

**Whitley Community Development Association**  
**Registered Charity No: 1165275**



**Trustees Report and unaudited Annual Accounts**  
**2022-2023**

Registered Office and operational address:

South Reading Community Hub, 252-260 Northumberland Avenue Reading  
RG2 7QA.

## **Trustees**

Elizabeth Grugeon - Chair

Marg Cobb - Vice Chair

Imke Wilson - Treasurer

Kerry Reilly-West - Secretary

Elected Trustees - Paul Childs, Lisa Haines

## **Staff**

Lisa Alloune - Business Manager 0.8fte

Maria Cox - Community Development Worker 0.8fte

Kelly Brown - Community Development Worker 0.2fte

Donna Duvall - Project Assistant 0.3fte

Dani Durrante - Administrator 0.2fte

Emma Miller - Cafe Assistant 0.7fte

Anne-Marie Wheeler - Cafe Manager 0.9fte

## **Professional Advisors**

Dr Trisha Bennett - TACCT C. Consultant 12 days/ month

Gavin Aldrich - Kyle and Irving, Media Support 4 day/ month

Auditor -

Ann Murphy BA (Hons) ACA

## **Chairs introduction**

I'm pleased to be able to present to you the unaudited, independently examined, Annual Accounts for the year August 2022 - July 2023. We are very grateful to Ann Murphy for supporting us with the preparation of these. Ann is a member of the Institute of Chartered Accountants but for us equally importantly a Whitley girl. Her time and support is much valued.

You will notice that again this year we have done a separate Impact Report which highlights the impact of our work across Whitley. Below are outlined our charitable aims which, in line with Charity Commission guidance, we are reporting against in the highlighting of our activities for the year.

Our Charitable aims as stated in our constitution are:

3.1 To develop the capacity and skills of the members of the socially and economically disadvantaged community of the area of benefit in such a way that they are better able to identify, and help meet, their needs and participate more fully in society.

3.2 to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;

3.3 to promote such other charitable purposes within the area of benefit as the trustees may from time to time determine.

These charitable aims, along with the aims identified in our Big Local funding (below) are central to how we manage both our strategic and operational activities.

The aims of Big Local can be summarised into four key areas:

1. Communities will be better able to identify local needs and take action in response to them.

2. People will have increased skills and confidence so that they can continue to identify and respond to local needs in the future.
3. The community will make a difference to the needs it prioritises.
4. People will feel that their area is an even better place to live.

## The future

Our National Lottery Big Local programme funding is drawing to a close and we will over the next year be actively looking for another major funder. Post covid, and as a result of the cost of living crisis, funding is becoming more difficult to secure but as you will see from our impact report we really do make a difference to the lives of people in Whitley. The review we are doing of our strategic plan reinforces the importance of the early intervention and preventative role we play in supporting Statutory agencies working in our community.

We are fortunate to have a Trading Subsidiary, Whitley Social Club, who currently pay our rent and service charges to Reading Borough Council for the space we occupy within South Reading Community Hub. Without this support it would be difficult to provide the level of support that we do.

We continue to work with the University of Reading and are starting to make an impact on ensuring that the voice of those affected by specific issues are heard and considered in the development of solutions to those issues. You may have heard or seen us on local media.

We continue to be committed to our underpinning belief that a community flourishes best when things are done WITH THEM not TO or FOR THEM.

In closing, I need to give a very big vote of thanks to my fellow trustees, staff, volunteers and partners who give their all to ensure that the heart of Whitley keeps beating, sometimes against the odds! It goes without saying of course that all our residents are central to what we do.

