



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From: 1 Apr 21   Period start date   To: 31 Mar 22   Period end date**

**Charity name: Carterton Families Centre**

**Charity registration number: 1175596**

## Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <p>To provide facilities for the daily care, recreation, and education of children during out of school hours and school holidays and to advance education, promote the preservation and protection of good health and relieve the effects of poverty amongst residents of Carterton, Oxfordshire and the surrounding areas.</p> <p>To relieve the needs of children, young people and their families by the provision of services particularly those aimed at promoting good health, relieving poverty and helping people meet their own needs in society.</p> <p>To promote for the benefit of the inhabitants of Carterton, Oxfordshire and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their condition of life.</p> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>The need we are addressing is to provide a 'hub' for families, we need this because Carterton is a transient town with a high number of service families and several parents who suffer with social isolation often leading to low mood and depression. We also have a number of mums, in particular, who suffer with social anxiety.</p> <p>We provide sessions throughout the week for children aged 0 to 5yrs and their parents or carers. Including new mums' group, baby sensory group and toddler drop-in's. We have a community café which runs alongside our sessions providing affordable snacks for</p>   |

|  |           |  |
|--|-----------|--|
|  |           | <p>families.</p> <p>We also provide a tea time club for single parents or families with a parent working away from home.</p> <p>We recently changed the layout of a portion of our hall to include seating for the café, a pool table and table football. We did this to support our work with Airplay who run sessions for 5 to 18yr olds. This change of space also supports our own youth workers who are now running a youth café after school one afternoon a week. Our own youth workers are also offering various targeted groups for young people and some street based youth work.</p> <p>We are now also working alongside APCAM a local charity offering services to children with mental health issues and their parents. They offer a weekly drop-in day for parents and one day a week they offer individual counselling sessions to young people referred to them. They also offer a monthly evening group for parents and a monthly afternoon drop in for young people.</p> <p>We know that the sessions we provide make a difference to people's lives. We are privileged to see people's lives change as a result of coming to the centre. A key issue that we try to address is to see a reduction in social isolation.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | Trustees are aware of the Charity Commissions guidance on public benefit and have taken it into account when making decisions to which the guidance is relevant.   |

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |
| Contribution made by   | Para 1.38      |  |

|            |  |  |
|------------|--|--|
| volunteers |  |  |
| Other      |  |  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>Recognition that we needed to employ a caretaker/admin worker for the building which we did in September 2022.</p> <p>Opening of the community café to open alongside sessions and the introduction of the youth café.</p> <p>Feedback from families who use the centre is positive. Many highlight that this is the place that they have established friendships and a support network.</p> <p>Our sessions are popular and very busy. Everyone comments on the quality of the building since the refurbishment, especially the garden area.</p> <p>The young people are particularly pleased with the pool table and football table. They now feel that the space has been set up to really include them and their needs</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | The Trustees are actively trying to build reserves and will prioritise this now the building work has been completed.      |
| Amount of reserves held  | Para 1.22 | Nil  |
| Reasons for holding zero reserves  | Para 1.22 | The Trustees are actively trying to build reserves and are trying to develop a model of income generation.                 |
| Details of fund materially in deficit  | Para 1.24 | n/a  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | CIO  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <p>Potential trustees can apply and must be approved by the majority of trustees.</p> <p>Apart from the first charity trustees, every trustee must be appointed (for a term of 12 months) by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

## Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | Carterton Families Centre   |
| Other name the charity uses |   |
| Registered charity number   | 1175596   |
| Charity's principal address | Allendale Youth House<br>8 Burford Road<br>CARTERTON<br>Oxfordshire<br>OX18 3AA |
|                             |   |

**Names of the charity trustees who manage the charity**

|    | Trustee name    | Office (if any)               | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-------------------------------|-----------------------------------|---|
| 1  | Jenny Withers   | Chair                         |                                   |   |
| 2  | Jane Corban     | Treasurer                     |                                   |   |
| 3  | Lesley Bourne   | Safeguarding Lead             |                                   |   |
| 4  | Megan Neal      | Fundraising and Premises Lead |                                   |   |
| 5  | Elizabeth Flint | Health & Safety Lead          | 8 Jul 21 - current                |   |
| 6  |                 |                               |                                   |   |
| 7  |                 |                               |                                   |   |
| 8  |                 |                               |                                   |   |
| 9  |                 |                               |                                   |   |
| 10 |                 |                               |                                   |   |
| 11 |                 |                               |                                   |   |
| 12 |                 |                               |                                   |   |
| 13 |                 |                               |                                   |   |
| 14 |                 |                               |                                   |   |
| 15 |                 |                               |                                   |   |
| 16 |                 |                               |                                   |   |
| 17 |                 |                               |                                   |   |
| 18 |                 |                               |                                   |   |
| 19 |                 |                               |                                   |   |
| 20 |                 |                               |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

