



Barnwood Reading Room CIO

Annual Report and Unaudited Financial Statements

For the Reporting Period
1 January 2025 to 31 December 2025

Legal and Administrative Information

Charity Trustees	RJ Barker	(appointed 7 July 2025)
	J Cooke	(appointed 7 July 2025)
	RJ Crowhurst	
	MD Kendrick	
	KE Leach	(appointed 4 August 2025)
	MM Moutloatse	
Charity Number	1193534	
Principal Office	146 Barnwood Road Gloucester GL4 3JT	
Website	www.barnwoodreadingroom.co.uk	
Bankers	National Westminster Bank plc 21 Eastgate Street Gloucester GL1 1NY	
Payment Service Providers	<u>Square</u>	<u>Stripe</u>
	Squareup Europe Limited 4 th Floor Cavendish Street London W1W 6XH	Stripe Payments UK Ltd 9 th Floor 107 Cheapside London EC2V 6DN

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Trustees' Report for the period 1 January 2025 to 31 December 2025

The Charity Trustees ("the **Trustees**") of Barnwood Reading Room CIO ("the **CIO**") present their report and financial statements for the period from 1 January 2025 to 31 December 2025 ("the **Reporting Period**").

Structure, governance and management

The CIO is governed by a constitution dated 10 February 2021. It was registered as a charity number 1193534 in England and Wales on 15 February 2021. The governance and management of the CIO is carried out by the Trustees, who are appointed for a term of three years. There must be at least 3 and no more than 10 Trustees. The Trustees meet on a regular basis.

In accordance with the constitution, the voting members of the CIO are the Trustees and the only persons eligible to be voting members of the CIO are the Trustees. This type of arrangement for the voting members of a charitable incorporated organisation is known as the 'foundation' model. The members of the CIO have limited liability which means that if the CIO is wound up, they have no liability to contribute to the CIO's assets and no personal responsibility for settling the CIO's debts and liabilities.

New Trustees are appointed by the existing Trustees at a properly convened meeting. In selecting individuals for appointment as new Trustees, the existing Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The Trustees who served during the Reporting Period were:

RJ Barker (appointed 7 July 2025)
J Cooke (appointed 7 July 2025)
RJ Crowhurst
MD Kendrick
KE Leach (appointed 4 August 2025)
MM Moutloatse

During the Reporting Period, none of the Trustees had any beneficial interest in the CIO.

Responsibility for the accounts

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Charity law requires the Trustees to prepare financial statements for each financial year or other reporting period. These should give a true and fair view of the financial state of affairs of the CIO and of the incoming resources and application of resources, including the income and expenditure, of the CIO for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounts policies and then apply them consistently
- Observe the methods and principles in the Charities Statement of Recommended Practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and SORPs have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

As the CIO's gross income was less than £25,000 in the Reporting Period, there is no requirement under the Charities Act 2011 for an independent examination of the accounts. Similarly, the CIO's accounts do not need to be audited ¹.

Notes 2 and 3 to the Financial Statements set out the Charity Trustees' statement of compliance and accounting policies.

¹ The annual threshold for an audit is either a) income of more than £1 million or b) income of more than £250,000 and total assets exceeding £3.26 million.

Trustees' Report *for the period 1 January 2025 to 31 December 2025*

Objectives and activities

In the constitution, the objectives of the CIO are described as the provision and maintenance of the village hall located at 146 Barnwood Road, Gloucester, GL4 3JT for the use of the inhabitants of Barnwood and the neighbourhood (broadly representing the former Parish of Barnwood as constituted on the 1st of May 1897) without distinction of political, religious, or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

The Trustees hire out the Barnwood Reading Room to clubs, societies, corporate organisations, charities and individuals. The Trustees are also responsible for the maintenance of the land and buildings.

These activities are undertaken for the public benefit on a not-for-profit basis and the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Achievements and performance

During the Reporting Period, we welcomed three new trustees: Rob Barker, Janet Cooke and Kai Leach.

We were saddened to hear of the passing of a long standing volunteer, Jean Fern. We were grateful to receive a £500 donation in her memory.

Maintenance of the Barnwood Reading Room continued. The fire safety procedures were reviewed and improvements made. Updates were made to the website.

The booking system was updated to enable payment online by debit or credit card at the time of booking. We have now made this a requirement for one-off bookings. At the end of the reporting period we had 17 regular customers who continue to be invoiced on a monthly basis.

Policy on reserves

The CIO is operated as a value-for-money non-profit making charity. Any surplus of income over expenditure is held as a reserve for maintenance of the land and building.

The Trustees' policy is to build up the reserves to a sustainable level by –

- promoting the use of the Barnwood Reading Room to maximise utilisation and income, and
- keeping expenses under control,

with the aim of an annual contribution to reserves. In the long term this will ensure that the reserves:

- keep pace with inflation
- include a margin for contingencies (such as a future unforeseen event outside of the Trustees control which leads to closure of the Barnwood Reading Room for a temporary period)
- are sufficient to cover maintenance costs, and
- enable the Barnwood Reading Room to continue as a financially viable entity with good quality facilities on offer to its customers.

