



**Report of the Trustees and
Independently Examined Financial Statements
for the year ended 30 April 2021
for
Crowthorne Old Age to Teen Society**



Crowthorne Old Age to Teen Society

**Report of the Trustees
for the year ended 30 April 2021**

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The following pages do not form part of the statutory financial statements

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Crowthorne Old Age to Teen Society

Report of the Trustees for the year ended 30 April 2021

NAME:	Known and operates as COATS	
TRUSTEES:	John Barnes	Chairman, resigned 31.12.2020
	Martin Rickards	Chairman, elected 01.01.2021
	Paddy Skinner	Treasurer
	Yvonne Hattersley	Secretary
	Nick Abbott	Resigned 31.12.2020
	Cathy Behan	Elected 18.01.2021
	Chris Threlfall	Elected 22.03.2021
	Richard Cox	
	Roger Fox	
	Peter Hutterli	
	Jane Pierce	Resigned 31.12.2020
	Grant Robertson	Resigned 20.07.2020
	Hilary Tinsley	
	David Wilson	
SECRETARY:	Yvonne Hattersley	
REGISTERED CHARITY No.:	1152306	
PRINCIPAL ADDRESS:	The COATS Centre Pinewood Avenue Crowthorne Berkshire RG45 6RQ	
INDEPENDENT EXAMINER:	G Robinson FCA Stewart & Co. Knoll House Knoll Road Camberley Surrey GU15 3SY	
BANKERS:	CAF Bank Ltd 25 Kings Hill Road Kings Hill, West Malling Kent ME19 4JQ	
	Barclays Bank plc 1 High Street Bracknell Berkshire RG12 1DR	
	CCLA Investment Management Ltd Senator House 83 Queen Victoria Street London EC4V 4ET	

Crowthorne Old Age to Teen Society

Report of the Trustees for the year ended 30 April 2021

The Trustees present their report with the financial statements of the Charity for the year ending 30 April 2021.

The financial statements comply with the Charities Act 2011 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 and Republic of Ireland (FRS 102) (effective 1 January 2019).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1152306

Principal address

The COATS Centre
Pinewood Avenue
Crowthorne
Berkshire
RG45 6RQ

Trustees:

John Barnes	Chairman, resigned	31.12.2020
Martin Rickards	Chairman, elected	01.01.2021
Paddy Skinner	Treasurer	
Yvonne Hattersley	Secretary	
Nick Abbott	Resigned	31.12.2020
Cathy Behan	Elected	18.01.2021
Chris Threlfall	Elected	22.03.2021
Richard Cox		
Roger Fox		
Peter Hutterli		
Jane Pierce	Resigned	31.12.2020
Grant Robertson	Resigned	20.07.2020
Hilary Tinsley		
David Wilson		

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity was founded in November 1966 and was governed by its Constitution dated 17 March 1970 as amended on 19 October 1999 and 17 October 2005. However, following an Extraordinary General Meeting held on 18 March 2013, application was made to the Charity Commission to become a Charitable Incorporated Organisation (CIO), with virtually the same objectives, and this was accepted. The new CIO, with Charity number 1152306, was registered on 6 June 2013, and began operating from 1 August 2013, when it received all the assets and liabilities of the unincorporated Charity number 259897.

Recruitment, induction, training of new Trustees

Prospective Trustees are identified as potential Trustees of the Charity and are recruited by word of mouth or by selective advertising. They are then invited to a meeting or two to see whether they are happy to undertake the responsibilities. If so, they are proposed for election at the next Annual General Meeting. According to the Constitution, casual vacancies occurring during the tenure of that electoral group may be filled by co-option by the Committee for the remainder of the period.

New Trustees undertake an induction process that includes being made aware of their responsibilities as Trustees, the governing document, administrative procedures and the history and philosophical approach of the Charity. The Secretary supplies each new Trustee with copies of the previous year's Annual Report and Accounts and a copy of the Charity Commission publications 'The Essential Trustee: An Introduction' and 'The Essential Trustee: What You Need to Know'.

Organisational structure

Management of Crowthorne Old Age to Teen Society is vested in between 6 and 15 Trustees, but normally 12, who form the Committee. The Trustees elect the Officers who comprise the Chairman, Treasurer and Secretary. The Trustees are elected at the Annual General Meeting. One third of Trustees must stand down each year, but can stand for re-election.

Day-to-day management of The COATS Centre is delegated to Mrs Bernie Dunstone, the Centre Manager.

Risk management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All policies and procedures are regularly reviewed and updated as necessary.

Crowthorne Old Age to Teen Society

Report of the Trustees for the year ended 30 April 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the Society is "to promote the relief of the elderly in Crowthorne and surrounding area in any manner which now or hereafter may be deemed by law to be charitable". Both Bracknell Forest Council and Wokingham Borough Council cover this area.

The people we serve come from all sections of society and a wide variety of circumstances. Many are widowed and potentially lonely, of varying frailty and mobility, and most are receiving some form of medical attention.

We welcome all older people regardless of personal background, faith, gender or personal circumstances, as we believe this philosophy of openness to all enriches everyone, through the sharing of skills, aptitudes and life experiences of older people and volunteers.

