u><u>960</u></u>     |
| <b>Charitable Activity</b>                     |                       |                       |
| School Subscriptions                           | <u>73,595</u>         | <u>85,138</u>         |
|  | 73,595                | 85,138                |
|  | <u><u>73,595</u></u>  | <u><u>85,138</u></u>  |
|  | <u><u>144,124</u></u> | <u><u>135,053</u></u> |

---

**Assisted Reading for Children**

---

**Expenses  
for the year ended 31 March 2023**

|                                    | <b>2023</b>    | <b>2022</b>    |
|------------------------------------|----------------|----------------|
|                                    | <b>£</b>       | <b>£</b>       |
| <b>Expenses</b>                    |                |                |
| <b>Costs of generating funds</b>   |                |                |
| <b>Charitable Activities</b>       |                |                |
| Donations for school subscriptions | 1,600          | 4,101          |
| Advertising and Marketing          | 355            | 675            |
| Bad debts                          | -              | 300            |
| Heat and light                     | 1,169          | 432            |
| Rent                               | 10,716         | 8,947          |
| Salaries                           | 102,341        | 87,759         |
| NIC employer (wages and salaries)  | 1,235          | 1,031          |
| Pension contributions              | 2,105          | 1,969          |
| Staff Expenses and Training        | 3,626          | 3,238          |
| Volunteer Expenses and Training    | 2,185          | 1,164          |
| Equipment leasing and maintenance  | 1,998          | 942            |
| Computer costs                     | 3,273          | 2,795          |
| Accountancy fees                   | 90             | -              |
| Professional fees                  | 2,759          | 3,140          |
| Insurance                          | 1,066          | 988            |
| Event and Fundraising Expenses     | 203            | 100            |
| Stationery & office supplies       | 3,473          | 3,266          |
| Telephone                          | 933            | 952            |
| Bank charges                       | 103            | 90             |
| Sundry expenses                    | 2,388          | 1,906          |
| Depreciation of equipment          | 7,895          | 10,501         |
|                                    | <u>149,513</u> | <u>134,296</u> |
|                                    |                |                |
|                                    | <u>149,513</u> | <u>134,296</u> |

**ASSISTED READING FOR CHILDREN**

England & Wales - Charity number 1146276

---

# Accounts

---

Registered number: 07962217

Charity number: 1146276

---

**Assisted Reading for Children**

---

**UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

---

**Prepared By:**  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**TRUSTEES**

Pauline Edwards  
Saira Ali  
Nilam Moorcroft  
Ian Hudspeth (appointed 7 December 2021)  
Susan Hine (appointed 7 December 2021)  
Honor Somerset (appointed 14 February 2022)  
Margaret Stevens (appointed 14 February 2022)  
Roberto Hortal Munoz (resigned 10 February 2022)  
David Bettle (resigned 5 May 2021)  
Noel Hetherington (resigned 23 July 2021)  
Jacqueline Piper (resigned 31 December 2021)  
Emily Hodges (resigned 4 November 2021)  
Ayse Sinem Bilen (resigned 23 July 2021)  
Michelle Price (resigned 23 July 2021)  
David Harding (resigned 23 July 2021)

**REGISTERED OFFICE**

Gobles Court  
7 Market Square  
Bicester  
Oxfordshire  
OX26 6AA

**COMPANY NUMBER**

07962217

**CHARITY NUMBER**

1146276

**ACCOUNTANTS**

Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022

CONTENTS

|  | Page     |
|--|----------|
| Report of the Trustees                     | 3        |
| Independent Examiner's Statement           | 6        |
| Statement of Financial Activities          | 8        |
| Balance Sheet                              | 9        |
| Notes to the Accounts                      | 10 to 15 |
| Detailed Statement of Financial Activities | 14       |

FOR THE YEAR ENDED 31 MARCH 2022

**TRUSTEES' REPORT**

The trustees present their report and accounts for the year ended 31 March 2022

**STRUCTURE GOVERNANCE MANAGEMENT AND ACHIEVEMENTS**

**FORM OF THE CHARITY**

Assisted Reading for Children (ARCh) is a charitable company limited by guarantee. The trustees are also the directors for the purposes of company law and are appointed by the members at the AGM.

**PRINCIPAL AIM**

ARCh is an educational charity whose aim is to help primary school children achieve a confident level of literacy by imparting a love of reading through regular, personalised, mentoring support from trained volunteers.

**INCOME AND EXPENDITURE**

The majority of our income comes from subscriptions paid by schools for the services of our unpaid volunteers. The level of the subscription is kept as low as possible. Further income is derived from fees paid by companies which provide groups of volunteers. These two sources of income are linked to the number of our volunteers in schools, and therefore relate in a relatively stable way to the overall level of activity of the charity. The remaining income comes from grants and donations. These are a more irregular source of income, but we have a number of sources who repeat their grants or donations from year to year.