Liz Gurgeon

Chair of Trustees

# Statement of Financial Activities (including Income and Expenditure Account)

For the period ended 31 July 2023 (Unaudited)

	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>INCOMING RESOURCES</b>					
<b>Income from:</b>					
Donations and Grants	2	151,200	24,784	175,984	226,857
Charitable activities		99,310	-	99,310	85,180
Total income		250,510	24,784	275,294	312,037
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on:</b>					
Charitable activities	3	192,177	22,468	214,645	233,512
Total expenditure		192,177	22,468	214,645	233,512
Net Income before Other recognised gains and losses		58,333	2,316	60,649	78,525
Net movement in funds		58,333	2,316	60,649	78,525
Total funds brought forward	13	80,404	41,677	122,081	43,556
Total transfers between reserves	13	-	-	-	-
Total funds carried forward		138,737	43,993	182,730	122,081

The statement of financial activities includes all gains and losses for the period. All incoming resources and resources expended derive from continuing activities.

Note that funds from the Big Local appearing in unrestricted funds. The majority of the funding for WCDA comes from Local Trust. WCDA produce a plan and budget each year in order to draw down these funds. Spending of this money is restricted to the budget headings identified in the yearly plan.

The notes on pages 15 to 20 form part of these financial statements

**Balance sheet**  
**As at 31 July 2023 (Unaudited)**

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	9	813	-
<b>CURRENT ASSETS</b>			
Debtors	10	5,644	-
Cash at bank and in hand		176,273	122,441
Total current assets		181,917	122,441
<b>CREDITORS</b>			
Amounts falling due within one year	11	-	(360)
<b>NET CURRENT ASSETS</b>		181,917	122,081
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		182,730	122,081
<b>FUNDS OF THE CHARITY</b>			
Unrestricted funds	12	138,737	80,404
Restricted funds	12	43,993	41,677
<b>TOTAL FUNDS</b>		182,730	122,081

The financial statements were approved and authorised for issue by the Trustees on 15th March 2024 and were signed on their behalf by

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**Liz Gurgeon - Chair of Trustees**

**Statement of Cash Flows**  
**For the period ended 31 July 2023 (Unaudited)**

	<b>Notes</b>	<b>2023 £</b>	<b>2022 £</b>
<b>Cash flows from operating activities</b>			
Net cash generated (used) in operating activities	15	54,720	78,525
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(888)	-
Net cash used in investing activities		(888)	-
<b>Change in cash and cash equivalents in the year</b>		<b>53,832</b>	<b>78,525</b>
Cash and cash equivalents brought forward		122,441	43,916
<b>Cash and cash equivalents brought forward</b>	16	<b>176,273</b>	<b>122,441</b>

The notes on pages 8 to 15 form part of these financial statement

**Notes to the Financial Statements**  
**For the period ended 31 July 2023 (Unaudited)**

**1. ACCOUNTING POLICIES**

**1.1 Basis of accounting**

Basis of preparation of financial statements. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Whitley Community Development Association constitutes a public benefit entity as defined by FRS 102.

**1.2 Income recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation. Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**1.3 Expenditure recognition**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Charitable activities and Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

**1.4 Tangible fixed assets**

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed



assets, less their estimated residual value, over their expected useful lives on the following bases:

Office Equipment                      33% straight line.

### 1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**Notes to the Financial Statements - continued**  
**For the period ended 31 July 2023 (Unaudited)**

## 1. ACCOUNTING POLICIES (continued)

## 1.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### 1.7 Cash at bank and in hand

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

## 1.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

## 1.9 Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements:

### Tangible fixed assets

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. Residual value assessments consider issues such as the remaining life of the asset and projected disposal values.