Following the closure of residential services at Woodmancote in October 2003, regular Day Centre facilities were reopened in June 2004 for one day a week and these have been progressively extended. The current prime aim of the Society is to maximise the use of The COATS Centre, and to deliver a growing number of services to an increasing number of older people in Crowthorne.

Significant activities

To meet these objectives, the Society has gradually increased the number of services it is able to provide and is continually seeking to extend these, as funds become available. The Trustees keep in mind the Charity Commission's Guidance on public benefit when looking into these services, thereby complying with the duty in section 17(5) of the 2011 Charities Act to have due regard to the guidance published. Currently the Society provides:-

- A Social Centre where older people can meet in a warm, bright and friendly environment. The Centre is open daily from Monday to Friday.
- A meal service which offers a freshly cooked two course meal prepared in our own well-equipped kitchen, five days a week, including tea and coffee, from 9 am until 4 pm (but 2:30pm Friday)
- Social activity, in the form of keep-fit classes, dancing, talks, musical events, quizzes, skittles, use of tablet computers and many other events.
- Assistance to older people suffering from early stages of dementia. The Society is able to help bridge the gap between mild sufferers of dementia, who are able to attend without difficulty, and the more serious cases, who are then helped to obtain specialist care.
- Respite cover for carers during the day.
- Help to older people in need, following a bereavement or illness, through a growing network of churches, local doctors and other organisations.
- Transportation for those unable to make their own way to The Centre, through the use of the COATS' mini-bus. This is able to transport up to 8 people on one journey, including a wheel chair. Several journeys are undertaken each day.
- Facilities for other local charities that provide support for older people.
- Opportunities to get advice on a range of important matters relating to older people.

The Society, in pursuing all its activities, is enthusiastically supported by about one hundred volunteers, who not only help in The COATS Centre, but also drive the minibus, and especially manage and operate the COATS Charity Shop at 227 High Street, Crowthorne, which is so vital to the funding of the Society. In addition, the dedicated Fundraising committee organise many very popular and enjoyable events throughout the year, raising valuable funds for the Society.

COATS, therefore, makes a major contribution to the well-being of many of the older people of Crowthorne, thereby reducing and delaying the need for more costly forms of support. Taken together with the contribution of the staff and all the volunteers, COATS offers a valuable service and enjoys a central position in the life of the community of Crowthorne.

CORONAVIRUS – COVID19

At the start of the financial year the Covid19 pandemic placed the COATS Charity in a potentially serious financial position. The Charity had just completed a £500,000 refurbishment of the Centre and reserves were accordingly heavily depleted. In March 2020 both the Centre and the Charity Shop were closed. In normal times the Shop contributes almost 50% of the Charity's revenues, and without these revenues (and without a reduction in salary costs) the Charity would have exhausted all its cash reserves in a matter of months.

The Chancellor's Job Retention Scheme (JRS) announced in March 2020 was an important lifeline. Although initially announced to run only until May 2020, it was extended several times and eventually ran for the whole year. The Charity was able to retain all the Centre's staff on 100% pay for the whole year. The JRS contributed £77,437 during the year.

In May 2020 it was recognised that the Centre would not be able to open for many months, given the age and vulnerability of most of our Visitors. The decision was made to move the High Street Shop into the newly enlarged Centre so that social distancing and safe queuing could be more easily carried out. In May the Centre was fitted with the necessary screens and PPE facilities, and all the Shop's activities were moved by the Volunteers. It was a great success, and despite being required to close from December 2020 to March 2021, the "pop-up" Shop contributed almost £60,000 of income, about 55% of a normal year.

Crowthorne Old Age to Teen Society

Report of the Trustees for the year ended 30 April 2021

Once it was confirmed that our staff could continue to maintain contact with our Visitors without jeopardising the JRS contributions, the manager, carers and cooks introduced a "Keeping in Touch" programme, whereby every one of our Visitors was phoned once or twice a week, and during the Summer months "socially distanced" visits were made by bicycle. At Christmas about 100 hampers of produce were assembled mainly donated by local traders. Individual Christmas cards made by local schools were also sent. Similar gifts were given to all our Visitors at Easter 2021.

In Summer 2020 very detailed plans were made to re-open the Centre to Visitors in carefully planned bubbles. When this was deemed to be impractical an "Out to Tea" programme was developed. Test runs were completed and it was intended to start in January, but was overtaken by the January lockdown.

In the Spring of 2021, as staff and Visitors are now vaccinated, we are planning to open the Shop on the High Street on 4th May, and re-open the Centre on 17th May – initially for short visits in bubbles with only tea and coffee, progressing later to a fuller service. Again, extensive planning has been undertaken, including a "Way of Working" document.

In addition to the Chancellor's JRS grants we received grants from the government, via the local authority, for both the Centre and the Shop. These grants, together with donations, the JRS payments, and the revenue from the shop, have established the Charity in a much stronger financial position at the end of the year.

2020/2021 has been a very challenging year for COATS and especially for the Centre and the Shop. Bernie Dunstone and her team have had to work in very different ways, "Keeping in Touch", "Out to Tea" and now re-opening in bubbles. They have done it in good spirit, and, most importantly, have helped maintain the spirits of our Visitors. Hilary Tinsley, and her team of Roger Fox and other Volunteers have had to move the Shop twice, close and re-open several times and work under very difficult conditions, yet they have continued to maintain a steady and vital income for the Charity.