About 70% of our expenditure goes on staff costs, for the central office staff and for the fieldworkers who directly service our volunteers.

**RESERVES POLICY**

As a charity ARCh is regulated by the Charities Commission which asks us to state our reserves policy. It is our aim to hold unrestricted reserves so that we can be confident of our financial position and meet all obligations for at least 6-12 months. To maximise our income, while maintaining flexibility, we aim to hold around 3 months budgeted expenditure in an interest earning instant access savings account, and around 6 months in a 90 day access account earning a higher rate of interest.

Some specific funds from donations or grants are held in a Designated Fund, and used to support the objective requested by the donor(s). The balance of our reserves are held as unrestricted general funds and can be spent on anything in furtherance of the objectives of the charity.

**PUBLIC BENEFIT**

In exercising their powers and duties the trustees have had regard to the public benefit guidance issued by the Charity Commission, in particular in relation to the enhancement of education.

FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

OPERATIONS REPORT 2021-2022

Overview

In April 2021 there were 290 volunteer reading helpers, and buoyed by the success of the Covid vaccination programme, the majority had begun to feel confident enough to resume their ARCh sessions in schools as they reopened following the second period of closures which had occurred in January 2021.

Working with schools and volunteers

The ARCh Field Work team facilitated each volunteer's return to school, continuing with our Covid safety protocols requiring volunteers in schools to remain 2 metres apart from children they support, so providing 2 copies of each book, together with wipes, sanitiser and visor.

However the Covid pandemic continued to cause disruptions; with frequent closures of bubbles within schools, ARCh support was necessarily sporadic.

Despite increased costs we maintained the financial contribution we ask of schools at £450 per volunteer per year.

Staffing

2 new Field Workers were recruited in July 2021, replacing 2 who were due to leave at the end of the summer term. Another new Field Worker joined us in January 2022 to replace one who had left in the autumn term.

Recognition and awards

Covid regulations allowed us to hold a summer gathering of 30 people, kindly hosted by former High Sheriff of Oxfordshire Amanda Ponsonby and attended by Lord Lieutenant Sir Tim Stevenson. We presented long service awards to a number of ARCh volunteers, including 3 who had completed 20 years' service.

ARCh continued to benefit from being adopted as the Oxfordshire Community and Voluntary Action (OCVA) Charity of the Year.

Recruitment and training

We continued our interview and training of new volunteers via Zoom and celebrated training over 100 new recruits in this way.

We resumed face to face refresher trainings in safeguarding in the autumn of 2021 and in-person Recall trainings in March 2022

Other initiatives

We supported 2 summer schools that took place in Oxford in August 2021.

Collaboration

Our Company Volunteer scheme with Oxford University Press continued into its 10th year, but at reduced level with only 8 active volunteers as their office remained closed with staff continuing to work mainly from home. This did enable us to support some schools outside Oxford via the scheme, however.

The staff at Aplan Insurance Witney adopted ARCh as their Charity of the Year and began a series of fundraising event. Four of their staff trained as ARCh volunteers, to help children in the primary school local to their workplace.

Bicester Town Mayor Councillor Nick Mawer selected ARCh as one of 3 charities to support and we attended various fundraising activities.

**FOR THE YEAR ENDED 31 MARCH 2022**

**TRUSTEES' REPORT**

We continued to participate in Oxfordshire Educational Disadvantage Group (OEDG), led by Quest for Learning, with involvement from a number of other local children's charities.

We continued efforts to work with Oxford United and Banbury United Football Clubs on ideas linking active sessions with reading.

**Presentations and media presence**

We presented via Zoom to The Society of Young Publishers and Bicester Vision and in person to Shelswell Womens Institute and Rupert House School. ARCh was featured on BBC Radio Oxford and in the local press on a number of occasions.

**SMALL COMPANY PROVISIONS**

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 12 July 2022

A handwritten signature in black ink, appearing to read 'Ms Stevens', with a long horizontal stroke extending to the right.

Margaret Stevens  
Trustee

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2022**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ASSISTED READING FOR CHILDREN**

I report on the accounts of the company for the year ended 31 March 2022 .

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINERS 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 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  
FOR THE YEAR ENDED 31 MARCH 2022**

**INDEPENDENT EXAMINERS STATEMENT**

In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

.....