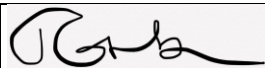
## Other optional information

|  |
|--|
|  |
|--|

## Declarations

The trustees declare that they have approved the trustees' report above.

#### Signed on behalf of the charity's trustees

|                                     |               |  |
|-------------------------------------|---------------|--|
| Signature(s)                        | J R Withers   |  |
| Full name(s)                        | Jenny Withers | Jane Corban  |
| Position (eg Secretary, Chair, etc) | Chair         | Treasurer  |
| Date                                | 31 Jan 23     |  |

**Carterton Family Centre**

**Report and Financial Statement**

**For the period ended 31<sup>st</sup> March 2022**

**Charity number: 1175596**

Shilton Accounting Services  
1<sup>st</sup> Floor, 1 The Clock House  
Brize Norton Road  
Carterton  
OX18 3HN



**Legal and administrative information**

|                                 |   |
|---------------------------------|---|
| Charity name:                   | Carterton Family Centre   |
| Charity registration number:    | 1175596   |
| Type of organisation:           | Charitable Incorporated Organisation  |
| Registered office and business: | Allendale Youth House<br>8 Burford Road<br>CARTERTON<br>Oxfordshire<br>OX18 3AA   |
| Trustees:                       | Jenny Withers<br>Jane Corban<br>Lesley Bourne<br>Megan Neal<br>Daniel Housden   |
| Accountants:                    | Shilton Accounting Services<br>Certified Practising Accountants<br>1 <sup>st</sup> Floor, 1 The Clock House<br>Brize Norton Road<br>Carterton<br>OX18 3HN |

**Independent Examiner's report to the Trustees of Carterton Family Centre**

I report on the accounts of the Charity for the period ended 31<sup>st</sup> March 2022 which are set out below.

**Respective responsibilities of trustees and examiner.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts (under section 43(7)(b) of the Act.
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act.
- c) 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 Commissioners. 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 which would be required in an audit and consequently I do not express an audit opinion on the accounts.

**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 of a) to keep proper accounting records in accordance with section 41 of the 1993 Act and b) to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, have not been met.
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson – ICPA Cert Acc (Open)  
Shilton Accounting Services  
1 The Clock House  
Brize Norton Road  
Carterton  
OX18 3HN  
23<sup>th</sup> November 2022.

### **Director's report for the period ended 31<sup>st</sup> March 2022**

The trustees present their report and financial statement for the year ended 31<sup>st</sup> March 2022.

#### **Objects**

1. To provide facilities for the daily care, recreation, and education of children during out of school hours and school holidays and to advance education, promote the preservation and protection of good health and relieve the effects of poverty amongst residents of Carterton, Oxfordshire and the surrounding areas.
2. To relieve the needs of children, young people and their families by the provision of services particularly those aimed at promoting good health, relieving poverty and helping people meet their own needs in society.
3. To promote for the benefit of the inhabitants of Carterton, Oxfordshire and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their condition of life.

**Governing document** – the charity is a Charitable Incorporated Organisation governed by a constitution based upon a Charity Commission document that was adopted on 7<sup>th</sup> November 2017. A copy of the full governing document can be obtained from the charity.

**Trustees** - The overall responsibility of the organisation rests with the Board of Trustees. The selection of Trustees is designed to supplement the existing skills and expertise of the board and is governed by an informal skills assessment. The appointment of trustees is made in accordance with the constitution.

**Risk assessment** – Disclosure and Barring checks are carried out for all appropriate trustees, staff and volunteers. The Trustees have examined the major strategies, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to minimise these risks.