**Notes to the Financial Statements - continued**  
**For the period ended 31 July 2023 (Unaudited)**

**2. ANALYSIS OF INCOME FROM DONATIONS AND GRANTS**

	<b>2023</b> <b>Unrestricted</b> <b>Funds</b> <b>£</b>	<b>2023</b> <b>Restricted</b> <b>Funds</b> <b>£</b>	<b>2023</b> <b>Total Funds</b> <b>£</b>	<b>2022</b> <b>Total Funds</b> <b>£</b>
Donations	24,792	-	24,792	15,866
Grants	126,048	24,784	150,832	210,991
Donated services	360	-	360	-
Total donations & grants	151,200	24,784	175,984	226,857
2022	189,057	37,800	226,857	

**3. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>2023</b> <b>Unrestricted</b> <b>Funds</b> <b>£</b>	<b>2023</b> <b>Restricted</b> <b>Funds</b> <b>£</b>	<b>2023</b> <b>Total Funds</b> <b>£</b>	<b>2022</b> <b>Total Funds</b> <b>£</b>
Charitable activities	191,717	22,468	214,185	233,512
2022	226,743	6,769	233,512	

**4. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE**

	<b>2023</b> <b>Staff</b> <b>Costs</b> <b>£</b>	<b>2023</b> <b>Other</b> <b>costs</b> <b>£</b>	<b>2023</b> <b>Total Costs</b> <b>£</b>	<b>2022</b> <b>Total Costs</b> <b>£</b>
Total charitable activities	82,232	22,468	214,185	233,512
2022	54,419	179,093	233,512	

**5. NET INCOME FOR THE YEAR**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
This is stated after charging:		
Independent examiner fees	360	360
Depreciation – owned assets	75	-

**Notes to the Financial Statements - continued**  
**For the period ended 31 July 2023 (Unaudited)**

**6. INDEPENDENT EXAMINATION AND TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 31 July 2023 (31 July 2022: £Nil)

There were no trustees' expenses paid for the period ended 31 July 2023 (31 July 2022: £Nil).

No payments were made to the Trustees or any related party of the Trustees for the period ended 31 July 2023 (31 July 2022: £Nil).

The Independent Examiner's remuneration amounts to a donated fee of £360 (2022; charged fee £360).

**7. STAFF COSTS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Salaries and wages	82,232	54,419
Social security	-	-
	<hr/>	<hr/>
	82,232	54,419

The average number of employees during the period, calculated on the basis of full time equivalents, was as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Charitable activities	6	4

This is made up of 6 individuals who work primarily for WCDA. There are also two contractors not included in these numbers.

No employees received remuneration amounting to more than £60,000 in either year.

No pension contributions were made and no pension liabilities were incurred.

**8. TAXATION**

The charity is exempt from tax on income and gains falling within S505 of the Taxes Act 1988 or S252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to charitable objects. No UK corporation tax charges have arisen in the charity for the period ended 31 July 2023 due to the charity's charitable status.

**Notes to the Financial Statements - continued**  
**For the period ended 31 July 2023 (Unaudited)**

**9. TANGIBLE FIXED ASSETS**

	<b>OFFICE EQUIPMENT £</b>	<b>TOTAL £</b>
<b>COST</b>		
As at 1 August 2022	15,977	15,977
Additions	888	888
As at 31 July 2023	16,865	16,865
<b>DEPRECIATION</b>		
As at 1 August 2022	15,977	15,977
Charge for year	75	-
As at 31 July 2023	16,052	15,977
<b>NET BOOK VALUE</b>		
As at 31 July 2023	813	813
As at 31 August 2022	-	-

**10. DEBTORS**

	<b>2023 £</b>	<b>2022 £</b>
Trade debtors	5,644	-

**11. CREDITORS**

	<b>2023 £</b>	<b>2022 £</b>
Trade Creditors	-	-
Accrued expenses	-	360
	-	360

**Notes to the Financial Statements - continued**  
**For the period ended 31 July 2023 (Unaudited)**

**12. ANALYSIS OF NET ASSETS BETWEEN RESERVES**

	<b>2023 Unrestricted Funds £</b>	<b>2023 Restricted Funds £</b>	<b>2023 Total Funds £</b>	<b>2022 Total Funds £</b>
Tangible Fixed Assets	812	-	812	-
Current Assets	137,925	43,993	181,917	122,441
Current Liabilities	-	-	-	(360)
Total funds	138,737	43,993	182,730	122,081