Date: 12 July 2022

*KEVIN DAVES*  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

*K Daves*

*Barnes4Business Limited*

---

**Assisted Reading for Children**

---

**Statement of Financial Activities  
for the year ended 31 March 2022**

|   | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>2022<br/>Total</b> | <b>2021<br/>Total</b> |
|---|-------------------------------|-----------------------------|-----------------------|-----------------------|
|   | £                             | £                           | £                     | £                     |
| <b>Income</b>   |                               |                             |                       |                       |
| Income from generated funds                           |                               |                             |                       |                       |
| Donations and legacies                                | 48,955                        | -                           | 48,955                | 100,487               |
| Income from Investments                               | 960                           | -                           | 960                   | 1,305                 |
| Income from charitable activities                     | 85,138                        | -                           | 85,138                | 64,687                |
| <b>Total Income and endowments</b>                    | <b>135,053</b>                | <b>-</b>                    | <b>135,053</b>        | <b>166,479</b>        |
| <b>Expenses</b>                                       |                               |                             |                       |                       |
| Costs of generating funds                             |                               |                             |                       |                       |
| Expenditure on Charitable activities                  | 134,296                       | -                           | 134,296               | 134,370               |
| <b>Total Expenses</b>                                 | <b>134,296</b>                | <b>-</b>                    | <b>134,296</b>        | <b>134,370</b>        |
| <b>Net gains on investments</b>                       |                               |                             |                       |                       |
| <b>Net Income</b>                                     | <b>757</b>                    | <b>-</b>                    | <b>757</b>            | <b>32,109</b>         |
| <b>Gains/(losses) on revaluation of fixed assests</b> |                               |                             |                       |                       |
| <b>Net movement in funds:</b>                         |                               |                             |                       |                       |
| <b>Net income for the year</b>                        | <b>757</b>                    | <b>-</b>                    | <b>757</b>            | <b>32,109</b>         |
| Total funds brought forward                           | 185,308                       | -                           | 185,308               | 153,198               |
| <b>Net funds carried forward</b>                      | <b>186,065</b>                | <b>-</b>                    | <b>186,065</b>        | <b>185,307</b>        |

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

---

**Assisted Reading for Children**

---

**BALANCE SHEET AT 31 MARCH 2022**

|   | Notes | 2022<br>£      | 2021<br>£      |
|---|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                                   |       |                |                |
| Tangible assets                                       | 2     | 12,669         | 21,523         |
| <b>CURRENT ASSETS</b>                                 |       |                |                |
| Debtors (amounts falling due within one year)         | 3     | 4,018          | 2,166          |
| Cash at bank and in hand                              |       | <u>172,326</u> | <u>204,244</u> |
|   |       | 176,344        | 206,410        |
| <b>CREDITORS: Amounts falling due within one year</b> | 4     | <u>2,948</u>   | <u>42,625</u>  |
| <b>NET CURRENT ASSETS</b>                             |       | <u>173,396</u> | <u>163,785</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |       | <u>186,065</u> | <u>185,308</u> |
| <b>CAPITAL AND RESERVES</b>                           |       |                |                |
| <b>Unrestricted funds</b>                             | 6     |                |                |
| General fund  |       | 159,333        | 143,048        |
| Designated funds                                      |       | <u>26,732</u>  | <u>42,260</u>  |
|   |       | <u>186,065</u> | <u>185,308</u> |

For the year ending 31 March 2022 the company was entitled to exemption 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 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.

Approved by the board of trustees on 12 July 2022 and signed on their behalf by



.....  
Margaret Stevens  
Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**1. ACCOUNTING POLICIES**

**1a. Basis Of Accounting FRS**

The financial statements have been prepared in accordance with the Companies Act 2016 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK FRS 102 (Charities SORP FRS 102 as amended for accounting periods commencing from 1 January 2016).

Assisted Reading for Children meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**1b. Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy, and any performance conditions attached to the item(s) of income have been met or fully within the control of the charitable company.

**1c. Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**1d. Allocation And Apportionment Of Costs**

All costs relate to the single activity of the charitable company and are recognised accordingly.

**1e. Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

---

## Assisted Reading for Children

---

### 1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33%

### 1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

## 2. TANGIBLE FIXED ASSETS

|                         | Equipment<br>£ | Total<br>£    |
|-------------------------|----------------|---------------|
| <b>Cost</b>             |                |               |
| At 1 April 2021         | 37,143         | 37,143        |
| Additions               | 1,647          | 1,647         |
| Disposals               | (1,565)        | (1,565)       |
| At 31 March 2022        | <u>37,225</u>  | <u>37,225</u> |
| <b>Depreciation</b>     |                |               |
| At 1 April 2021         | 15,620         | 15,620        |
| Disposals               | (1,565)        | (1,565)       |
| For the year            | 10,501         | 10,501        |
| At 31 March 2022        | <u>24,556</u>  | <u>24,556</u> |
| <b>Net Book Amounts</b> |                |               |
| At 31 March 2022        | <u>12,669</u>  | <u>12,669</u> |
| At 31 March 2021        | <u>21,523</u>  | <u>21,523</u> |

## 3. DEBTORS

|                                      | 2022<br>£    | 2021<br>£    |
|--------------------------------------|--------------|--------------|
| Amounts falling due within one year: |              |              |
| Other debtors                        | <u>4,018</u> | <u>2,166</u> |
|                                      | <u>4,018</u> | <u>2,166</u> |