OTHER ACTIVITIES

With the COATS Centre closed for what turned out to be the whole year and the Shop opening intermittently, most of the Charities activities were Covid19 related, and are reported on above.

By May 2020 most of the Building a Better COATS work had been completed. In May new signage was installed, and in October the hedge and other planting were completed at the front. Internally, further improvements were made to the AV system. Recently Richard Cox has undertaken a lot of work to prepare the Centre for re-opening and he continues to handle the many maintenance tasks that arise in the Centre and the flats.

With the Shop closed, and fund-raising events not possible because of Covid19 restrictions, fund raising appeals became important. In addition to government and local authority grants, David Wilson's efforts resulted in 50 donations totalling £18,000 as detailed in the Treasurer's report below.

In December we were saddened to hear that Linda Paliczka had died. She was a valued carer at the Centre for many years and had been valiantly fighting cancer for some time.

In February we said goodbye to Clare Rebbeck, on completion of her 2-year contract as Connector. Clare is an experienced care professional and was a great help during her time with COATS, including guiding us to our first Covid19 grants.

During the year there have been several retirements and appointments of Trustee:

- In July Grant Robertson retired after 13 years as a Trustee. Having been employed in the care sector Grant was a great support in the Centre and took the lead on all Health and Safety matters at the Centre and the Shop – an important and difficult task.
- In December Nick Abbott retired. Nick has always been a great supporter of and Volunteer for COATS, turning a hand to anything that was needed. He was well connected with many of the local traders who have always been very generous to COATS.
- Also in December Jane Pierce retired. Jane is an HR professional and in her 7 years as a Trustee she supported the Centre's Manager on all personnel matters and ensured that COATS had an up-to-date and comprehensive set of HR procedures. David Wilson has taken on her HR role supported by the specialist advisors Croners, in addition to his fund raising and PR roles,
- At the end of 2020, as planned, John Barnes, our long-serving Trustee and Chairman, retired. During his almost 14 years as Chairman he oversaw huge changes within COATS. He drew together a strong team of Trustees with the necessary skills to run a modern charity. When the Ravenswood staff terminated their tenancy of Woodmancote House he planned its conversion into accommodation for 5 disabled residents from Bracknell, and in parallel agreed a long-term contract with Bracknell. He led the recent modernisation and enlargement of the COATS Centre. Over the last year he has ably led COATS through the ups and downs of the Covid19 pandemic. He leaves COATS in a strong position for the future.
- To John, Jane, Nick and Grant we owe a huge debt of gratitude, and we wish them well in the future.

Crowthorne Old Age to Teen Society

Report of the Trustees for the year ended 30 April 2021

We welcome 2 new Trustees to the Board:

- Cathy Behan was elected in January. She is a H&S specialist and has immediately been very involved with the re-opening of the Centre and the Shop
- Chris Threlfall, familiar with COATS' activities as a shop Volunteer, is already understudying the new Treasurer.
- They are both warmly welcomed.

Paddy Skinner has served as Treasurer for the last 14 years during which time the Charity's accounts have been so professional presented – always on time, accurate and comprehensive. After the completion of the year end accounts Paddy will be handing the post over to Peter Hutterli who will be supported by Chris Threlfall. We are very grateful for the countless hours Paddy put in year after year.

The year May 2020 – April 2021 has been a year like no other. No organisation was ready for the events that unfolded through the year. Thanks to the immensely hard work and dedication of the staff, Volunteers and Trustees, the Charity emerges in a strong position to re-open the Shop and the Centre, and progressively return to providing the service to the Crowthorne community that we want to so much. Who knows what the future holds but all the work that we have put in will hopefully enable us to maintain a service, come what may.

FINANCIAL REVIEW

In this most extraordinary year, the Society recorded a surplus of £104,158 for the year ended 30 April 2021. At that date total funds in the books stood at £431,912, of which £1,711 were restricted. Net current assets stood at £180,371, with investments an additional £64,888.

All statutory legislation is reviewed and every endeavour is made to comply with it; the Society is managed in accordance with best practice.

As the Chairman has stated, the COATS Centre remained closed to our Visitors for the whole year, reopening only in May 2021.

The COATS Charity Shop, on which the Society relies so heavily to contribute to the cost of staff, was able to open in The COATS Centre for about only 100 days (instead of about 300) and achieved sales of £59,584 (55% of last year's £108,738). 59% of total sales were by card, £890 was raised by recycling metals, £1,661 from recycled clothing and £7,925 from Ebay sales. The net contribution to the Society from the Shop was £35,717. This is a brilliant achievement, thanks to much hard work and many new initiatives by the team of more than 70 Volunteers, led by Hilary Tinsley. We have no paid staff at the Shop.

The 10 year Agreement we have with Bracknell Forest Council (from 1 May 2011) came to an end on 30th April 2021, and has been rolled over for another year, while Bracknell Forest Council reassess their agreements. We have not learned anything to suggest that they will not continue to require the tenure of the flats at Woodmancote House. The net contribution from Woodmancote House was £30,392.

With the COVID19 pandemic causing the closure of The COATS Centre for the whole year, and the Charity Shop for a significant portion, our sources of income were severely restricted. The grants for COVID19 were a life saver. In total we have received £59,308 of which £10,000 was via the National Lottery, and £3,968 was specifically for PPE.

