

Commentary on the Trustees' Annual Report and Accounts:

Period covering: 6th April 2020 to 5th April 2021

The Charity's income is under £500,000 (and it does not have assets worth more than £3.26 million), so a simple report has been prepared and is presented below.

The Trustees have used the '[Trustees' Annual Report Template for smaller, non-company charities](#)'. This form includes all the information trustees must provide according to CHARITIES SORP (FRS 102). The Trustee's Annual Report is appended.

The 'Summary of the main activities undertaken' also includes confirmation that the trustees have had regard to our guidance on public benefit when planning the charity's activities. Further information is provided in a 'Summary of the main achievements'.

The accounts have been produced using the Receipts and Payments accounting method and are provided together with the Charity's Annual Trustee Report. The Charity's accounts are appended.

Signed:



Andrew King
Co-founder & Chief Financial Officer
CommuniTech London



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	06	04	2020		05	04	2021

Section A Reference and administration details

Charity name

CommuniTech London

Other names charity is known by

CommuniTech

Registered charity number (if any)

1177236

Charity's principal address

29 Beaver Close

Horsham

West Sussex

Postcode

RH12 5GB

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	Andrew King	Chief Financial Officer		
2	Sofie Shackcloth	Director of Communications		
3	Matthew Rea	Director of Operations		
4	Sebastien Le Fouest	Director of Services		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 20th February 2018
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	<p>Appointment of charity trustees:</p> <p>(1) Apart from the first charity trustees, every trustee must be appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>(2) 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 governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Summary of the objects of the charity set out in its governing document

The objectives of the CIO are:
To promote social inclusion for the public benefit by preventing people from becoming social excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of technology support.
For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of being digitally-illiterate or the 'digitally excluded' i.e. those who cannot use modern technology.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main activities undertaken by the charity are to host Tech & Tea events. Tech & Tea workshops are relaxed and informal, with the emphasis being to provide a friendly environment and take away the usual stress associated with learning how to use new devices or getting to grips with new ideas. We start our sessions with a Tech Talk, where we introduce technology topics as a chance to learn about something new and boost awareness to the dangers or benefits of different technologies. We then run an open workshop, where anyone can ask any questions you have about technology.

Tech & Tea events are held at Battersea Library, Putney Library and Earlsfield Library.

In planning our activities for the year we keep in mind the Charity Commission's guidance on public benefit at our trustee meetings.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Due to the Coronavirus pandemic face-to-face sessions were cancelled. Operations were briefly suspended before we trialled online sessions hosted via Zoom. Unfortunately due to the audience our activities cater to these sessions failed to gain sufficient traction to make them sustainable.

In addition, local grant funding was diverted to more urgent activities meaning that we lost potential funding opportunities, reducing our income and limiting our ability to sustain the increased costs of hosting virtual sessions.

As it stands all activities are suspended and we will continue to review the situation as the pandemic progresses to determine if face-to-face activities can be restarted at a later date.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves equivalent to 3 months operating costs are required as part of our Reserves Policy to allow the charity to continue operating while additional funds are raised.

Details of any funds materially in deficit

No funds materially in deficit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charities primary source of income this year has been donations as we were unsuccessful with a number of grant applications.

Due to the suspension of our activities our expenditure has reduced significantly, however our administrative costs continue and without hosting any sessions we have been seen reduced donations over this period.

For activities to restart following the pandemic, additional funding would need to be secured, through grants or other fundraising activities.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>A King</i>	
Full name(s)	Andrew King	
Position (eg Secretary, Chair, etc)	Chief Financial Officer	

Date 03/04/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
COMMUNITTECH LONDON

No (if any)
1177236

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2020

To

Period end date
05/04/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations (See Note 3)	189	-	-	189	3,272
Grants	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	189	-	-	189	4,272
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	189	-	-	189	4,272
A3 Payments					
Operating Expenses	990	23	-	1,013	8,843
Administrative Expenses	234	-	-	234	643
Exceptional Expenses (See Note 2)	-	200	-	200	572
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	1,223	223	-	1,446	10,058
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,223	223	-	1,446	10,058
Net of receipts/(payments)	- 1,034	- 223	-	- 1,257	- 5,786
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,566	223	-	1,789	7,575
Cash funds this year end	532	0	-	532	1,789

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	437		-
	Cash in hand	95	-	-
		-	-	-
	Total cash funds	532	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use (See Note 1)	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	King	Andrew King	02/04/2022	

Section C Notes to the accounts

Categories

Details

C1 Note No.

1.	All equipment purchased is assumed to have a retained value of zero and as such is not counted as an asset owned by the charity
2	Return of unspent cash as per the conditions of acceptance of the Wandsworth Grant Fund. This was included in the liabilities shown to be due at 31st March 2020 in the accounts at 5th April 2020
3	Including £3.23 donation unaccounted for in FY 19/20