

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

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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

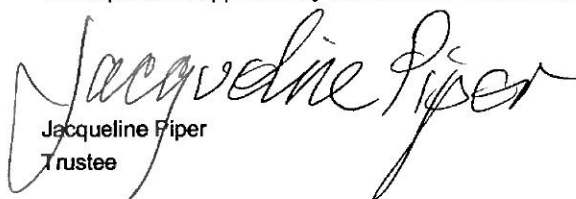
Although our work is unique in Oxfordshire we value collaboration.

- 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

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

	Unrestricted funds	Restricted funds	2021 Total	2020 Total
	£	£	£	£
Income				
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
Total Income and endowments	166,478	-	166,479	151,569
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	134,369	-	134,370	126,784
Total Expenses	134,369	-	134,370	126,784
Net gains on investments				
Net Income	32,109	-	32,109	24,785
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	32,109	-	32,109	24,785
Total funds brought forward	153,198	-	153,198	128,412
Net funds carried forward	185,307	-	185,307	153,197

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 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	2	21,523	10,603
CURRENT ASSETS			
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
CREDITORS: Amounts falling due within one year	4	<u>42,625</u>	<u>23,069</u>
NET CURRENT ASSETS		163,785	142,595
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>185,308</u>	<u>153,198</u>
CAPITAL AND RESERVES			
Unrestricted funds	6		
General fund		143,048	115,008
Designated funds		<u>42,260</u>	<u>38,190</u>
		<u>185,308</u>	<u>153,198</u>

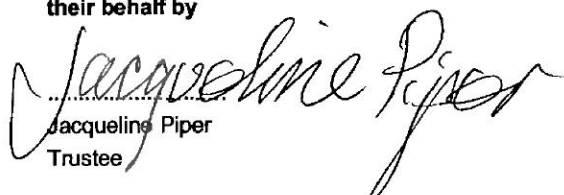
For the year ending 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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.

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 £	Total £
Cost		
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>
Depreciation		
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>
Net Book Amounts		
At 31 March 2021	<u><u>21,523</u></u>	<u><u>21,523</u></u>
At 31 March 2020	<u><u>10,603</u></u>	<u><u>10,603</u></u>

3. DEBTORS

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

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other creditors	42,625	23,069
	<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

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
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
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary Income		
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><u>100,487</u></u>	<u><u>61,787</u></u>
Investment income		
Bank Interest	<u>1,305</u>	<u>1,667</u>
	1,305	1,667
	<u><u>1,305</u></u>	<u><u>1,667</u></u>
Charitable Activity		
School Subscriptions	<u>64,687</u>	<u>88,115</u>
	64,687	88,115
	<u><u>64,687</u></u>	<u><u>88,115</u></u>
	<u><u>166,479</u></u>	<u><u>151,569</u></u>

Assisted Reading for Children

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

	2021	2020
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
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>