The staff were on furlough throughout the year, with only a few hours a week being worked in the latter half year. The Trustees decided to pay our invaluable employees 100% of their contractual pay. We recovered from HMRC under the JRS extended scheme £77,437, which represents 70% of our Total Staff Cost.

Despite the pandemic, the Society has continued to receive grants from the Local Authorities and Parish Councils amounting to £17,371, and over 50 donations totalling £18,023. Of these latter, £5,000 was donated by the Pargiter Trust through the Berkshire Community Fund, £3,033 by the Co-op, £2,037 by Downshire Golf Club, £1,600 from Ian Gillingham from the sale of books, and £661 from Trevor's Sky Dive. the Sovereign Hospitallers of the Order of St John also donated AV PartsMaster TV with a value of £996. The Trustees really appreciate the generosity of all our many donors.

At the beginning of the year the Society employed 8 staff, all but the Centre Manager on a part-time basis. Sadly Linda died from cancer after a long and brave struggle, Clare's two year contract was not renewed because of COVID19, and Jo left for personal reasons. The average number employed was 7, the equivalent of 4 FTEs. The Society matches the employee's pension contribution up to a maximum of 5%, and contributions are paid to The People's Pension, under the auto-enrolment rules.

The Society maintained its holding of COIF Charity Investment Fund, which was worth £64,888 at the year end, a gain of £11,299 over the 12 months. In addition to the £72,000 held in CAF Bank, the Society has £60,000 deposited with COIF and £60,000 with Barclays Business Savings Account.

VAT totalling £1,060 was recovered from the Shop expenditure.

We are greatly indebted to Gary Robinson of Stewart & Co who has acted as our Independent Examiner and assisted in the preparation of these Reports and Accounts, being particularly helpful with advice regarding the handling of COVID19 grants.

Under the terms of the Constitution, full responsibility for all assets, liabilities and activities of the Society is vested in the Trustees. The Charity can therefore make any lawful investment which the Trustees see fit.

**Report of the Trustees
for the year ended 30 April 2021**

RESERVES POLICY

It is the policy of the Charity to maintain reserves at a sufficient level to enable it to continue its current operations for at least twelve months. Undesignated and unrestricted funds at the end of April stood at £430,231 (2020: £327,754), of which £190,511 is in cash.

RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking all reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report and financial statements set out on pages 10 to 20 were approved by Trustees and authorised for issue on 21 June 2021 and signed on behalf of the Board of Trustees by:



M Rickards, Chairman and Trustee

Date: 21 June 2021



R P B Skinner, Treasurer and Trustee

Date: 21 June 2021

**Independent Examiner's Report to the Trustees of
Crowthorne Old Age to Teen Society
for the year ended 30 April 2021**

Independent Examiner's report to the Trustees of Crowthorne Old Age to Teen Society

I report on the accounts of the Charity for the year ended 30 April 2021, which are set out on pages 10 to 20.

Respective responsibilities of Trustees and Examiner

As the Charity's Trustees of Crowthorne Old Age to Teen Society you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Crowthorne Old Age to Teen Society's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

Since the Crowthorne Old Age to Teen Society's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Crowthorne Old Age to Teen Society as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



G Robinson FCA
Stewart & Co
Knoll House
Knoll Road
Camberley
Surrey
GU15 3SY

Date:

Crowthorne Old Age to Teen Society

**Statement of Financial Activities
for the year ended 30 April 2021**

	Note	Unrestricted £	Restricted £	2021 Total funds £	2020 Total funds £
INCOME					
Donations and legacies	2	73,870	23,601	97,471	80,981
Income from other trading activities	3	59,584	-	59,584	114,872
Investment income	4	42,577	-	42,577	40,764
Income from charitable activities	5	42	-	42	30,114
Other income	6	77,437	-	77,437	10,453
TOTAL INCOME		253,510	23,601	277,111	277,184
EXPENDITURE					
Costs of raising funds	7	(35,879)	-	(35,879)	(39,885)
Expenditure on charitable activities:	10	(126,483)	(21,890)	(148,373)	(664,586)
TOTAL EXPENDITURE		(162,362)	(21,890)	(184,252)	(704,471)
Net gains on investments		11,299	-	11,299	7,546
NET INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR		102,447	1,711	104,158	(419,741)
RECONCILIATION OF FUNDS					
Total Funds brought forward		327,754	-	327,754	747,495
TOTAL FUNDS CARRIED FORWARD	22	430,201	1,711	431,912	327,754

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

The notes on pages 13 to 20 form part of these financial statements

Crowthorne Old Age to Teen Society
(Registration Number: 1152306)
Balance Sheet
as at 30 April 2021

