

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

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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

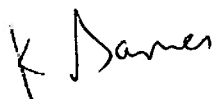
have not been met; or

(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 funds	Restricted funds	2024 Total	2023 Total
	£	£	£	£
Income				
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
Total Income and endowments	158,180	-	158,180	144,124
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	176,766	-	176,766	149,513
Total Expenses	176,766	-	176,766	149,513
Net gains on investments				
Net Income	(18,586)	-	(18,586)	(5,389)
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	(18,586)	-	(18,586)	(5,389)
Total funds brought forward	180,676	-	180,676	186,065
Net funds carried forward	162,090	-	162,090	180,676

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 £	2023 £
FIXED ASSETS			
Tangible assets	2	3,354	6,715
CURRENT ASSETS			
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
CREDITORS: Amounts falling due within one year	4	<u>6,533</u>	<u>5,881</u>
NET CURRENT ASSETS		<u>158,736</u>	<u>173,961</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>162,090</u>	<u>180,676</u>
CAPITAL AND RESERVES			
Unrestricted funds	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>

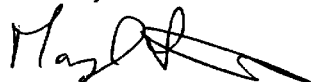
For the year ending 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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

	Equipment £	Total £
Cost		
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>
Depreciation		
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>
Net Book Amounts		
At 31 March 2024	<u><u>3,354</u></u>	<u><u>3,354</u></u>
At 31 March 2023	<u>6,715</u>	<u>6,715</u>

3. DEBTORS

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

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Other creditors	6,533	5,881
	<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).

Incoming Resources
for the year ended 31 March 2024

	2024	2023
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary Income		
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>
Investment income		
Bank Interest	<u>4,303</u>	<u>1,947</u>
	4,303	1,947
	<u>4,303</u>	<u>1,947</u>
Charitable Activity		
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**

	2024	2023
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
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>