Financial review

During the Reporting Period, net operating income was £6,586.53, driven primarily by the increased income from room hires. Allowing for one-off expenditure on repairs, maintenance, fixtures and fittings, the reserves increased by £4,757.19.

In anticipation of increased costs and considering the need to continue making an annual contribution to reserves for the reasons explained above, the Trustees have made a modest increase to the hourly rate of hire fees.

Trustees' Report *for the period 1 January 2025 to 31 December 2025*

Future plans

The Trustees intend to:

- Install a new fire alarm system (this was done soon after the end of the Reporting Period)
- Review the online booking system
- Register ownership of the land and buildings with the Land Registry, in the name of the CIO
- Keep the Barnwood Reading Room well-maintained
- Continue development of the governance of the CIO in line with best practice.

This report has been approved by the Trustees.

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MD Kendrick, Chair of the Trustees

Date: 30 January 2026

Statement of Financial Activities

	Note	<u>Reporting Period:</u> 1 January 2025 to 31 December 2025	<u>Previous Period:</u> 1 January 2024 to 31 December 2024
		Total (£)	Total (£)
Income from:			
Donations	4	514.23	1.83
Investments	5	284.78	269.39
Charitable activities	6	15,484.94	18,604.96
Total income		16,283.95	18,876.18
Resources expended:			
Expenditure on support costs	7	11,526.76	12,734.63
Total resources expended		11,526.76	12,734.63
Net incoming (outgoing) resources (Net movement in funds)	8	4,757.19	6,141.55
Total funds brought forward		26,892.65	20,751.10
Total funds carried forward		31,649.84	26,892.65

Balance Sheet

	Note	Balance Sheet at 31 December 2025	Balance Sheet at 31 December 2024
		Total (£)	Total (£)
Fixed assets			
Investments	3(f)	-	-
Current assets:			
Cash at bank and in hand	9	30,852.16	26,068.13
Accounts receivable	10	289.25	355.01
Prepaid expenses	11	656.68	694.75
Total current assets		31,798.09	27,117.89
Creditors: amounts falling due within one year			
Accounts payable	12	-	-
Accrued expenses	13	148.25	181.99
Deferred income	14	-	43.25
Total Creditors		148.25	225.24
Net Current Assets		31,649.84	26,892.65
Total assets less current liabilities		31,649.84	26,892.65
The funds of the CIO:			
Unrestricted Funds	3(c)	31,649.84	26,892.65
Total CIO funds		31,649.84	26,892.65

These financial statements were approved by the Trustees and authorised for issue on 30 January 2026 and are signed on behalf of the Trustees by:

MD Kendrick
Chair of the Trustees

RJ Crowhurst
Trustee and Treasurer

Notes to the Financial Statements

1. General information

The CIO is a public benefit entity and a registered charity in England and Wales. It is a Charitable Incorporated Organisation. The address of the principal office is 146 Barnwood Road, Gloucester, GL4 3JT, England.

2. Statement of compliance

These financial statements have been prepared in compliance with:

- the Charities Act 2011; and
- the Charities SORP (FRS 102) - 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 (effective from 1 January 2019 - second edition October 2019).

3. Accounting policies

a) Basis of preparation

The financial statements are prepared in sterling, which is the functional currency of the CIO. Monetary amounts in these financial statements are shown to the exact penny. The historic cost convention is used.

b) Going concern

There are no material uncertainties about the CIO's ability to continue.

c) Fund accounting

The CIO's funds may fall into three categories:

- Unrestricted Funds available for use at the discretion of the Trustees to further any of the CIO's purposes
- Designated Funds (these are unrestricted funds earmarked by the Trustees for a particular future project or commitment)
- Restricted Funds, which are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal. They fall into one of two sub-categories: Restricted Income Funds or Endowment Funds

During the Reporting and Previous Periods, the CIO's funds were made up entirely of Unrestricted Funds.

d) Incoming resources

Income is recognised, on an accruals basis, when –

- the CIO is legally entitled to it
- the amounts can be measured reliably
- it is probable that income will be received.

The following policies are applied to specific sources of income for the CIO:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably
- Interest is recognised when there is evidence of the amounts payable
- Income from the hire of the Barnwood Reading Room is recognised when receipt is probable and entitlement is established. Where an invoice has been issued on or before the end of the Reporting Period for a date of hire after the end of the Reporting Period, the income is treated as deferred income, which will be recognised beyond the end of the Reporting Period.

Notes to the Financial Statements

e) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

In accordance with sections 4.6 and 4.22 - 4.26 of the Charities SORP (FRS 102 – second edition 2019), the natural classification has been adopted for the reporting of expenses.

f) Investments

The Charities SORP (FRS 102) specifies the accounting treatment of certain defined classes of investments. The CIO did not hold any such investments during the Reporting Period or the Previous Period.

4. Donations and legacies

2025: £514.23, made up of ongoing donations of £14.23 and a one-off £500 donation in memory of a former volunteer.

