



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st October 2022 To 30th September 2023

Charity name: Read Easy Chilterns

Charity registration number: 1201262

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The Object of the charity is to advance the education of the adult public in literacy within the Chilterns [geographical] area. |
| 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 | Read Easy Chilterns has achieved its Object by recruiting, training, organising and supporting volunteers to provide reading coaching to adult members of the public who have reading difficulties, in accordance with the policies and procedures of Read Easy UK (Registered Charity No. 1151288) and thereby promoted, sustained and increased for public benefit, individual and collective levels of adult literacy. In order to carry out the Object, the Trustees (known as the Management Team) has: raised funds, and donations; applied said funds to carry out the work of the group; and co-operated with and supported other Read Easy groups. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit. | Para 1.18 | The Trustees are fully cognisant of the need to achieve public benefit and aim to do so |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|-----|
| Policy on grant making | Para 1.38 | N/a |
| Policy on social investment including program related investment | Para 1.38 | N/a |
| | | N/a |

| | | |
|---------------------------------|-----------|-----|
| Contribution made by volunteers | Para 1.38 | |
| Other | | N/a |

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>Consolidation & growth</p> <p>Our initial 3-year Strategic plan proposed 3 sequential phases:</p> <p>Phase 1 - establishment phase in South Bucks, covering High Wycombe in the 12 months from April 2022;</p> <p>Phase 2 - consolidation and growth into rest of South Bucks, and then</p> <p>Phase 3 - extension into areas beyond South Bucks.</p> <p>Our aims and progress made for Phase 1 are given below:</p> <p>Satisfactory settling down of the MT, with appointment of additional members, as required. We currently need a Fundraiser and a Safeguarding Champion,</p> <p>We have 20 plus Reader referrals and enrolment of 20 plus Coaches: we have 17 paired Readers and 6 progressing through the enrolment process.</p> <p>We have appointed additional Coordinators to match Reader/Coach growth: we started the year with 3 and we now have 5 Coordinators.</p> <p>We have established appropriate procedures to train and support Coaches: we have developed our Coach/Coordinator meetings to include opportunity to share experiences and provide specific training, and our Literacy Specialist has met with Coords and Reader/Coach pairs at their usual venues to give advice and support. We have also worked with G'EMS, a local writers' group, to write some easy & appropriate stories for our Readers.</p> <p>We have established availability of regular venues; and have proven use of Zoom (or similar) for remote coaching: we have 39 vetted and approved venues of varying types and situated across our area; new venues are taken on to suit Reader/Coach availability & location.</p> <p>We have good ongoing contacts with locally based charities, churches and other local</p> |

| | | |
|--|--|--|
| | | <p>referral agencies, and developed referrals from Bucks Council organisations.</p> <p>We have reporting procedures to review growth and provision of referrals, coaches and venues.</p> <p>We have established some links with adjacent groups and RE has set up better channels of communication across the groups so we can share knowledge and experiences in growing and managing the groups.</p> <p>We have established funding.</p> <p>In summary we have successfully established the group and in doing so have moved of necessity into Phases 2 & 3 due to the geographical spread of interested Readers and Coaches.</p> <p>Phases 2 & 3</p> <p>Based on our personnel and experience to date, following review and discussion we plan to broadly limit the area to the current area in which we are working – an area approx. bounded by Hemel Hempstead to the NE, Aylesbury & Princes Risborough to the NW, Marlow to the SE, and Chorleywood to the E. We will turn down enquiries from nearby but outside our area, advising our Regional Advisor of such interest & need, with a view to Read Easy UK setting up new adjacent groups.</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

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

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | Balances at 30 Sept 2023 Current account: £31,239 Deposit: nil Funds to be transferred to easy access deposit account and high interest 12-month fixed rate deposit account. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | We intend to maintain funds on deposit to cover one year's approx running costs and to invest approx £24k (reviewed annually) in a high interest fixed rate deposit account. We currently have funds to cover 10 years' running costs. |
| Amount of reserves held | Para 1.22 | None – we intend to maintain funds as above. |
| Reasons for holding zero reserves | Para 1.22 | N/a - see above |
| 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 | Donations and a substantial single bequest. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/a |
| A description of the principal risks facing the charity | Para 1.46 | N/a |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution and Affiliation Agreement |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Unincorporated Association |
| 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 | By appointment following interview by two members of the Management Team (Trustees) and receipt of two satisfactory references. Management Team members are appointed at the Annual General Meeting (AGM) of the group. The Management Team shall have a minimum of 6 and a maximum of 12 members. |