---

## Assisted Reading for Children

---

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                 | 2022         | 2021          |
|-----------------|--------------|---------------|
|                 | £            | £             |
| Other creditors | <u>2,948</u> | <u>42,625</u> |
|                 | <u>2,948</u> | <u>42,625</u> |

### 5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31 March 2022 there were 7 members.

### 6. UNRESTRICTED FUNDS

|   | Brought forward | Incoming resources | Outgoing resources | Transfers | Carried forward |
|---|-----------------|--------------------|--------------------|-----------|-----------------|
|   | £               | £                  | £                  | £         | £               |
| General fund                            | 143,048         | 135,054            | (118,769)          | -         | 159,333         |
| Designated Fund - ARCh Development Fund | 30,010          | -                  | (4,100)            | -         | 25,910          |
| Designated Fund - OCF Covid-19 Support  | 850             | -                  | (850)              | -         | -               |
| Designated Fund - Tambour Foundation    | 11,400          | -                  | (10,578)           | -         | 822             |
|   | <u>185,308</u>  | <u>135,054</u>     | <u>(134,297)</u>   | <u>-</u>  | <u>186,065</u>  |

#### Designated Fund - ARCh Development Fund

Funds allocated for working on expanding our work with the most disadvantaged children in the county.

#### Designated Fund - OCF Covid-19 Support

Funds to support the charity through the Covid-19 pandemic.

#### Designated Fund - Tambour Foundation

Funds for the ongoing provision of service to schools and for the recruitment of volunteers. At 31 March 2022 these funds had been fully spent, the balance remaining represents the net book value of capital assets purchased using these funds.

**7. COMMITMENTS AND GUARANTEES**

At 31 March 2022 the charitable company was committed to making payments of £200 under non-cancellable operating leases for the remainder of the applicable lease terms (2021 : £1,002).

**8. AVERAGE NUMBER OF EMPLOYEES**

The average number of employees during the accounting period was 9 (2021 : 9).

**9. TRANSACTIONS WITH DIRECTORS**

No expenses were reimbursed to any of the directors or trustees during the accounting period.

---

**Assisted Reading for Children**

---

**Incoming Resources  
for the year ended 31 March 2022**

|  | <b>2022</b> | <b>2021</b> |
|--|-------------|-------------|
|  | <b>£</b>    | <b>£</b>    |
| <b>Incoming resources</b>                      |             |             |
| <b>Incoming resources from generated funds</b> |             |             |
| <b>Voluntary Income</b>                        |             |             |
| Corporate Donations                            | 3,656       | 2,666       |
| Private Donations                              | 9,172       | 7,186       |
| Company Volunteering Income                    | 3,600       | -           |
| Grants   | 27,356      | 51,200      |
| Covid-19 Support Grants                        | 5,171       | 24,435      |
| Gifts in Kind                                  | -           | 15,000      |
|  | 48,955      | 100,487     |
|  | 48,955      | 100,487     |
| <b>Investment Income</b>                       |             |             |
| Bank Interest                                  | 960         | 1,305       |
|  | 960         | 1,305       |
|  | 960         | 1,305       |
| <b>Charitable Activity</b>                     |             |             |
| School Subscriptions                           | 85,138      | 64,687      |
|  | 85,138      | 64,687      |
|  | 85,138      | 64,687      |
|  | 135,053     | 166,479     |

---

**Assisted Reading for Children**

---

**Expenses  
for the year ended 31 March 2022**

|                                    | <b>2022</b>    | <b>2021</b>    |
|------------------------------------|----------------|----------------|
|                                    | <b>£</b>       | <b>£</b>       |
| <b>Expenses</b>                    |                |                |
| <b>Costs of generating funds</b>   |                |                |
| <b>Charitable Activities</b>       |                |                |
| Donations for school subscriptions | 4,101          | 17,331         |
| Advertising and Marketing          | 675            | 236            |
| Bad debts                          | 300            | 360            |
| Heat and light                     | 432            | 533            |
| Rent                               | 8,947          | 7,740          |
| Salaries                           | 87,759         | 84,416         |
| NIC employer (wages and salaries)  | 1,031          | 670            |
| Pension contributions              | 1,969          | 2,041          |
| Staff Expenses and Training        | 3,238          | 1,096          |
| Volunteer Expenses and Training    | 1,164          | 1,049          |
| Equipment leasing and maintenance  | 942            | 801            |
| Computer costs                     | 2,795          | 2,280          |
| Professional fees                  | 3,140          | 2,144          |
| Insurance                          | 988            | 978            |
| Event and Fundraising Expenses     | 100            | 96             |
| Stationery & office supplies       | 3,266          | 3,551          |
| Telephone                          | 952            | 748            |
| Bank charges                       | 90             | 62             |
| Sundry expenses                    | 1,906          | 1,153          |
| Depreciation of equipment          | 10,501         | 7,085          |
|                                    | <u>134,296</u> | <u>134,370</u> |
|                                    |                |                |
|                                    | <u>134,296</u> | <u>134,370</u> |