	<b>2022 Unrestricted Funds £</b>	<b>2022 Restricted Funds £</b>	<b>2022 Total Funds £</b>
Tangible Fixed Assets	-	-	-
Current Assets	80,764	41,677	122,441
Current Liabilities	(360)	-	(360)
Total funds	80,404	41,677	122,081

**13. MOVEMENT IN FUNDS**

**Current year**

	<b>As at 1 August 2022 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>As at 31 July 2023 £</b>
Unrestricted funds	80,404	250,510	(192,177)	-	138,737
Restricted funds (see note 14)	41,677	24,784	(22,468)	-	43,993
Total funds	122,081	275,294	(214,645)	-	182,730

**Prior year**

	<b>As at 1 August 2021 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>As at 31 July 2022 £</b>
Unrestricted funds	35,574	271,573	(226,743)	-	80,404
Restricted funds (see note 14)	7,982	40,464	(6,769)	-	41,677
Total funds	43,556	312,037	(233,512)	-	122,081

**Notes to the Financial Statements - continued**  
**For the period ended 31 July 2023 (Unaudited)**

**14. RESTRICTED FUNDS**

**Current year**

	<b>As at 1 August 2022 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>As at 31 July 2023 £</b>
WRAP	5,729	-	-	-	<b>5,729</b>
COOP	2,253	-	-	-	<b>2,253</b>
Men's Shed	5,000	-	-	-	<b>5,000</b>
Youth Cafe	1,389	-	-	(1,389)	-
Wellbeing Champion (RBC)	4,000	-	-	(4,000)	-
Wellbeing (RBC and RVA)	13,707	15,500	(16,748)	4,000	<b>16,459</b>
Summer Activities (NL)	9,599	4,934	(4,028)	1,389	<b>11,894</b>
	-	850	(315)	-	<b>535</b>
	-	2,000	(1,246)	-	<b>754</b>
	-	1,500	(131)	-	<b>1,369</b>
<b>Total funds</b>	<b>41,677</b>	<b>24,784</b>	<b>(22,468)</b>	<b>-</b>	<b>43,993</b>

**Prior year**

	<b>As at 1 August 2021 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>As at 31 July 2022 £</b>
WRAP	5,729	-	-	-	<b>5,729</b>
COOP	2,253	-	-	-	<b>2,253</b>
Men's Shed	-	5,000	-	-	<b>5,000</b>
Youth Cafe	-	2,664	(1,275)	-	<b>1,389</b>
Wellbeing Champion (RBC)	-	5,000	(1,000)	-	<b>4,000</b>
Wellbeing (RBC and RVA)	-	18,000	(4,293)	-	<b>13,707</b>
Summer Activities (NL)	-	9,800	(201)	-	<b>9,599</b>
<b>Total funds</b>	<b>7,982</b>	<b>40,464</b>	<b>(6,769)</b>	<b>-</b>	<b>41,677</b>

**Notes to the Financial Statements - continued**  
**For the period ended 31 July 2023 (Unaudited)**

**15. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
Net income for the year (as per Financial Activities)	60,649	78,525
<b>Adjustment for:</b>		
Depreciation Charges	75	-
(Increase)/Reduction in debtors and accrued income	(5,644)	-
Increase/(Reduction) in creditors	(360)	-
Net cash generated/(used) in operating activities	<u>54,720</u>	<u>78,525</u>

**16. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
Cash at bank and in hand	176,273	122,441
Total	<u>176,273</u>	<u>122,441</u>

## **Report of the Independent Examiner to the Trustees of Whitley Community Development Association**

I report on the accounts of the charity for the period ended 31 July 2023, which are set out on pages 5 - 15.

### **Respective responsibilities of trustees and examiner**

The trustees 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 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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**

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 130 of the Act; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Act 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.

Ann Murphy BA (Hons) ACA

Date: March 2024