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 | A Management Team member (Trustee) undergoes initial training followed by periodic updates and agrees to: adhere to all requirements as detailed in the group's charitable Constitution; adhere to all requirements as detailed in the Affiliation Agreement between Read Easy UK and the group; support all involved with the activities of the group in accordance with the ethos and values of Read Easy UK; personally uphold and adhere to the practices & standards as detailed in Read Easy UK policies, as well as ensuring these are effectively implemented within the group. Policies include but may not be limited to: Anti-harassment and bullying, Complaints and concerns, Data protection, Equality, diversity and inclusion, Venue and lone worker, Volunteer |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The Charity is affiliated to Read Easy UK ((Registered Charity No. 1151288) who provide a Regional Advisor to liaise with the group. Organisational structure consists of the 9 Management Team (Trustees), 5 Coordinators who look after Reader/Coach pairs, and 17 Coaches |
| Relationship with any related parties | Para 1.51 | The Charity is affiliated to Read Easy UK ((Registered Charity No. 1151288) |
| Other | | |

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Reference and Administrative details

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|-----------------------------|---|
| Charity name | Read Easy Chilterns |
| Other name the charity uses | |
| Registered charity number | 1210262 |
| Charity's principal address | 44 Powney Road, Maidenhead, Berks SL6 6EQ |
| | |

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 Gaze | Team Leader | | |
| 2 | Margaret Gaze | Treasurer | | |
| 3 | David Macrae | Admin/Secretary, Data Protection, IT Support, Safeguarding (acting) | | |
| 4 | Sian-Louise Dower | Volunteer Recruiter | | |
| 5 | Henrietta Court | Referrals Networker | | |
| 6 | Alison Hazelton | Literacy Specialist | | |
| 7 | Sarah Hortop | Venues Organiser | | |
| 8 | Sarah Newman | Publicity Organiser | | |
| 9 | | | | |
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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 | N/a |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/a |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/a |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|--|
| Signature(s) |  |  |
| Full name(s) | Andrew Ian Gaze | David Macrae |
| Position (eg Secretary, Chair, etc) | Team Leader/Chair | Admin/Secretary |
| Date | 28/06/2024 | |

READ EASY CHILTERNS BALANCE SHEET

Financial Year 2022-2023



Status at 30/9/23

| | | | |
|-------------------|------------|-----------|------------|
| Totals | £31,012.67 | £2,651.65 | £32,133.99 |
| Total Liabilities | | | £0.00 |
| Reserves | | | £32,133.99 |