**ASSISTED READING FOR CHILDREN**

England & Wales - Charity number 1146276

---

# Accounts

---

Registered number: 07962217

Charity number: 1146276

---

**Assisted Reading for Children**

---

**UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

---

**Prepared By:**  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**TRUSTEES**

Anne Ross (resigned 15 September 2020)  
Noel Hetherington (resigned 23 July 2021)  
David Bettle (resigned 5 May 2021)  
David Jones (resigned 15 September 2020)  
Jacqueline Piper  
Pauline Edwards  
David Harding (resigned 22 July 2021)  
Roberto Hortal Munoz  
Kathleen Gilbert (resigned 4 March 2021)  
Saira Ali  
Rebecca Elliott (appointed 15 September 2020, resigned 12 July 2021)  
Emily Hodges (appointed 15 September 2020)  
Ayse Sinem Bilen (appointed 15 September 2020)  
Michelle Price (appointed 16 March 2021, resigned 23 July 2021)  
Nilam Moorcroft (appointed 16 March 2021)

**REGISTERED OFFICE**

Gobles Court  
7 Market Square  
Bicester  
Oxfordshire  
OX26 6AA

**COMPANY NUMBER**

07962217

**CHARITY NUMBER**

1146276

**ACCOUNTANTS**

Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

**ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**CONTENTS**

|  | Page     |
|--|----------|
| Report of the Trustees                     | 3        |
| Independent Examiner's Statement           | 6        |
| Statement of Financial Activities          | 8        |
| Balance Sheet                              | 9        |
| Notes to the Accounts                      | 10 to 15 |
| Detailed Statement of Financial Activities | 14       |

FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31 March 2021

**STRUCTURE GOVERNANCE MANAGEMENT AND ACHIEVEMENTS**

**FORM OF THE CHARITY**

Assisted Reading for Children (ARCh) is a charitable company limited by guarantee. The trustees are also the directors for the purposes of company law and are appointed by the members at the AGM.

**PRINCIPAL AIM**

ARCh is an educational charity whose aim is to help primary school children achieve a confident level of literacy by imparting a love of reading through regular, personalised, mentoring support from trained volunteers.

**INCOME AND EXPENDITURE**

The majority of our income comes from subscriptions paid by schools for the services of our unpaid volunteers. The level of the subscription is kept as low as possible. Further income is derived from fees paid by companies which provide groups of volunteers. These two sources of income are linked to the number of our volunteers in schools, and therefore relate in a relatively stable way to the overall level of activity of the charity. The remaining income comes from grants and donations. These are a more irregular source of income, but we have a number of sources who repeat their grants or donations from year to year.

About 70% of our expenditure goes on staff costs, for the central office staff and for the fieldworkers who directly service our volunteers.

**RESERVES POLICY**

As a charity ARCh is regulated by the Charities Commission which asks us to state our reserves policy. It is our aim to hold unrestricted reserves so that we can be confident of our financial position and meet all obligations for at least 6-9 months. To maximise our income, while maintaining flexibility, we aim to hold around 3 months budgeted expenditure in an interest earning instant access savings account, and around 6 months in a 90 day access account earning a higher rate of interest.

Some specific funds from donations or grants are held in a Designated Fund, and used to support the objective requested by the donor(s). The balance of our reserves are held as unrestricted general funds and can be spent on anything in furtherance of the objectives of the charity. Based on our 2021-22 budget, our unrestricted reserve at 31st March 2021 were equivalent to just over 9 months operating expense taking into account refunds which may be necessary for services unable to be provided in 2020/21 due to COVID-19 restrictions.

**PUBLIC BENEFIT**

In exercising their powers and duties the trustees have had regard to the public benefit guidance issued by the Charity Commission, in particular in relation to the enhancement of education.

FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

OPERATIONS REPORT 2020-2021

Overview and staffing

The Covid-19 pandemic had a significant impact on operations during the 2020/21 year, but steps have been taken to maintain activity as far as possible. In April 2020 ARCh's 290 volunteer reading helpers, were all grounded as schools had closed in March due to the pandemic. The trust's six field worker staff members were furloughed from April 2020. Both Development Managers and the Administrator started working from home as soon as lockdown began.

Work with schools and volunteers

A letter-writing project set up last year to enable volunteers to keep in touch with their children via schools, has been continued; more than 30 schools took part in this.

We also issued regular communications to the 120 primary schools we work with, offering support in terms of resources including duologues written by ARCh Volunteer Tracey Lloyd and explored the possibility of digital support.

We continued to support all volunteers via regular contact and weekly newsletters and quizzes whilst also providing them with online training opportunities

Valuing the support we were able to offer during the pandemic, most schools made their financial contribution of £450 per volunteer per year as normal.