	Note	Unrestricted £	Restricted £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	18	186,652	-	186,652	201,128
Investments	19	64,888	-	64,888	53,589
TOTAL FIXED ASSETS		<u>251,540</u>	<u>-</u>	<u>251,540</u>	<u>254,717</u>
CURRENT ASSETS					
Debtors	20	153	-	153	10,670
Cash at bank and in hand	25	190,511	1,711	192,222	95,278
TOTAL CURRENT ASSETS		<u>190,664</u>	<u>1,711</u>	<u>192,375</u>	<u>105,948</u>
LIABILITIES					
Creditors falling due within one year	21	(12,003)	-	(12,003)	(32,911)
NET CURRENT ASSETS		<u>178,661</u>	<u>1,711</u>	<u>180,372</u>	<u>73,037</u>
NET ASSETS		<u>430,201</u>	<u>1,711</u>	<u>431,912</u>	<u>327,754</u>
THE FUNDS OF THE CHARITY					
Unrestricted income funds	23	430,201	-	430,201	327,754
Restricted income funds	23	-	1,711	1,711	-
TOTAL CHARITY FUNDS		<u>430,201</u>	<u>1,711</u>	<u>431,912</u>	<u>327,754</u>

The financial statements were approved and authorised for issue by the Board of Trustees on 21 June 2021 and were signed on its behalf by:



M Rickards – Trustee



R P B Skinner – Trustee

The notes on pages 13 to 20 form part of these financial statements

Crowthorne Old Age to Teen Society

Notes to the Financial Statements for the year ended 30 April 2021

1. ACCOUNTING POLICIES

1.1 General Information

The charity is a registered charity in England and Wales and is a Charitable Incorporated Organisation (CIO), charity number 1152306

1.2 Statement of Compliance

The financial statements have been prepared in accordance with 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 and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

1.3 Basis of preparation

The Charity 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).

The financial statements are prepared in sterling, which is the functional currency of the entity.

Monetary amounts in these financial statements have been rounded to the nearest £

1.4 Exemption from preparing a cash flow statement

The charity is a small charity and has utilised the small entity exemption from producing a statement of cash flows.

1.5 Preparation of the accounts on a going concern basis

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The Trustees are of the opinion that the Charity will have sufficient resources to meet its liabilities as they fall due.

The Charity reported a cash inflow of £101,944 for the year, and has undesignated and unrestricted funds of £430,201.

1.6 Income

Income recognition

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the Statement of Financial Activities (SoFA) when the general income recognition criteria are met.

In the case of performance related grants, income must only be recognised to the extent that the Charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

Legacies

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Charity or the Charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Government grants

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods and services including volunteers

The value of donated goods for resale is recognised as income when sold as the Charity deems it impractical to estimate the fair value of the donated goods for resale on receipt. The proceeds of sale are categorised as "Income from other trading activities" in the SoFA.

The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.

Income from interest and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Crowthorne Old Age to Teen Society

Notes to the Financial Statements for the year ended 30 April 2021

1. ACCOUNTING POLICIES (*continued*)

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

1.7 **Expenditure recognition**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

The cost of generating funds includes fund raising costs, trading costs and investment management charges.

The cost of charitable activities includes the payroll costs of the COATS Centre staff, and day-to-day running costs of the COATS Centre as shown in note 10.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of Trustee meetings and cost of any legal advice to Trustees on governance or constitutional matters.

1.8 **Allocation and apportionment of costs**

Certain expenditure is directly attributable to specific activities and has been reported in those expenditure categories.

1.9 **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	-	2% on buildings on cost but not provided on land
Freehold improvements	-	10% on cost
Fittings and equipment	-	20% on reducing balance
Motor vehicles	-	25% on reducing balance
Computer equipment	-	33.3% on cost

Assets are assessed on their merits to determine whether or not they should be capitalised. As a general rule, assets under £1,000 are not capitalised.

1.10 **Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The SoFA includes the net gains and losses arising on revaluation and disposals throughout the year.

1.11 **Taxation**

The Charity is a registered charity and is exempt under Part 11 of the Corporation Tax Act 2010 on its income and section 256 of the Taxation of Chargeable Gains Act 1992 on its capital gains.

The Society is registered for VAT in order to claim VAT on Shop expenditure (Sales are zero rated). The Centre continues to enjoy exempt status - irrecoverable VAT is charged against the expenditure heading for which it was incurred.

1.12 **Operating leases**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.13 **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.

Further explanation of the nature and purpose of each fund is included in note 22 to the financial statements.

1.14 **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity of one year from the date of acquisition or opening of the deposit or similar account.

1.15 **Creditors**

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.16 **Pension costs and other post-retirement benefits**

The Charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the Charity. There were no outstanding contributions at the year end. Contributions payable to the employees' stakeholder pension schemes are charged to the SoFA in the period to which they relate, and are detailed in note 14.

Crowthorne Old Age to Teen Society

**Notes to the Financial Statements
for the year ended 30 April 2021**

2. DONATIONS AND LEGACIES

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
Gifts		10,582	8,133	18,715	5,434
Legacies		-	-	-	43,387
Donations		746	-	746	13,295
Donated goods & services		996	-	996	-
Grants	16	61,211	15,468	76,679	18,500
Membership subscriptions		335	-	335	365
		<u>73,870</u>	<u>23,601</u>	<u>97,471</u>	<u>80,981</u>

3. INCOME FROM OTHER TRADING ACTIVITIES – FUNDRAISING

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Shop income	49,108	49,108	97,074
Income from online sales	7,925	7,925	6,630
Income from metal recycling	890	890	901
Income from textile recycling	1,661	1,661	3,077
Skittles	-	-	1,056
Quiz Night	-	-	1,338
Antique Evening	-	-	1,436
Raffles and other fundraising	-	-	3,360
	<u>59,584</u>	<u>59,584</u>	<u>114,872</u>

4. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Woodmancote House: rents and charges received	42,404	42,404	38,237
The COATS Centre room hire	-	-	561
Deposit account interest	149	149	357
Dividends received	-	-	799
Bank interest	24	24	810
	<u>42,577</u>	<u>42,577</u>	<u>40,764</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Provision of The COATS Centre facilities	-	-	25,894
Provision of transport facilities	42	42	4220
	<u>42</u>	<u>42</u>	<u>30,114</u>

6. OTHER INCOME

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
HMRC Job Retention Scheme	77,437	77,437	10,453
	<u>77,437</u>	<u>77,437</u>	<u>10,453</u>

Crowthorne Old Age to Teen Society

**Notes to the Financial Statements
for the year ended 30 April 2021**

7. COST OF RAISING FUNDS

	Note	Unrestricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£
Fundraising expenses		-	-	1,553
Operation of charity shop	8	23,867	23,867	22,787
Investment management costs	9	12,012	12,012	15,545
		35,879	35,879	39,885

8. EXPENDITURE ON OPERATION OF CHARITY SHOP

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Operating leases – land and buildings	16,946	16,946	17,447
Telephone	468	468	502
Light and heat	825	825	906
Repairs and maintenance	313	313	250
PPE	1,842	1,842	-
Other expenses	3,473	3,473	3,682
	23,867	23,867	22,787

9. INVESTMENT MANAGEMENT COSTS

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Administration of investments	-	-	143
Woodmancote House: Management fees	3,712	3,712	3,395
Woodmancote House: Water, light and heat, and other costs	4,242	4,242	4,709
Woodmancote House: Repairs and renewals	4,058	4,058	438
Woodmancote House: Depreciation on improvements to freehold property	-	-	6,860
	12,012	12,012	15,545

10. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

By Fund

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
Provision of The COATS Centre facilities	11	119,054	21,735	140,789	176,774
Provision of transport facilities		10,520	-	10,520	15,664
“Building a Better COATS” Project		(3,091)	155	(2,936)	472,148
		126,483	21,890	148,373	664,586

By Activity

	Note	Activities undertaken directly	Support Costs	Total Funds 2021	Total Funds 2020
Provision of The COATS Centre facilities	11	126,507	14,282	140,789	176,829
Provision of transport facilities		1,923	8,597	10,520	15,609
“Building a Better COATS” Project		(2,936)	-	(2,936)	472,148
		125,494	22,879	148,373	664,586

Included within support cost expenditure above there are governance costs of £5,261 (2020 - £4,061) which relate directly to charitable activities. See note 12 for further details.

Crowthorne Old Age to Teen Society

**Notes to the Financial Statements
for the year ended 30 April 2021**

11. ANALYSIS OF EXPENDITURE ON ACTIVITIES UNDERTAKEN DIRECTLY FOR PROVISION OF THE COATS CENTRE FACILITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£		£
Wages and salaries	86,636	17,020	103,656	115,423
Social security costs	2,803	-	2,803	4,158
Other pension costs	4936	-	4,936	5,236
Training and recruitment	352	-	352	1,305
Food and supplies	675	-	675	14,977
Rates and water	34	-	34	429
Insurance	3,846	-	3,846	4,251
Light and heat	809	-	809	3,788
Postage and stationery	322	-	322	433
Telephone	428	-	428	726
Activities and entertainment	12	-	12	2,081
Repairs and maintenance	3,724	-	3,724	7,185
PPE	32	4,215	4,247	-
Other expenses	163	500	663	2,442
	<u>104,772</u>	<u>21,735</u>	<u>126,507</u>	<u>162,434</u>

12. SUPPORT COSTS

By Fund

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
<i>Support Costs</i>			
Publicity	904	904	563
Miscellaneous	1,242	1,242	1,707
Depreciation of tangible fixed assets	15,472	15,472	18,807
	<u>17,618</u>	<u>17,618</u>	<u>21,077</u>
<i>Governance Costs</i>			
Accountancy support	4,201	4,201	3,001
Independent examiner's fee	1,060	1,060	1,060
	<u>5,261</u>	<u>5,261</u>	<u>4,061</u>
	<u>22,879</u>	<u>22,879</u>	<u>25,138</u>

By Activity

	Provision of The COATS Centre Facilities	Provision of Transport Facilities	Total 2021	Total 2020
	£	£	£	£
<i>Support Costs</i>				
Publicity	904	-	904	563
Miscellaneous	1,242	-	1,242	1,707
Depreciation of tangible fixed assets	6,875	8,597	15,472	18,807
	<u>9,021</u>	<u>8,597</u>	<u>17,618</u>	<u>21,077</u>
<i>Governance Costs</i>				
Accountancy support	4,201	-	4,201	3,001
Independent examiner's fee	1,060	-	1,060	1,060
	<u>5,261</u>	<u>-</u>	<u>5,261</u>	<u>4,061</u>
	<u>14,282</u>	<u>8,597</u>	<u>22,879</u>	<u>25,138</u>

Crowthorne Old Age to Teen Society

Notes to the Financial Statements for the year ended 30 April 2021

13. NET INCOME FOR THE YEAR

This is stated after charging:

