

Charity number 1165798

READING ADVICE NETWORK  
(A Charitable Incorporated Organisation)

Report and Accounts

31 March 2021

**READING ADVICE NETWORK**  
**(A Charitable Incorporated Organisation)**

**Report and Accounts**

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**Reading Advice Network  
(A Charitable Incorporated Organisation)**

**Report of the Trustees for the period ended 31 March 2021**

**Members of the Trustee Board at 31 March 2021**

Chair	Richard Harrison
Vice-Chair	Hazel Wright
Treasurer	Peter Kayes
Individual member	Mike Allen
Individual member	Francesca Yates

**Independent Examiner**

Julian Ansell FCCA  
19 Brooklyn Drive  
Emmer Green  
Reading  
RG4 8SR

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Registered Office**

13 Albert Road  
Caversham  
Reading  
Berkshire  
RG4 7AN

**Registered Charity Number**

1165798

## **Report of the Trustees**

The Trustee Board presents its report for the period ended 31 March 2021

### **Structure, Governance and Management**

The Reading Advice Network (RAN) is a Charitable Incorporated Organisation, and was registered by the Charity Commission on 29 February 2016. It has a Trustee Board which was elected at its first Annual General Meeting on 11 October 2016 and is ultimately accountable for the conduct of the organisation.

Member organisations pay an annual membership fee of £30, and make two commitments - to achieve the RAN Quality Standard, and the 'Safe and Sound' Governance Mark produced by Reading Voluntary Action. At 31 March 2021 RAN had sixteen member organisations - Age UK Reading, Age UK Berkshire, British Red Cross, Citizens Advice Reading, Communicare, Dingley's Promise, TuVida, Graft, Healthwatch Reading, Launchpad, RAB Sightloss, Reading Community Welfare Rights Unit, Reading Mencap, Reading Refugee Support Group, Reading Voluntary Action and Stepping Forward.

### **Aims and Objectives**

The Network has three aims, with supporting objectives:

Aim 1: To improve the quality of information, advice and non-statutory advocacy that is available to people in Reading by:

- 1.1 Setting and maintaining an appropriate quality standard for RAN members
- 1.2 Supporting organisations to achieve that standard
- 1.3 Raising the capacity of RAN members through sharing knowledge, training and specialist expertise

Aim 2: To make it easier for people in Reading to get the information, advice and non-statutory advocacy they need by:

- 2.1 Publicising the services provided by RAN members
- 2.2 Developing joint outreach services in areas of particular need
- 2.3 Providing a simple and effective referral process between RAN members

Aim 3: To become a focal point for information, advice and non-statutory advocacy services in Reading by:

- 3.1 Providing a forum where RAN members can discuss key issues
- 3.2 Assembling and disseminating useful information to RAN members
- 3.3 Being the collective voice of RAN members to shape service provision

## **Activities and achievements**

This was a year dominated by the Covid-19 global pandemic. No face-to-face meetings were possible and much of the work on assessing member organisations against the RAN Quality Standard had to be suspended. Nevertheless, during the year RAN:

- Held two Advice Forums, by video link, which drew on members' experience of operating during the pandemic:
  - 'The last six months', in October 2020
  - Delivering advice from home, online and by phone - advantages, disadvantages and issues', in February 2021
- Held six video-link meetings for member CEOs to discuss current challenges
- Awarded the RAN Quality Standard to one other member organisation, bringing the number of members achieving the Standard to eleven
- Began a consultation with its members on a draft revision of the Quality Standard to cover the delivery of advice from home, online and by phone.
- Held its fifth Annual General Meeting, also by video-link

Our Business Plan for the year, and the coming year, retains the previous Plan's four strategic priorities:

- becoming financially secure
- growing our membership
- developing and delivering excellent services for our members and, through them, improved services for the people of Reading
- building a strong reputation

## **Public benefit**

RAN trustees have regard to the Charity Commission's guidance on reporting how RAN provides 'public benefit', and in particular to the requirements of the Charities Act & Charity Reporting Regulations.

This report from RAN's trustees is a summary of the main activities undertaken by the charity in carrying out its charitable purposes for the benefit of the public in and around Reading. These activities are principally providing advice-giving charities and similar public bodies with the support and information needed for those organisations to help people disadvantaged by poverty, age, ill-health, disability, financial hardship, and similar issues.

## **Financial Review**

The financial accounts for the year ending 31 March 2021 are set out on pages 5 - 10. The Statement of Financial Activities shows a surplus for the year of £291.41. The total reserve at the year end stands at £8,281.65

The Charity employs no staff, being operated by volunteers, holds no significant fixed assets, property or leases, so has no ongoing financial liabilities. The Board therefore considers that there is no requirement for a reserve fund.



Projected income is £480 a year based on the present membership. This year expenditure has been significantly below this, primarily because of the restrictions on meetings imposed as a result of the pandemic. Current spending projections would keep the level of net expenditure at around £500 a year which given the present cash balance would sustain the charity indefinitely.

### **Statement of Trustees' responsibilities**

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of the surplus or deficit of the Charity. In preparing those 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;
- state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its work.

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which are sufficient to show and explain the Charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 / Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution . They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board of Trustees on 19 April 2021.



Richard Harrison  
Chair

**READING ADVICE NETWORK**  
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**Independent Examiner's Report**

I report on the accounts of the Reading Advice Network for the 12 months ended 31 March 2021, which are set out on pages 6 to 9.

**Responsibilities and basis of report**

As the charity trustees 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 Charity'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**

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 the Trust 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 applicable 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.