Covid-19 impact and protocol

We conducted comprehensive risk assessments and developed a new way for volunteers to work safely once they were able to resume in school sessions. Our Covid protocols required volunteers in schools to remain 2 metres apart from children they support so we provided 2 copies of each book together with wipes, sanitiser and visor.

ARCh supported two summer schools in Oxford in August 2020, which enabled us to trial the new procedures. As a consequence, we were pleased to be able to resume in person support in a number of schools during the autumn term 2020, reaching about 100 children.

However, the majority of volunteers and some schools preferred to delay their return to normal working until the Covid risk had reduced (then expected to be spring 2021). The return of more volunteers to school was again thwarted by the January 2021 lockdown and school closures.

Recruitment and training

We continued to recruit new volunteers and redeveloped our interview and training process to conduct via Zoom. Refresher trainings in subjects such as safeguarding and dyslexia were developed and we delivered these to volunteers via Zoom.

We continued training via Zoom and by April 2021 we had trained 40 new volunteers ready to resume as schools reopened to visitors during the summer term.

Knowing that a return to sessions in school might still not be possible for a number of volunteers and schools, we have been exploring ways to provide digital support and we worked with a developer on a shared reading app.

Recognition and awards

ARCh has continued to benefit from being adopted as the Oxfordshire Community and Voluntary Action (OCVA) Charity of the Year. Three of our volunteers celebrated 20 years' volunteering helping children with their reading.

ARCh volunteers' contributions to the community were marked with a number of nominations submitted for individual awards, (High Sheriff, Bicester Good Citizen, and OCVA)

FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

We presented via Zoom to Oxford Isis Rotary who have adopted ARCh as their Charity of the Year; also to Standlake Women's Institute, and to the attendees of a Oxfordshire Community Foundation webinar.

ARCh was featured on ITV Meridian News and on BBC Radio Oxford a number of times during the year and we also enjoyed good coverage in the local press.

Collaborations

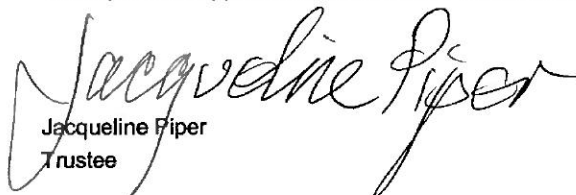
Although our work is unique in Oxfordshire we value collaboration.

- Our Company Volunteer scheme with Oxford University Press continued into its 9th year but at reduced level with only 8 active volunteers as their office remained closed with staff working from home, often outside Oxfordshire.
- We participate in Oxfordshire Educational Disadvantage Group (OEDG), led by Quest for Learning, with involvement from a number of other local children's charities.
- We have continued to work with Banbury United Football Club and have explored possibilities of similar with Brackley Town FC.
- In March 2021 we entered into a new partnership with Oxford United in the Community, alongside other local organisations Oxfordshire FA, Active Oxfordshire, Oxfordshire Youth, Oxfordshire Mind and Aspire Oxfordshire, whereby we will work alongside Oxford United Football Club in primary schools in Oxford and Banbury from September 2021.

SMALL COMPANY PROVISIONS

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 28.09.21

  
Jacqueline Piper  
Trustee

**INDEPENDENT EXAMINER'S STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ASSISTED READING FOR CHILDREN**

I report on the accounts of the company for the year ended 31 March 2021 .

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINERS 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 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  
FOR THE YEAR ENDED 31 MARCH 2021**

**INDEPENDENT EXAMINERS STATEMENT**

In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

.....

Date: 7/10/21

KELVIN BARNES  
Barnes4Business Limited  
Chartered Certified Accountants  
12 Murdock Road  
Bicester  
Oxfordshire  
OX26 4PP

K Barnes  
Barnes4Business Limited

---

**Assisted Reading for Children**

---

**Statement of Financial Activities  
for the year ended 31 March 2021**

|  | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>2021<br/>Total</b> | <b>2020<br/>Total</b> |
|--|-------------------------------|-----------------------------|-----------------------|-----------------------|
|  | £                             | £                           | £                     | £                     |
| <b>Income</b>  |                               |                             |                       |                       |
| Income from generated funds                          |                               |                             |                       |                       |
| Donations and legacies                               | 100,486                       | -                           | 100,487               | 61,787                |
| Income from Investments                              | 1,305                         | -                           | 1,305                 | 1,667                 |
| Income from charitable activities                    | 64,687                        | -                           | 64,687                | 88,115                |
| <b>Total Income and endowments</b>                   | <b>166,478</b>                | <b>-</b>                    | <b>166,479</b>        | <b>151,569</b>        |
| <b>Expenses</b>                                      |                               |                             |                       |                       |
| Costs of generating funds                            |                               |                             |                       |                       |
| Expenditure on Charitable activities                 | 134,369                       | -                           | 134,370               | 126,784               |
| <b>Total Expenses</b>                                | <b>134,369</b>                | <b>-</b>                    | <b>134,370</b>        | <b>126,784</b>        |
| <b>Net gains on investments</b>                      |                               |                             |                       |                       |
| <b>Net Income</b>                                    | <b>32,109</b>                 | <b>-</b>                    | <b>32,109</b>         | <b>24,785</b>         |
| <b>Gains/(losses) on revaluation of fixed assets</b> |                               |                             |                       |                       |
| <b>Net movement in funds:</b>                        |                               |                             |                       |                       |
| <b>Net income for the year</b>                       | <b>32,109</b>                 | <b>-</b>                    | <b>32,109</b>         | <b>24,785</b>         |
| Total funds brought forward                          | 153,198                       | -                           | 153,198               | 128,412               |
| <b>Net funds carried forward</b>                     | <b>185,307</b>                | <b>-</b>                    | <b>185,307</b>        | <b>153,197</b>        |

