



Campus Children's Holidays (Cambridge University)

Trustees' Report and Financial Statements

Year ended 30th September 2022

Charity no. 252982

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Legal and administrative information

Trustees

During the year 2021 – 2022:

E Bealey (Chair)
M Petty (Treasurer)
L Champion (Secretary)
E Curry
C Howell
P Quincey

At the date of the signing of the accounts:

L Champion (Chair)
E Bealey (Treasurer)
O Gould (Secretary)
C Howell
Z Marson
M Petty
P Quincey

Key Management Team (Executive Committee)

During the year 2021 – 2022:

L Akrill
E Bealey
J Boyd
L Champion
M Croghan
E Curry
E Davis
C Howell
J Keay
J Landy
R Leech
J Lindley
A Magee
M Petty
R Pinder
P Quincey
H Slater-Petty
M Slater-Petty
E Stanton

At the date of the signing of the accounts:

L Akrill
E Andrews
E Bealey
L Champion
M Cowie
E Curry
O Gould
C Howell
R Leech
Z Marson
H Matthews
M Petty
R Pinder
S Pollitt-Walmsley
P Quincey
M Shield
H Slater-Petty
E Stanton
A Wright

Annual General Meeting Dates

16th October 2021
15th October 2022

Executive Committee Meetings between Annual General Meetings

13th November 2021
15th January 2022
5th March 2022
2nd April 2022
14th May 2022
25th June 2022
17th September 2022

Address

Campus Children's Holidays
The Gateway
85-101 Sankey Street
Warrington
Cheshire
WA1 1SR

Bankers

CAF Bank Ltd, National Westminster Bank plc, HSBC Bank plc

Report of the trustees for the year ended 30 September 2022

The trustees present their report along with the financial statements of the charity for the year ended 30 September 2022. The financial statements have been prepared in accordance with the accounting policies set out on pages 13 - 15.

Constitution and objects

Campus Children's Holidays is a charitable unincorporated association, founded in 1967, and its governing document is its constitution. It is a registered charity, number 252982.

The objects of the charity are to provide or assist in the provision of holidays and holiday activities in the interests of social welfare for children whose conditions of life will thereby be improved and who have need of such holidays by reason of their poverty or social and economic circumstances.

Organisation

The trustees who have served during the year and serve currently are set out on pages 2 - 3. Trustees are elected at the Annual General Meeting by the Campus membership, which consists of the volunteers on its projects. The board of trustees along with other individuals who volunteer to assist with the running of the charity (known as the Executive Committee) meet at regular intervals during the year, though there are also subgroup and working group meetings throughout the year, reporting back to the Executive Committee. Trustees communicate frequently between meetings, and conduct a large amount of work on an individual basis and in small groups.

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Projects

This year was a return to normality for Campus after two previous years affected by Covid. Our residential project returned to North Yorkshire and our Hippocampus project to its usual site in Liverpool, however we did run a reduced number of weeks due to constraints at and concerns about volunteer recruitment following Covid. The section below summarises what we aim to deliver (usual practice), and what we delivered this year

Residential Project

This is the largest of our projects. For up to five weeks over the summer Campus takes around 28 children for a week at a time on a residential holiday, where they participate in activities such as climbing, swimming, ice skating or cycling. The children are aged between eight and thirteen, and are divided into groups of four to six children. Each group is looked after by two to three volunteers who ensure their group gets the most out of their holiday. This typically runs for 5 weeks and in our last 'normal' year (2019), a total of 150 disadvantaged children benefited from the residential project.

This year we ran three weeks of a slightly smaller Residential Project, giving a holiday to 59 children. This was due to building works being undertaken at the site, which reduced the capacity of the site and the number of weeks it was available. Children on our residential project this year were aged 8-13, and did a variety of activities, including swimming, ice skating and high ropes.

Hippocampus Project

This project also runs for up to five weeks during the summer and is a day project, usually based at a church hall in Liverpool, which provides space for activities and accommodation for adult helpers. Hippocampus is aimed at younger children (6 to 10 years old), those with special needs and those aged 11 to 13 who would have not been suitable for the Residential Project. Children take part in craft activities and games, as well as organised activities such as swimming and farm visits. This project takes approximately between 10 and 20 children each week with a ratio of one volunteer for every two children, allowing all participants to benefit from the high volunteer- to-child ratio. In 2019 Hippocampus ran for 3 weeks with 51 children benefitting.

This year we ran two weeks of Hippo, taking a total of 34 children with 18 helpers. This reduction to two weeks from three weeks the previous year was due to a reduced number of coordinators, many of whom stepped back from Campus during covid. Two individuals co-ordinated hippocampus for the first time this summer, and we onboarded a new young helper.

Young Helper Project

Young Helpers are volunteers aged between 14 and 17 who attended Campus projects as children and now come back on the projects as volunteers. The Young Helper Project is designed to train and assess teenagers who in their last years as children on Residential Project showed the responsibility needed to be a volunteer. Those who complete this project successfully are invited back onto other projects in the future in the capacity of a Young Helper. We usually take 6 or 7 potential Young Helpers each year.

This year's young helper project returned to its usual slot over the Easter break, and took place near Liverpool. The project lasted three days and 7 children attended, of whom 5 were deemed to have passed and were invited to become young helpers.