| Date | Transaction | Creditor/Debitor | Payment Type | Ref | Income Category | Paid in | Expense Category | Paid Out | Balance |
|----------|--|------------------------|---------------|-----|-------------------|------------|-----------------------------|----------|------------|
| 01.10.22 | Balance brought forward | | | | | | | | £3,772.97 |
| 06.10.22 | Cathedral Analysis A/c book | Amazon | Card payment | | | | Office & Printing | £25.57 | £3,747.40 |
| 10.10.22 | Publicity | Vale Press | Bank transfer | | | | Publicity | £70.00 | £3,677.40 |
| 10.10.22 | Expenses J Jenkins | Amazon | Bank transfer | | | | Other educational resources | £11.77 | £3,665.63 |
| 17.10.22 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £3,660.63 |
| 18.10.22 | Postage | Royal Mail | Card payment | | | | Miscellaneous | £2.70 | £3,657.93 |
| 27.10.22 | O2 cell phone top up | O2 provider | Card payment | | | | Miscellaneous | £10.00 | £3,647.93 |
| 02.11.22 | Affiliation fees | Read Easy UK | Card payment | | | | Affiliation Fees | £240.00 | £3,407.93 |
| 08.11.22 | Postage | Royal Mail | Card payment | | | | Miscellaneous | £2.70 | £3,405.23 |
| 15.11.22 | Monthly Bank fee | CAF | Bank transfer | | | | Miscellaneous | £5.00 | £3,400.23 |
| 16.11.22 | Publicity | Vale Press | Bank transfer | | | | Publicity | £55.20 | £3,345.03 |
| 16.11.22 | Publicity | Vale Press | Bank transfer | | | | Publicity | £35.00 | £3,310.03 |
| 16.11.22 | Publicity | Vale Press | Bank transfer | | | | Publicity | £70.00 | £3,240.03 |
| 16.11.22 | Expenses | S Dower | Bank transfer | | | | Coach Training | £224.00 | £3,016.03 |
| 03.12.22 | Printing Paper | Amazon | Bank payment | | | | Office & Printing | £23.98 | £2,992.05 |
| 29.11.22 | Donation (from sales of Glowing Embers) | Sheila Draper G'EMS | Bank transfer | | Business Donation | £600.00 | | | £3,592.05 |
| 15.12.22 | Donation (A bequest) | Graham Jones' estate | Bank transfer | | Private Donation | £30,000.00 | | | £33,592.05 |
| 15.12.22 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £33,587.05 |
| 28.12.22 | Bank interest to date | CAF | Bank payment | | Other | £3.61 | | | £33,590.66 |
| 16.01.23 | Turning Pages Manuals/Reading books | Shannon Trust | Bank payment | | | | Manuals / Reading Books | £250.57 | £33,340.09 |
| 06.01.23 | Festive lunch - balance owing | M L Gaze | Bank transfer | | | | Hospitality | £47.75 | £33,292.34 |
| 16.01.23 | Building hire - Brooks Lounge (Inv o/s) | Holy Trinity Hazlemere | Bank transfer | | | | Miscellaneous | £22.50 | £33,269.84 |
| 16.01.23 | Building hire - Brooks Lounge R00039 | Holy Trinity Hazlemere | Bank transfer | | | | Miscellaneous | £63.75 | £33,206.09 |
| 16.01.23 | Expenses - mileage | J Jenkins | Bank transfer | | | | Travel & Parking | £84.00 | £33,122.09 |
| 16.01.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £33,117.09 |
| 20.01.23 | Starbucks Mrs S Dower | Starbucks | Bank payment | | | | Hospitality | £5.10 | £33,111.99 |
| 23.01.23 | Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £56.00 | £33,055.99 |
| 15.02.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £33,050.99 |
| 16.02.23 | Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £112.00 | £32,938.99 |
| 17.02.23 | Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £56.00 | £32,882.99 |
| 09.03.23 | REFUND Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £56.00 | £32,938.99 |
| 09.03.23 | Postage | Royal Mail | Bank payment | | | | Miscellaneous | £5.40 | £32,933.59 |
| 02.03.23 | York Publishing Reading material Drop In | York Publshing | Bank payment | | | | Manuals / Reading Books | £90.95 | £32,842.64 |
| 15.03.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £32,837.64 |
| 24.03.23 | Expenses Mileage 006 | J Jenkins | Bank transfer | | | | Travel & Parking | £54.00 | £32,783.64 |
| 24.03.23 | Postage - Expenses 007 | H Harding | Bank transfer | | | | Miscellaneous | £4.45 | £32,779.19 |
| 24.03.23 | Flowers - Expenses 008 | M L Gaze | Bank transfer | | | | Miscellaneous | £35.00 | £32,744.19 |
| 27.03.23 | Bank interest to date | CAF | Bank payment | | Other | £16.33 | | | £32,760.52 |
| 05.04.23 | Gails - S Dower | S Dower | Bank payment | | | | Hospitality | £10.30 | £32,750.22 |
| 13.04.23 | Expenses -white boards 009 | L Marlow | Bank transfer | | | | Other educational resources | £52.92 | £32,697.30 |
| 17.04.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £32,692.30 |
| 25.04.23 | Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £56.00 | £32,636.30 |
| 27.04.23 | Whitehall Centre building hire | Chesham & District | Bank payment | | | | Miscellaneous | £31.25 | £32,605.05 |
| 09.05.23 | Postage | Royal Mail | Bank payment | | | | Miscellaneous | £2.70 | £32,602.35 |
| 10.05.23 | Amazon wooden letters | Amazon | Bank payment | | | | Other educational resources | £58.78 | £32,543.57 |
| 15.05.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £32,538.57 |
| 22.05.23 | Publicity | Vale Press | Bank payment | | | | Publicity | £160.20 | £32,378.37 |
| 02.06.23 | G'EMS Andrew Draper | | Bank transfer | | Business Donation | £360.00 | | | £32,738.37 |
| 15.06.23 | Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £56.00 | £32,682.37 |
| 15.06.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £32,677.37 |
| 16.06.23 | FEDCAP Prof Indemnity Insurance | FEDCAP | Bank payment | | | | Miscellaneous | £145.96 | £32,531.41 |
| 26.06.23 | Bank interest to date | CAF | Bank payment | | Other | £16.45 | | | £32,547.86 |
| 27.06.23 | Building Hire Holy Trinity | Holy Trinity Hazlemere | Bank payment | | | | Miscellaneous | £45.00 | £32,502.86 |
| 27.06.23 | Flowers for Louise Harvey-Expenses | A Gaze | Bank transfer | | | | Miscellaneous | £35.00 | £32,467.86 |
| 05.07.23 | Postage | Royal Mail | Bank payment | | | | Miscellaneous | £3.30 | £32,464.56 |
| 17.07.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £32,459.56 |
| 28.07.23 | Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £56.00 | £32,403.56 |
| 31.07.23 | Fiona Marsh Expenses mileage | Fiona Marsh | Bank transfer | | | | Travel & Parking | £72.68 | £32,330.88 |
| 02.08.23 | Coach Training | Read Easy UK | Bank payment | | | | Coach Training | £56.00 | £32,274.88 |
| 08.08.23 | Postage | Royal Mail | Bank payment | | | | Miscellaneous | £5.40 | £32,269.48 |
| 15.08.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £32,264.48 |
| 08.09.23 | Whitehall Centre building hire | Chesham & District | Bank payment | | | | Miscellaneous | £31.25 | £32,233.23 |
| 08.09.23 | Expenses - mileage 010 | Fiona Marsh | Bank transfer | | | | Travel & Parking | £36.84 | £32,196.39 |
| 08.09.23 | Expenses - mileage 011 | Fiona Marsh | Bank transfer | | | | Travel & Parking | £73.68 | £32,122.71 |
| 15.09.23 | Monthly Bank fee | CAF | Bank payment | | | | Miscellaneous | £5.00 | £32,117.71 |
| 26.09.23 | Bank interest to date | CAF | Bank payment | | Other | £16.28 | | | £32,133.99 |