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

---

**Assisted Reading for Children**

---

**BALANCE SHEET AT 31 MARCH 2021**

|   | Notes | 2021<br>£      | 2020<br>£      |
|---|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                                   |       |                |                |
| Tangible assets                                       | 2     | 21,523         | 10,603         |
| <b>CURRENT ASSETS</b>                                 |       |                |                |
| Debtors (amounts falling due within one year)         | 3     | 2,166          | 3,835          |
| Cash at bank and in hand                              |       | <u>204,244</u> | <u>161,829</u> |
|   |       | 206,410        | 165,664        |
| <b>CREDITORS: Amounts falling due within one year</b> | 4     | <u>42,625</u>  | <u>23,069</u>  |
| <b>NET CURRENT ASSETS</b>                             |       | 163,785        | 142,595        |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |       | <u>185,308</u> | <u>153,198</u> |
| <b>CAPITAL AND RESERVES</b>                           |       |                |                |
| <b>Unrestricted funds</b>                             |       |                |                |
| General fund  | 6     | 143,048        | 115,008        |
| Designated funds                                      |       | <u>42,260</u>  | <u>38,190</u>  |
|   |       | <u>185,308</u> | <u>153,198</u> |

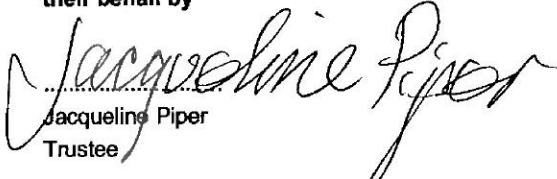
For the year ending 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 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.

Approved by the board of trustees on 28.9.21 and signed on their behalf by

  
Jacqueline Piper  
Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**1a. Basis Of Accounting FRS**

The financial statements have been prepared in accordance with the Companies Act 2016 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK FRS 102 (Charities SORP FRS 102 as amended for accounting periods commencing from 1 January 2016).

Assisted Reading for Children meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**1b. Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy, and any performance conditions attached to the item(s) of income have been met or fully within the control of the charitable company.

**1c. Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**1d. Allocation And Apportionment Of Costs**

All costs relate to the single activity of the charitable company and are recognised accordingly.

**1e. Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

---

## Assisted Reading for Children

---

### 1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33%

### 1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

## 2. TANGIBLE FIXED ASSETS

|                         | Equipment<br>£ | Total<br>£    |
|-------------------------|----------------|---------------|
| <b>Cost</b>             |                |               |
| At 1 April 2020         | 31,966         | 31,966        |
| Additions               | 18,020         | 18,020        |
| Disposals               | (12,843)       | (12,843)      |
| At 31 March 2021        | <u>37,143</u>  | <u>37,143</u> |
| <b>Depreciation</b>     |                |               |
| At 1 April 2020         | 21,363         | 21,363        |
| Disposals               | (12,828)       | (12,828)      |
| For the year            | <u>7,085</u>   | <u>7,085</u>  |
| At 31 March 2021        | <u>15,620</u>  | <u>15,620</u> |
| <b>Net Book Amounts</b> |                |               |
| At 31 March 2021        | <u>21,523</u>  | <u>21,523</u> |
| At 31 March 2020        | <u>10,603</u>  | <u>10,603</u> |

## 3. DEBTORS

|                                      | 2021<br>£    | 2020<br>£    |
|--------------------------------------|--------------|--------------|
| Amounts falling due within one year: |              |              |
| Other debtors                        | <u>2,166</u> | <u>3,835</u> |
|                                      | <u>2,166</u> | <u>3,835</u> |

---

**Assisted Reading for Children**

---

**4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                 | <b>2021</b>   | <b>2020</b>   |
|-----------------|---------------|---------------|
|                 | <b>£</b>      | <b>£</b>      |
| Other creditors | <u>42,625</u> | <u>23,069</u> |
|                 | <u>42,625</u> | <u>23,069</u> |

**5. LIMITED BY GUARANTEE**

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31 March 2021 there were 12 members.