	2021	2020
	£	£
Other pension costs	4,936	5,236
Depreciation	15,472	25,667
Independent examiner's remuneration:		
Independent examiner's fee	1,060	1,060
Accountancy services	4,201	3,001
Operating lease costs – land and buildings	16,946	17,447

14. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

Total staff costs were as follows

	2021	2020
	£	£
Wages and salaries	103,656	115,423
Social security costs	2,803	4,158
Other pension costs	4,936	5,236
	<u>111,395</u>	<u>124,817</u>

Particulars of employees:

The average number of employees during the year was as follows:

	2021	2020
	No	No
Day Centre facilities: The COATS Centre	7	8

No employees received employee benefits in excess of £60,000 (2020: nil) with all employee time involved in the provision of charitable activities.

From 1 April 2016 The Society started paying contributions to The People's Pension in order to comply with the Government's auto-enrolment legislation. It makes the same contribution of up to 5% of the employee's basic salary, provided this is matched by the employee. Seven employees participated.

15. RELATED PARTY TRANSACTIONS

There were no related party transactions in the current or previous year.

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £nil). Expenses paid to the Trustees in the year totalled £1,610 (2020: £1,385). These expenses were made up of PPE costs of £526 (2020: £nil), Ebay expenses £119 (2020: £115), The COATS Centre costs £444 (2020: £nil), Shop costs £399 (2020: £18) and administrative costs of £122 (2020: £176). No Trustee received payment for professional or other services supplied to the Charity (2020: £nil).

16. GOVERNMENT GRANTS

Income from government grants comprises performance related grants made by local authorities to fund the running of the COATS centre. The following is a summary of funding provided:

	2021	2020
	£	£
Bracknell Forest Council	10,000	10,000
Wokingham Borough Council	5,871	5,700
Wokingham Without PC	1,000	1,500
Crowthorne PC	500	1,300
National Lottery COVID19 Fund	10,000	-
Bracknell Forest BC PPE Fund	3,968	-
Bracknell Forest COVID19 Grants	45,340	-
	<u>76,679</u>	<u>18,500</u>

Crowthorne Old Age to Teen Society

**Notes to the Financial Statements
for the year ended 30 April 2021**

17. GIFT AID

£2,434 of Gift Aid was received under the Gift Aid scheme during the year (2020: £1,871).

18. TANGIBLE FIXED ASSETS

	Freehold Property £	Freehold Improvements £	Fittings and Equipment £	Motor Vehicles £	Computer Equipment £	Total £
COST						
As at 1 May 2020	265,425	68,598	71,215	61,116	3,064	469,418
ADDITIONS	-	-	996		-	996
As at 30 April 2021	265,425	68,598	72,211	61,116	3,064	470,414
DEPRECIATION						
As at 1 May 2020	112,028	68,598	57,872	26,728	3,064	268,290
Charge for the year	4,007	-	2,868	8,597	-	15,472
As at 30 April 2021	116,035	68,598	60,740	35,325	3,064	283,762
NET BOOK VALUE						
As at 1 May 2020	153,397	-	13,343	34,388	-	201,128
As at 30 April 2021	149,390	-	11,471	25,791	-	186,652

19. FIXED ASSET INVESTMENTS

Movement in fixed asset listed investments

	2021 £	2020 £
Carrying (fair) value at beginning of period	53,589	263,873
Deduct: value of investments sold during the period	-	(217,830)
Add: net gain on revaluation	11,299	7,546
Carrying (fair) value at end of year	64,888	53,589
Investments at fair value comprised		
Listed investments	64,888	53,589
Total	64,888	53,589

All investments are carried at their fair value. The Charity holds 300 accumulation units in the COIF Charities Investment Fund (purchased on 18 October 2007 at a cost of £24,731). Holdings in common investment funds are at the bid price. Asset sales and purchases are recognised at the date of trade at cost (that is their transaction value).

The main risk to the Charity from financial instruments lies in the combination of uncertain investment markets and volatility in yield.

Crowthorne Old Age to Teen Society

**Notes to the Financial Statements
for the year ended 30 April 2021**

20. DEBTORS

	2021 £	2020 £
HMRC Job Retention Scheme	-	10,453
Other debtors	153	217
	<u>153</u>	<u>10,670</u>

21. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	225	4,943
Utility Reserve, Woodmancote House	230	-
Accruals	11,548	27,968
	<u>12,003</u>	<u>32,911</u>

22. ANALYSIS OF MOVEMENT IN FUNDS

	Balance 1 May 2020 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Funds 30 April 2021 £
Unrestricted funds						
General fund	327,754	253,510	(162,362)	-	11,299	430,201
	<u>327,754</u>	<u>253,510</u>	<u>(161,362)</u>	<u>-</u>	<u>11,299</u>	<u>430,201</u>
Restricted funds						
Berks.Community Fund	-	5,000	(5,000)	-	-	-
National Lottery Fund	-	10,000	(10,000)	-	-	-
Bracknell Forest PPE	-	3,968	(3,968)	-	-	-
Co-op Community Fund	-	3,033	(2,267)	-	-	766
Concertina	-	100	-	-	-	100
Wokingham Without Parish Council	-	1,000	(155)	-	-	845
Crowthorne Parish Council	-	500	(500)	-	-	-
	<u>-</u>	<u>23,601</u>	<u>(21,890)</u>	<u>-</u>	<u>-</u>	<u>1,711</u>
TOTAL FUNDS	<u>327,754</u>	<u>277,111</u>	<u>(184,252)</u>	<u>-</u>	<u>11,299</u>	<u>431,912</u>

Unrestricted funds are available to be spent for any of the purposes of the Charity.