**Public benefit statement** – Carterton Family Centre provides public benefit by providing buildings, facilities, open spaces, supervision, teaching, advocacy and information to help it meets its objectives.

**Reserves policy** – The Trustees are actively trying to build reserves and will priorities this now the building work has been completed.

This report was approved by the Trustees on 31st December 2022 and signed on its behalf by

**Jenny Withers:** J R Withers

**Jane Corban:** J Corban

**Date:** 31 Dec 22

**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year period 31<sup>st</sup> March 2022**

|  |   | Unrestricted Funds | Restricted Funds | Total          | 2021           |
|--|---|--------------------|------------------|----------------|----------------|
|  |   | £                  | £                | £              | £              |
| <b>Income</b>                          |   |                    |                  |                |                |
| <i>Charitable Donations</i>            |   | 1,565              | -                | 1,565          | 345            |
| <i>General grants</i>                  | 2 | 10,715             | 117,147          | 127,862        | 114,021        |
| JRSS                                   |   | -                  | 2,523            | 2,523          | 13,841         |
|  |   |                    |                  |                |                |
| <b>Activities for generating funds</b> |   |                    |                  |                |                |
| <i>Session payments received</i>       |   | 3,870              | -                | 3,870          | -              |
| <i>Room hire</i>                       |   | 7,308              | -                | 7,308          | -              |
| <i>Insurance</i>                       |   | 3,300              | -                | 3,300          | -              |
|  |   |                    |                  |                |                |
| <b>Total Income</b>                    |   | <b>26,758</b>      | <b>119,670</b>   | <b>146,428</b> | <b>128,207</b> |
|  |   |                    |                  |                |                |
| <b>Resources expended</b>              |   |                    |                  |                |                |
| <i>Charitable activities</i>           |   | -                  | 7,314            | 7,314          | -              |
| <i>Consumable items</i>                |   | -                  | 4,341            | 4,341          | -              |
| <i>Staff Salaries</i>                  |   | 74,985             | 2,523            | 77,508         | 43,089         |
| <i>Employer NI</i>                     |   | 766                | -                | 766            | -              |
| <i>Staff Pensions</i>                  |   | 1,356              | -                | 1,356          | 731            |
| <i>Staff training</i>                  |   | 48                 | -                | 48             | -              |
| <i>Staff welfare</i>                   |   | 585                | -                | 585            | -              |
| <i>DBS Checks</i>                      |   | 280                | -                | 280            | 110            |
| <i>Repairs &amp; renewals</i>          |   | -                  | -                | -              | 6,653          |
| <i>Garden</i>                          |   | -                  | -                | -              | 13,158         |
| <i>Storage</i>                         |   | -                  | -                | -              | 977            |

Carterton Family Centre  
Charity number: 1175596

|   |  |                |                |                |                |
|---|--|----------------|----------------|----------------|----------------|
| <i>Subcontractors</i>                   |  | 2,621          | -              | 2,621          | 14             |
| <i>Telephone and Internet</i>           |  | 933            | -              | 933            | 1,369          |
| <i>Website costs</i>                    |  | 191            | -              | 191            | -              |
| <i>Advertising</i>                      |  | 277            | -              | 277            | -              |
| <i>Insurance</i>                        |  | 1,171          | -              | 1,171          | 777            |
| <i>Printing, postage and stationery</i> |  | 396            | -              | 396            | -              |
| <i>IT</i>                               |  | 405            | -              | 405            | -              |
| <i>Rates</i>                            |  | 125            | -              | 125            | -              |
| <i>Utilities</i>                        |  | 2,936          | -              | 2,936          | 1,920          |
| <i>Health and safety</i>                |  | 233            | -              | 233            | 567            |
| <i>Cleaning</i>                         |  | 1,598          | -              | 1,598          | 65             |
| <i>Refurbishment</i>                    |  |                | 44,268         | 44,268         | 167,787        |
| <i>Accounts</i>                         |  | 1,248          | -              | 1248           | 650            |
| <i>Service charges</i>                  |  | 104            | -              | 104            | 85             |
| <i>Interest expense</i>                 |  | 107            | -              | 107            | -              |
| <i>Fines</i>                            |  | 200            | -              | 200            | -              |
| <b>Sub-Total</b>                        |  | <b>90,565</b>  | <b>58,446</b>  | <b>149,010</b> | <b>237,952</b> |
|   |  |                |                |                |                |
| Asset Depreciation                      |  | 1,745          | -              | 1,745          | 266            |
|   |  |                |                |                |                |
| <b>Total resources expended</b>         |  | <b>92,310</b>  | <b>58,448</b>  | <b>150,755</b> | <b>238,218</b> |
|   |  |                |                |                |                |
| <b>Net Income resources</b>             |  | <b>-65,551</b> | <b>61,225</b>  | <b>-4,326</b>  | <b>110,011</b> |
|   |  |                |                |                |                |
| <b>Balance brought forward</b>          |  | <b>42,620</b>  | <b>63,034</b>  | <b>105,654</b> | <b>215,664</b> |
|   |  |                |                |                |                |
| <b>Closing balance</b>                  |  | <b>-22,931</b> | <b>124,259</b> | <b>101,327</b> | <b>105,654</b> |