J M Ansell FCCA  
Chartered Certified Accountant  
19 Brooklyn Drive  
Emmer Green  
READING  
RG4 8SR

19 May 2021

# READING ADVICE NETWORK

(A Charitable Incorporated Organisation)

## Statement of Financial Activities for the year ended 31st March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Income and endowments from:</b>					
The Earley Charity		-	-	-	-
Donations - Members' Contributions		450		450	390
Sale of equipment		-	-	-	-
Reading Voluntary Action for assessments		-	-	-	750
<b>Total</b>	<b>1</b>	<b>450</b>	<b>-</b>	<b>450</b>	<b>1,140</b>
<b>Expenditure on:</b>					
Charitable activities	2	159	-	159	1,784
<b>Total</b>		<b>159</b>	<b>-</b>	<b>159</b>	<b>1,784</b>
Net Income / (Expenditure) for the year		291	-	291	(644)
Fund balance brought forward at 1 April 2020		1,993	5,997	7,990	8,634
Transfer between funds		-	-	-	-
<b>Balance carried forward at 31 March 2021</b>		<b>2,284</b>	<b>5,997</b>	<b>8,281</b>	<b>7,990</b>

All of the above results are derived from continuing activities.

The notes on pages 6 to 8 form part of these financial statements



# READING ADVICE NETWORK

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## Balance Sheet

at 31st March 2021

	2021 £	2020 £
Current Assets		
Debtors and prepayments	120	150
Cash at bank	8,161	7,840
Total current assets	<u>8,281</u>	<u>7,990</u>
Creditors - amounts falling due within one year	-	-
Net assets	<u><u>8,281</u></u>	<u><u>7,990</u></u>
Funds of the Charity		
Restricted	5,997	5,997
Unrestricted	2,284	1,993
Total Funds	<u><u>8,281</u></u>	<u><u>7,990</u></u>

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under section 144 of the Charities Act 2011 and that members have not required the charity to obtain an audit

The Trustees acknowledge their responsibilities for complying with the requirements of Section 130 of the Charities Act 2011 with respect to accounting records and the preparation of accounts

These accounts were approved by the Trustees and signed on their behalf.



Richard Harrison - Chair  
19 May 2021

# READING ADVICE NETWORK

(A Charitable Incorporated Organisation)

## Notes to the Financial Statements Year to 31 March 2021

### 1 Accounting policies

The following accounting policies have been used in dealing with items which are considered material in relation to the Organisation's financial statements.

#### a) Company limited by guarantee

The Organisation is a registered Charity number 1165798 the members of which have no personal liability in the event of the Charity winding up.

#### b) Basis of accounting

The accounts 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) and the Companies Act 2006.

The accounts have been prepared to give a true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following 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 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Charity has early adopted the provisions of bulletin 1 as permitted.

Reading Advice Network 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.

After making enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future. Accordingly they continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Trustees Responsibilities on page 3.

#### c) Reconciliation with previously Generally Accepted Accounting Practice

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative terms was required. The Trustees are of the opinion that no such restatement is required.

#### d) Critical accounting judgments and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described in note 1, Trustees are required to make judgments, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of revision and future periods if the current and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

#### e) Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

# READING ADVICE NETWORK

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## Notes to the Financial Statements Year to 31 March 2021

### 1 Accounting policies (continued)

#### f) Income

##### i) Recognition of Incoming Resources

These are included in the statement of financial activities when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain that they will receive the resources; and
- the monetary value can be measured with reasonable accuracy.

##### ii) Grants and donations

Grants are only included in the statement of financial activities when the charity has unconditional entitlement to the resources standards.

##### iii) Gifts in kind

Gifts in kind are accounted for when receivable, at a reasonable estimate of their value to the Charity.

##### iv) Investment income

Bank and building society interest is included in the statement of financial activities when the interest falls due.

#### g) Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. In previous years Governance costs (costs associated with meeting the constitutional and statutory requirements of the Charity, the Independent Examiner fees and costs in respect of the strategic management of the Charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within charitable activities as an element of other support costs.

#### h) Fixed assets

Assets over £2000 are capitalised and depreciated over their estimated lives.

Assets costing less than £2,000 are written off in the year of acquisition.

#### i) Depreciation

Depreciation is provided at the following rates in order to write off the assets over their estimated useful lives.

IT Equipment and furniture	3 years straight line
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#### j) 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 and as defined by the donor.

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**Notes to the Financial Statements Year to 31 March 2021**

2 Expenditure on charitable activities	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Business Development	-	-	-	1,227
Communications and office	89	-	89	1,285
Marketing and website	(95)	-	(95)	-
Insurance	164	-	164	320
Assessments - Reading Voluntary Action	-	-	-	1,345
Governance - independent examination	-	-	-	-
Training	-	-	-	-
	<u>159</u>	<u>-</u>	<u>159</u>	<u>4,177</u>

3 Creditors		
Amounts falling due within one year		
- accrued expenses	<u>-</u>	<u>1,525</u>

4 Movement in Funds	As at 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers	As at 31 March 2021 £
Restricted Funds	5,997	-	-	-	5,997
	<u>5,997</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,997</u>
Unrestricted Funds	1,993	450	(159)	-	2,284
	<u>1,993</u>	<u>450</u>	<u>(159)</u>	<u>-</u>	<u>2,284</u>

**5 Trustees Remuneration and Expenses**

None of the Trustees, nor any persons or parties connected with them, received any remuneration (2019 £Nil) nor were reimbursed any expenses (2020 £Nil) during the year.