2024: Ongoing donations of £1.83.

5. Investment income

2025: the total interest received from NatWest was £284.78

2024: the total interest received from NatWest was £269.39.

6. Income from charitable activities

The income from charitable activities relates to Room Hire:

	Reporting Period (£)	Previous Period (£)
One-off hires	3,899.80	4,432.88
Regular hires	11,585.14	14,172.08
Total	15,484.94	18,604.96

Notes to the Financial Statements

7. Expenditure on support costs

The expenditure on support costs is shown below, split between regular expenditure and one-off expenditure.

Regular expenditure on support costs

	Reporting Period (£)	Previous Period (£)
Accounting System Fees	369.06	271.68
Bathroom and Kitchen Supplies	90.34	244.00
Booking System Fees	415.55	366.58
Broadband	683.41	603.16
Business Rates	82.37	36.86
Caretaker	755.00	752.00
Cleaning (interior)	3,316.04	3,099.87
Cleaning (windows)	120.00	200.00
Domain Registration	95.19	14.39
Electricity Supply	514.29	493.85
Fire extinguisher / emergency lighting / Portable Appliance Tests	278.58	137.40
Gardening	280.50	240.00
Gas Servicing	138.00	138.00
Gas Supply	781.86	947.60
Gratuities	-	130.00
Insurance	611.97	619.30
Mobile Hardware	-	119.47
Mobile Phone Receptionist	360.00	300.00
Mobile Service Provider	60.00	45.00
Music Licence	197.81	138.26
Payment Service Providers' Fees and Bank Fees	54.79	60.40
TV Licence	169.86	159.93
Water Supply	322.80	249.03
Total regular expenditure on support costs	9,697.42	9,366.78

One-off expenditure on support costs

	Reporting Period (£)	Previous Period (£)
Exterior building work	-	2,520.00
Fixtures and fittings	28.81	106.10
Repairs and maintenance	1,800.53	741.75
Total one-off expenditure on support costs	1,829.34	3,367.85

Overall total

	Reporting Period (£)	Previous Period (£)
Overall total expenditure on support costs	11,526.76	12,734.63

Notes to the Financial Statements

8. Net incoming (outgoing) resources

The net incoming (outgoing) resources are split into net operating income and net non-operating income, as shown below.

Net operating income

	Reporting Period (£)	Previous Period (£)
Donations	514.23	1.83
Interest	284.78	269.39
Income on charitable activities	15,484.94	18,604.96
Regular (ongoing) expenditure on support costs	(9,697.42)	(9,366.78)
Total net operating income	6,586.53	9,509.40

Net non-operating income

	Reporting Period (£)	Previous Period (£)
One-off expenditure on support costs	(1,829.34)	(3,367.85)
Total net non-operating income	(1,829.34)	(3,367.85)

Overall total

	Reporting Period (£)	Previous Period (£)
Overall total net incoming (outgoing) resources	4,757.19	6,141.55

9. Cash in bank and in hand

2025: £30,852.16 made up of £3,200.61 in the NatWest current account, £27,651.03 in the NatWest business savings account and 52p in petty cash. No amounts were held in the payment service accounts.

2024: £26,068.13 made up of £451.88 in the NatWest current account and £25,616.25 in the NatWest business savings account. The petty cash balance was zero and no amounts were held in the payment service accounts.

10. Accounts receivable

2025: £289.25, made up of four invoices totalling £315.25, less a credit note of £26.00
2024: £355.01, made up of four invoices totalling £381.26, less credits of £26.25

The credits are held by the CIO to offset against future invoices.

Notes to the Financial Statements

11. Prepaid expenses

The breakdown of the prepaid expenses is as follows:

	31 December 2025 (£)	31 December 2024 (£)
Prepaid accounting system fees	16.11	14.37
Prepaid broadband fees	35.65	33.17
Prepaid business rates	24.30	9.36
Prepaid domain registration	22.25	2.38
Prepaid electricity and gas supply	292.35	292.35
Prepaid insurance premium	31.12	-
Prepaid music licence	148.80	123.36
Prepaid TV licence	-	155.32
Prepaid water supply	86.10	64.44
Total prepaid expenses	656.68	694.75

12. Accounts payable

2025: £nil

2024: £nil

13. Accrued expenses

2025: £148.25, for electricity and gas usage in December 2025

2024: £181.99, for electricity and gas usage in December 2024

14. Deferred income

2025: £nil

2024: £43.25, made up of a payment in advance for room hire taking place in 2025. This has been recognised in full in the Statement of Financial Activities for the 2025 Reporting Period.

15. Staff costs

The average head count of employees during the Reporting Period was nil (Previous Period: nil).

No employee received employee benefits of more than £60,000 during the Reporting Period or the Previous Period

16. Trustee remuneration and expenses

None of the Trustees received remuneration or incurred expenses during the Reporting Period or the Previous Period

17. Related parties

There were no disclosable related party transactions during the Reporting Period or the Previous Period