**Balance sheet as at 31<sup>st</sup> March 2022**

|                                       | Notes | 2022           | 2021           |
|---------------------------------------|-------|----------------|----------------|
| <b>Fixed assets</b>                   | 5     | <b>2,957</b>   | <b>266</b>     |
|                                       |       |                |                |
| <b>Current assets</b>                 |       |                |                |
| Cash at bank and in hand              |       | 103,148        | 108,417        |
| Net wages control                     |       |                | 152            |
|                                       |       |                |                |
| <b>Current assets</b>                 |       | <b>106,105</b> | <b>108,569</b> |
|                                       |       |                |                |
| <b>Current liabilities</b>            |       |                |                |
| Creditors falling due within one year | 6     | 4,778          | 3,181          |
|                                       |       |                |                |
| <b>Total assets less liabilities</b>  |       | <b>101,327</b> | <b>105,654</b> |
|                                       |       |                |                |
| <b>Represented by</b>                 |       |                |                |
| Restricted funds                      |       | 124,259        | 63,034         |
| Unrestricted funds                    |       | -22,931        | 42,620         |
|                                       |       |                |                |
| <b>Total funds</b>                    |       | <b>101,327</b> | <b>105,654</b> |

Signed: J R Withers Trustee

Date: 29 Jan 23

Signed: J Corban Trustee

Date: 29 Jan 23

**Notes to the financial statements**  
**For the period ending 31<sup>st</sup> March 2022**

**1. Accounting policies**

**a. Basis of accounting.**

The financial statements have been prepared under the historic 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<sup>th</sup> July 2014 and the Charities Act 2011. The trust constitutes a public benefit entity as defined by FRS102.

**b. Going concern.**

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

**c. Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**d. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Income resources from charitable trading activity are accounted for when earned.

**e. Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy and legal fees.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**2. Analysis of receipt of grants.**

| Source                 | This year      | Last year      |
|------------------------|----------------|----------------|
| Armed Forces           | 103,066        | 20,795         |
| Carterton Town Council | 1,365          | 16,200         |
| WODC                   | 9,350          | 34,765         |
| OCC                    | -              | 5,368          |
| DBS                    | -              | 20,000         |
| SJTCFC                 | 5,000          | -              |
| Neighbourhood Trust    | -              | 11,401         |
| RAF Benevolent Fund    | 5,820          | -              |
| Others                 | 3,261          | 5,492          |
| <b>Total</b>           | <b>127,862</b> | <b>114,021</b> |

**3. Staff costs.**

The charity employed twelve staff during the year. No employees received employee benefits (excluding employee pension costs) for the reporting period of more the £60,000.

**4. Trustee remuneration & related party transactions.**

The trustees all give freely of their time and expertise without any remuneration or other benefit in kind.



