

Registered number: 07962217

Charity number: 1146276

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**Assisted Reading for Children**

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

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**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

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OX26 4PP

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**Assisted Reading for Children**

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

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**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.

**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 16th 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



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**Assisted Reading for Children**

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

	Unrestricted funds	Restricted funds	2023 Total	2022 Total
	£	£	£	£
<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

**BALANCE SHEET AT 31 MARCH 2023**

	Notes	2023 £	2022 £
<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 16 July 2023  
their behalf by

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



IAN HUDSPORN

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.

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## Assisted Reading for Children

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### 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 £
<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>

<b>3. DEBTORS</b>	<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>

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## Assisted Reading for Children

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

	2023	2022
	£	£
Other creditors	5,881	2,947
	<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).

**8. AVERAGE NUMBER OF EMPLOYEES**

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.

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## Assisted Reading for Children

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

	2023	2022
	£	£
<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>

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**Assisted Reading for Children**

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**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>