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF READ EASY CHILTERN (REGISTERED CHARITY NO. 1201262)

I report on the accounts of Aaron & Hur Charitable Trust for the year ended 30 September 2023, as attached.

Respective responsibilities of the Trustees and the Examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under the Companies Act 1985 (Accounts of Small and Medium-Sized Enterprises and Audit Exemption) (Amendment) Regulations 2004, but that an independent examination is needed.

It is my responsibility to:

- examine the accounts;
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with normal practice. An examination includes a review of the accounting records kept by the company 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 the Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records.
- to prepare accounts.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

PATRICIA HARDING

Relevant professional qualification or body:
Qualified CIMA accountant (1-KQ73)

Address: 5 South Drive, High Wycombe, Bucks. HP13 6JU

Date: 10th March 2024

READ EASY CHILTERN

2023

£

ASSETS

CAF Account 32,134

Total Assets 32,134

LIABILITIES

Total Liabilities 0

Net Assets 32,134

REPRESENTED BY

General Fund

General Fund Opening Balance 3,773

Income

Legacy 30,000

Donations 960

Bank Interest 53

Total Income 31,013

Less:

Expenditure

Coach Training 616

Affiliation Fees 240

Publicity 391

Manuals / Reading Books 342

Travel & Parking 321

Hospitality 63

Office & Printing 50

Other Educational Resources 123

Miscellaneous 506

Total Expenditure 2,652

Net Income v Expenditure (Loss)/Surplus 28,361

General Fund Closing Balance 32,134