5. **Fixed assets.**

|   | Office Equipment | Plant & Machinery | 2021         |
|---|------------------|-------------------|--------------|
|   |                  | £                 | £            |
| <b>Cost</b>   | -                | 1,064             | 1,064        |
| <b>Additions</b>                                    | 789              | 3,647             | -            |
|   |                  |                   |              |
| <b>As at 31<sup>st</sup> March 2022</b>             | <b>789</b>       | <b>4,711</b>      | <b>1,064</b> |
|   |                  |                   |              |
| <b>Depreciation</b>                                 |                  |                   |              |
| <b>Provided during period</b>                       | 263              | 1,482             | 266          |
|   |                  |                   |              |
| <b>Total depreciation up to 31 March 2022</b>       | <b>263</b>       | <b>2,280</b>      | <b>798</b>   |
|   |                  |                   |              |
| <b>Net book value at 31<sup>st</sup> March 2022</b> | <b>526</b>       | <b>2,431</b>      | <b>266</b>   |

6. **Creditors: Amounts falling due within one year.**

Trade Creditors: Shilton Accounting Services - £120  
Accounting fee accrual - £1680  
PAYE - £2699  
Pension Control - £279

**Carterton Family Centre**

**Report and Financial Statement**

**For the period ended 31<sup>st</sup> March 2022**

**Charity number: 1175596**

Shilton Accounting Services  
1<sup>st</sup> Floor, 1 The Clock House  
Brize Norton Road  
Carterton  
OX18 3HN

**Legal and administrative information**

|                                 |   |
|---------------------------------|---|
| Charity name:                   | Carterton Family Centre   |
| Charity registration number:    | 1175596   |
| Type of organisation:           | Charitable Incorporated Organisation  |
| Registered office and business: | Allendale Youth House<br>8 Burford Road<br>CARTERTON<br>Oxfordshire<br>OX18 3AA   |
| Trustees:                       | Jenny Withers<br>Jane Corban<br>Lesley Bourne<br>Megan Neal<br>Daniel Housden   |
| Accountants:                    | Shilton Accounting Services<br>Certified Practising Accountants<br>1 <sup>st</sup> Floor, 1 The Clock House<br>Brize Norton Road<br>Carterton<br>OX18 3HN |

**Independent Examiner's report to the Trustees of Carterton Family Centre**

I report on the accounts of the Charity for the period ended 31<sup>st</sup> March 2022 which are set out below.

**Respective responsibilities of trustees and examiner.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts (under section 43(7)(b) of the Act.
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act.
- c) 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 Commissioners. 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 which would be required in an audit and consequently I do not express an audit opinion on the accounts.

**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 of a) to keep proper accounting records in accordance with section 41 of the 1993 Act and b) to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, have not been met.
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson – ICPA Cert Acc (Open)  
Shilton Accounting Services  
1 The Clock House  
Brize Norton Road  
Carterton  
OX18 3HN  
23<sup>th</sup> November 2022.

### **Director's report for the period ended 31<sup>st</sup> March 2022**

The trustees present their report and financial statement for the year ended 31<sup>st</sup> March 2022.

#### **Objects**

1. To provide facilities for the daily care, recreation, and education of children during out of school hours and school holidays and to advance education, promote the preservation and protection of good health and relieve the effects of poverty amongst residents of Carterton, Oxfordshire and the surrounding areas.
2. To relieve the needs of children, young people and their families by the provision of services particularly those aimed at promoting good health, relieving poverty and helping people meet their own needs in society.
3. To promote for the benefit of the inhabitants of Carterton, Oxfordshire and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their condition of life.

**Governing document** – the charity is a Charitable Incorporated Organisation governed by a constitution based upon a Charity Commission document that was adopted on 7<sup>th</sup> November 2017. A copy of the full governing document can be obtained from the charity.

**Trustees** - The overall responsibility of the organisation rests with the Board of Trustees. The selection of Trustees is designed to supplement the existing skills and expertise of the board and is governed by an informal skills assessment. The appointment of trustees is made in accordance with the constitution.

**Risk assessment** – Disclosure and Barring checks are carried out for all appropriate trustees, staff and volunteers. The Trustees have examined the major strategies, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to minimise these risks.

**Public benefit statement** – Carterton Family Centre provides public benefit by providing buildings, facilities, open spaces, supervision, teaching, advocacy and information to help it meets its objectives.

**Reserves policy** – The Trustees are actively trying to build reserves and will priorities this now the building work has been completed.