Restricted funds are held for the purposes specified by the donors and have been spent on those purposes, or will be so spent in the coming months.

23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Unrestricted funds	186,652	64,888	178,661	430,201
Restricted funds	-	-	1,711	1,711
Total funds at 30 April 2021	<u>186,652</u>	<u>64,888</u>	<u>180,372</u>	<u>431,912</u>

Crowthorne Old Age to Teen Society

**Notes to the Financial Statements
for the year ended 30 April 2021**

24. OBLIGATIONS UNDER LEASES

The Charity leases the Shop from which it trades. The lease has a remaining term of almost four years, and includes a provision for a three-yearly upward rent review based on the percentage increase in CPI. Future minimum rentals payable under non-cancellable operating leases are as follows:

	Land and buildings	
	2021	2020
	£	£
Amounts due:		
Within one year	16,947	17,221
Within one year to five years	46,603	63,145
	63,550	80,366

Operating lease agreements where the Charity is lessor

The Charity owns Woodmancote House which has 5 rooms that are let to third parties. The leases are on six-month terms with provisions for annual rent reviews.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

	Land and buildings	
	2021	2020
	£	£
Amounts due:		
Within one year	37,944	37,356

25. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021	2020
	£	£
Cash at bank and in hand	192,222	90,278
Short term deposits with a maturity date within one year	-	5,000
	192,222	95,278

Crowthorne Old Age to Teen Society
Detailed Statement of Financial Activities
for the year ended 30 April 2021

	2021 £	2020 £
INCOME		
Donations and Legacies		
Gifts	19,711	5,434
Legacies	-	43,387
Donations	746	13,295
Grants	76,679	18,500
Membership subscriptions	335	365
	<u>97,471</u>	<u>80,981</u>
Income from other trading activities		
Fundraising events	-	7,190
Shop income	59,584	107,682
	<u>59,584</u>	<u>114,872</u>
Investment income		
Woodmancote House: rents and charges received	42,404	38,237
The COATS Centre room hire	-	561
Deposit account interest and dividends	149	1,156
Bank interest	24	810
	<u>42,577</u>	<u>40,764</u>
Income from charitable activities		
The COATS Centre: Attendance and lunches	-	25,894
The COATS Centre Bus: Transport	42	4,220
	<u>42</u>	<u>30,114</u>
Other Income		
Gain on disposal of tangible fixed assets	-	-
Job Retention Scheme	77,437	10,453
	<u>77,437</u>	<u>10,453</u>
TOTAL INCOME	<u>277,111</u>	<u>277,184</u>

This page does not form part of the statutory financial statements

Crowthorne Old Age to Teen Society
Detailed Statement of Financial Activities
for the year ended 30 April 2021

	2021 £	2020 £
EXPENDITURE		
<i>Costs of raising funds</i>		
Fundraising expenses	-	1,553
Operation of Charity Shop		
Operating leases – land and buildings	16,946	17,447
Telephone	468	502
Light and heat	825	906
Repairs and maintenance	313	250
Other expenses	5,315	3,682
	<u>23,867</u>	<u>22,787</u>
	<u>23,867</u>	<u>24,340</u>
Investment management costs		
Administration of investments	-	143
Woodmancote House: Management fees	3,711	3,395
Woodmancote House: Water, light and heat, and other costs	4,242	4,709
Woodmancote House: Repairs and renewals	4,059	438
Woodmancote House: Depreciation on improvements to freehold property	-	6,860
	<u>12,012</u>	<u>15,545</u>
<i>Charitable activities</i>		
Wages and salaries	103,656	115,423
Social security costs	2,803	4,158
Other pension costs	4,936	5,236
Training and recruitment	352	1,305
The COATS Centre: Food and supplies	675	14,977
The COATS Centre: Rates and water	34	429
The COATS Centre: Insurance	3,846	4,251
The COATS Centre: Light and heat	809	3,788
The COATS Centre: Postage and stationery	322	433
The COATS Centre: Telephone	428	726
The COATS Centre: Activities and entertainment	12	2,801
The COATS Centre: Repairs and maintenance	3,724	7,185
The COATS Centre: Other expenses	663	2,442
The COATS Centre: PPE	4,247	-
The COATS Centre Bus: Operating expenses	1,923	4,146
Publicity	904	563
Accountancy support	4,201	3,001
Independent examiner's fee	1,060	1,060
Miscellaneous	1,242	1,707
Depreciation of tangible fixed assets	15,472	18,807
	<u>151,309</u>	<u>192,438</u>
"Building a Better COATS" project costs	(2,936)	472,148
TOTAL EXPENDITURE	<u>184,252</u>	<u>704,471</u>
NET (GAINS) ON INVESTMENTS	(11,299)	(7,546)
NET INCOME	<u>104,158</u>	<u>(419,741)</u>

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