**6. UNRESTRICTED FUNDS**

|   | <b>Brought forward</b> | <b>Incoming resources</b> | <b>Outgoing resources</b> | <b>Transfers</b> | <b>Carried forward</b> |
|---|------------------------|---------------------------|---------------------------|------------------|------------------------|
|   | <b>£</b>               | <b>£</b>                  | <b>£</b>                  | <b>£</b>         | <b>£</b>               |
| General fund                            | 115,008                | 130,719                   | (102,679)                 | -                | 143,048                |
| Designated Fund - ARCh Development Fund | 38,190                 | -                         | (8,180)                   | -                | 30,010                 |
| Designated Fund - OCF Covid-19 Support  | -                      | 10,000                    | (9,150)                   | -                | 850                    |
| Designated Fund - Tambour Foundation    | -                      | 25,760                    | (14,360)                  | -                | 11,400                 |
|   | <u>153,198</u>         | <u>166,479</u>            | <u>(134,369)</u>          | <u>-</u>         | <u>185,308</u>         |

**Designated Fund - ARCh Development Fund**

Funds allocated for working on expanding our work with the most disadvantaged children in the county.

**Designated Fund - OCF Covid-19 Support**

Funds to support the charity through the Covid-19 pandemic.

**Designated Fund - Tambour Foundation**

Funds for the ongoing provision of service to schools and for the recruitment of volunteers.

**7. COMMITMENTS AND GUARANTEES**

At 31 March 2021 the charitable company was committed to making payments of £1,002 under non-cancellable operating leases for the remainder of the applicable lease terms (2020 : £1,911).

**8. AVERAGE NUMBER OF EMPLOYEES**

The average number of employees during the accounting period was 9 (2020 : 10).

**9. TRANSACTIONS WITH DIRECTORS**

No expenses were reimbursed to any of the directors or trustees during the accounting period.

---

**Assisted Reading for Children**

---

**Incoming Resources  
for the year ended 31 March 2021**

|  | 2021           | 2020           |
|--|----------------|----------------|
|  | £              | £              |
| <b>Incoming resources</b>                      |                |                |
| <b>Incoming resources from generated funds</b> |                |                |
| <b>Voluntary Income</b>                        |                |                |
| Corporate Donations                            | 2,666          | 3,043          |
| Private Donations                              | 7,186          | 31,744         |
| Company Volunteering Income                    | -              | 5,000          |
| Grants   | 51,200         | 22,000         |
| Covid-19 Support Grants                        | 24,435         | -              |
| Gifts in Kind                                  | 15,000         | -              |
|  | <u>100,487</u> | <u>61,787</u>  |
|  | <u>100,487</u> | <u>61,787</u>  |
| <b>Investment income</b>                       |                |                |
| Bank Interest                                  | 1,305          | 1,667          |
|  | <u>1,305</u>   | <u>1,667</u>   |
|  | <u>1,305</u>   | <u>1,667</u>   |
| <b>Charitable Activity</b>                     |                |                |
| School Subscriptions                           | 64,687         | 88,115         |
|  | <u>64,687</u>  | <u>88,115</u>  |
|  | <u>64,687</u>  | <u>88,115</u>  |
|  | <u>166,479</u> | <u>151,569</u> |

---

**Assisted Reading for Children**

---

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

|                                    | 2021           | 2020           |
|------------------------------------|----------------|----------------|
|                                    | £              | £              |
| <b>Expenses</b>                    |                |                |
| <b>Costs of generating funds</b>   |                |                |
| <b>Charitable Activities</b>       |                |                |
| Donations for school subscriptions | 17,331         | 1,811          |
| Advertising and Marketing          | 236            | 1,062          |
| Bad debts                          | 360            | (265)          |
| Heat and light                     | 533            | 671            |
| Rent                               | 7,740          | 9,195          |
| Salaries                           | 84,416         | 85,437         |
| NIC employer (wages and salaries)  | 670            | 1,348          |
| Pension contributions              | 2,041          | 1,811          |
| Staff Expenses and Training        | 1,096          | 5,064          |
| Volunteer Expenses and Training    | 1,049          | 2,955          |
| Equipment leasing and maintenance  | 801            | 1,151          |
| Computer costs                     | 2,280          | 2,313          |
| Professional fees                  | 2,144          | 2,303          |
| Insurance                          | 978            | 917            |
| Event and Fundraising Expenses     | 96             | 96             |
| Stationery & office supplies       | 3,551          | 3,453          |
| Telephone                          | 748            | 661            |
| Bank charges                       | 62             | 150            |
| Sundry expenses                    | 1,153          | 1,773          |
| Depreciation of equipment          | 7,085          | 4,878          |
|                                    | <u>134,370</u> | <u>126,784</u> |
|                                    | <u>134,370</u> | <u>126,784</u> |