This report was approved by the Trustees on 31st December 2022 and signed on its behalf by

**Jenny Withers:** J R Withers

**Jane Corban:** J Corban

**Date:** 31 Dec 22

**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year period 31<sup>st</sup> March 2022**

|  |   | Unrestricted Funds | Restricted Funds | Total          | 2021           |
|--|---|--------------------|------------------|----------------|----------------|
|  |   | £                  | £                | £              | £              |
| <b>Income</b>                          |   |                    |                  |                |                |
| <i>Charitable Donations</i>            |   | 1,565              | -                | 1,565          | 345            |
| <i>General grants</i>                  | 2 | 10,715             | 117,147          | 127,862        | 114,021        |
| JRSS                                   |   | -                  | 2,523            | 2,523          | 13,841         |
|  |   |                    |                  |                |                |
| <b>Activities for generating funds</b> |   |                    |                  |                |                |
| <i>Session payments received</i>       |   | 3,870              | -                | 3,870          | -              |
| <i>Room hire</i>                       |   | 7,308              | -                | 7,308          | -              |
| <i>Insurance</i>                       |   | 3,300              | -                | 3,300          | -              |
|  |   |                    |                  |                |                |
| <b>Total Income</b>                    |   | <b>26,758</b>      | <b>119,670</b>   | <b>146,428</b> | <b>128,207</b> |
|  |   |                    |                  |                |                |
| <b>Resources expended</b>              |   |                    |                  |                |                |
| <i>Charitable activities</i>           |   | -                  | 7,314            | 7,314          | -              |
| <i>Consumable items</i>                |   | -                  | 4,341            | 4,341          | -              |
| <i>Staff Salaries</i>                  |   | 74,985             | 2,523            | 77,508         | 43,089         |
| <i>Employer NI</i>                     |   | 766                | -                | 766            | -              |
| <i>Staff Pensions</i>                  |   | 1,356              | -                | 1,356          | 731            |
| <i>Staff training</i>                  |   | 48                 | -                | 48             | -              |
| <i>Staff welfare</i>                   |   | 585                | -                | 585            | -              |
| <i>DBS Checks</i>                      |   | 280                | -                | 280            | 110            |
| <i>Repairs &amp; renewals</i>          |   | -                  | -                | -              | 6,653          |
| <i>Garden</i>                          |   | -                  | -                | -              | 13,158         |
| <i>Storage</i>                         |   | -                  | -                | -              | 977            |

Carterton Family Centre  
Charity number: 1175596

|   |  |                |                |                |                |
|---|--|----------------|----------------|----------------|----------------|
| <i>Subcontractors</i>                   |  | 2,621          | -              | 2,621          | 14             |
| <i>Telephone and Internet</i>           |  | 933            | -              | 933            | 1,369          |
| <i>Website costs</i>                    |  | 191            | -              | 191            | -              |
| <i>Advertising</i>                      |  | 277            | -              | 277            | -              |
| <i>Insurance</i>                        |  | 1,171          | -              | 1,171          | 777            |
| <i>Printing, postage and stationery</i> |  | 396            | -              | 396            | -              |
| <i>IT</i>                               |  | 405            | -              | 405            | -              |
| <i>Rates</i>                            |  | 125            | -              | 125            | -              |
| <i>Utilities</i>                        |  | 2,936          | -              | 2,936          | 1,920          |
| <i>Health and safety</i>                |  | 233            | -              | 233            | 567            |
| <i>Cleaning</i>                         |  | 1,598          | -              | 1,598          | 65             |
| <i>Refurbishment</i>                    |  |                | 44,268         | 44,268         | 167,787        |
| <i>Accounts</i>                         |  | 1,248          | -              | 1248           | 650            |
| <i>Service charges</i>                  |  | 104            | -              | 104            | 85             |
| <i>Interest expense</i>                 |  | 107            | -              | 107            | -              |
| <i>Fines</i>                            |  | 200            | -              | 200            | -              |
| <b>Sub-Total</b>                        |  | <b>90,565</b>  | <b>58,446</b>  | <b>149,010</b> | <b>237,952</b> |
|   |  |                |                |                |                |
| Asset Depreciation                      |  | 1,745          | -              | 1,745          | 266            |
|   |  |                |                |                |                |
| <b>Total resources expended</b>         |  | <b>92,310</b>  | <b>58,448</b>  | <b>150,755</b> | <b>238,218</b> |
|   |  |                |                |                |                |
| <b>Net Income resources</b>             |  | <b>-65,551</b> | <b>61,225</b>  | <b>-4,326</b>  | <b>110,011</b> |
|   |  |                |                |                |                |
| <b>Balance brought forward</b>          |  | <b>42,620</b>  | <b>63,034</b>  | <b>105,654</b> | <b>215,664</b> |
|   |  |                |                |                |                |
| <b>Closing balance</b>                  |  | <b>-22,931</b> | <b>124,259</b> | <b>101,327</b> | <b>105,654</b> |

**Balance sheet as at 31<sup>st</sup> March 2022**

|                                       | Notes | 2022           | 2021           |
|---------------------------------------|-------|----------------|----------------|
| <b>Fixed assets</b>                   | 5     | <b>2,957</b>   | <b>266</b>     |
|                                       |       |                |                |
| <b>Current assets</b>                 |       |                |                |
| Cash at bank and in hand              |       | 103,148        | 108,417        |
| Net wages control                     |       |                | 152            |
|                                       |       |                |                |
| <b>Current assets</b>                 |       | <b>106,105</b> | <b>108,569</b> |
|                                       |       |                |                |
| <b>Current liabilities</b>            |       |                |                |
| Creditors falling due within one year | 6     | 4,778          | 3,181          |
|                                       |       |                |                |
| <b>Total assets less liabilities</b>  |       | <b>101,327</b> | <b>105,654</b> |
|                                       |       |                |                |
| <b>Represented by</b>                 |       |                |                |
| Restricted funds                      |       | 124,259        | 63,034         |
| Unrestricted funds                    |       | -22,931        | 42,620         |
|                                       |       |                |                |
| <b>Total funds</b>                    |       | <b>101,327</b> | <b>105,654</b> |

Signed: J R Withers Trustee

Date: 29 Jan 23

Signed: J Corban Trustee

Date: 29 Jan 23



**Notes to the financial statements**  
**For the period ending 31<sup>st</sup> March 2022**

**1. Accounting policies**

**a. Basis of accounting.**

The financial statements have been prepared under the historic 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<sup>th</sup> July 2014 and the Charities Act 2011. The trust constitutes a public benefit entity as defined by FRS102.

**b. Going concern.**

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

**c. Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**d. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Income resources from charitable trading activity are accounted for when earned.

**e. Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy and legal fees.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**2. Analysis of receipt of grants.**

| Source                 | This year      | Last year      |
|------------------------|----------------|----------------|
| Armed Forces           | 103,066        | 20,795         |
| Carterton Town Council | 1,365          | 16,200         |
| WODC                   | 9,350          | 34,765         |
| OCC                    | -              | 5,368          |
| DBS                    | -              | 20,000         |
| SJTCFC                 | 5,000          | -              |
| Neighbourhood Trust    | -              | 11,401         |
| RAF Benevolent Fund    | 5,820          | -              |
| Others                 | 3,261          | 5,492          |
| <b>Total</b>           | <b>127,862</b> | <b>114,021</b> |

**3. Staff costs.**

The charity employed twelve staff during the year. No employees received employee benefits (excluding employee pension costs) for the reporting period of more the £60,000.

**4. Trustee remuneration & related party transactions.**

The trustees all give freely of their time and expertise without any remuneration or other benefit in kind.

5. **Fixed assets.**

|   | Office Equipment | Plant & Machinery | 2021         |
|---|------------------|-------------------|--------------|
|   |                  | £                 | £            |
| <b>Cost</b>   | -                | 1,064             | 1,064        |
| <b>Additions</b>                                    | 789              | 3,647             | -            |
|   |                  |                   |              |
| <b>As at 31<sup>st</sup> March 2022</b>             | <b>789</b>       | <b>4,711</b>      | <b>1,064</b> |
|   |                  |                   |              |
| <b>Depreciation</b>                                 |                  |                   |              |
| <b>Provided during period</b>                       | 263              | 1,482             | 266          |
|   |                  |                   |              |
| <b>Total depreciation up to 31 March 2022</b>       | <b>263</b>       | <b>2,280</b>      | <b>798</b>   |
|   |                  |                   |              |
| <b>Net book value at 31<sup>st</sup> March 2022</b> | <b>526</b>       | <b>2,431</b>      | <b>266</b>   |

6. **Creditors: Amounts falling due within one year.**

Trade Creditors: Shilton Accounting Services - £120  
Accounting fee accrual - £1680  
PAYE - £2699  
Pension Control - £279