Winter Project

Winter Project runs for up to five days after Christmas and serves as a one-day reunion for the children, as well as for volunteers, with children from each week of the summer projects (Residential Project and Hippocampus) being invited to attend for a day of craft, games and organised activities. This project provides continuity for the children, and gives them a chance to meet up again with the friends they made during the summer, as well as giving their parents a break during a busy and sometimes stressful time of year.

The 2021 Winter Project was not able to run due to uncertainty over the Coronavirus Omicron variant which was predicted to spread over the Christmas period and potentially cause restrictions.

How our activities deliver public benefit

The trustees have had due regard to the guidance published by the Charities Commission in compliance with its duties under Section 4 of the Charities Act 2011.

This guidance sets out two key principles:

- (1) the organisation must have an identifiable benefit; and
- (2) the benefit must be to the public or a section of the public.

Campus strives to provide enjoyable and high-quality holidays to as many children as we are able. We provide holidays to those children who would otherwise not have such an opportunity, by reason of poverty and difficult family circumstances. Where families have more than one child we will take all the children of the relevant ages on holiday where appropriate. This gives them a holiday together whilst also giving their parents or carers a break. Once we have taken a child on a Campus holiday we continue to invite them each year until they are 14, thus providing them with continuity and reliability. We make no requirements of the children's families and all our holidays are provided entirely free of charge. We make a particular effort to welcome and assist those children with special needs, and endeavour to offer equal opportunities to all children, unless their attendance would put them or others at risk. In 2022, 9% of children who attended our projects had an Education, Health and Care Plan (compared to 3% nationally).

We work very closely with Liverpool City Council's Children's Services department and have done so for many years. Social workers identify those children who they think would benefit from our holidays and refer these children to us. We also work with Barnardo's and Early Help, who help us to identify additional children who would benefit from the holidays that we provide.

These children and their families are likely to have had a particularly tough time over the coronavirus pandemic, and we know that giving them a chance to take a break will have been highly valued.

Of the parents and carers who responded to our 2019 survey:

- 100% agreed that their child enjoyed their Campus holiday
- 96% reported that family benefited from the break provided by Campus
- 100% indicated that they would like their child to attend future Campus projects

The trustees consider that for these reasons the charity meets the public benefit requirement.

Financial review

Income

Campus relies upon grant-making organisations, fundraising events and donations from individuals, groups, companies and Cambridge University colleges for its income.

In 2021/22 total income was £38,776, compared to £35,191 in the previous year. This increase in income was largely down to an increase in large donations from trusts and grant-giving bodies, as we have resumed applications after a pause when we were unsure if we could run projects due to covid concerns. This increase made up for a fall in individual donations, though this is mainly attributed to natural variation - 20/21 individual donations were boosted by a £5000 bequest. There has been a slight fall in regular donations, which we hope to counter with the launch of a new fundraising platform.

With our already healthy reserves and the improved income we were able to comfortably run as many weeks as we had capacity for running.

The breakdown is as follows (£):

	2021-22	2020-21
From individuals	15,240	22,098
From organisations	300	1,753
From trusts and grant-giving bodies	23,500	6,500
Fundraising events	322	1,062
Oxfizz volunteering ¹	0	1,192
Reclaimed tax	-1200	2,379
Other income ²	614	206
Total Incoming resources	38,776	35,191

Unfortunately, we found that we have had to write off a quantity of gift aid which has passed the date when it can be claimed. We are in the process of claiming all outstanding gift aid now.

Overall this year's income was an increase in the previous period and closely matched the expenditure with the reduced number of weeks. Looking forward, as we build up our capacity to run projects, by recruiting and training new volunteers we will reassess our fundraising goals to match.

Expenses

Total expenditure this year amounted to £38,184, compared to £47,891 in 2020/21 and to £55,176 in 2018/19 when we last ran a conventional summer.

A breakdown of the relevant factors is as follows:

- Site Hire Costs - We moved back to our pre-covid sites for hippocampus and residential, both of which were significantly cheaper than those used in 2021. In the previous summer, more expensive accommodation was used to allow for greater social distancing by volunteers and to be closer to Liverpool so as to return children home more quickly if needed.
- 3 Weeks of Residential - We ran an additional week of residential compared to last year- but this increase was dwarfed by the impact of accommodation costs.
- Fewer Children - The total number of children was slightly less in 2022 than 2021 (59 children on residential vs 46, 34 children on Hippocampus versus 68) with a shift to the majority of the children attending the residential project rather than Hippocampus.
- No Winter Project - We did not carry out a winter project as it was cancelled due to coronavirus concerns

After the unusual years of covid these expenditures should be more in line with levels of expenditure going forward.

¹Oxfizz was a social enterprise which offered mock Oxbridge interviews. When individuals volunteered to run interviews, an hourly rate for their time was donated to a charity of their choice. Oxfizz closed in January 2021.

²Other income includes bank interest, sale of merchandise (t-shirts), and income from expired cheques

Reserves policy

Campus aims to hold at the start of the financial year (1st October) unrestricted reserves equal to between 80% and 100% of the following year's forecast total expenditure. Based on 'normal' recent years, we would expect annual expenditure of around £55,000.

If there are any restricted funds that are allocated to operational expenditure on particular projects in the coming year and within the forecast expenditure for those projects then they are considered as unrestricted for the purpose of assessing the above target. This policy is kept under review in order to ensure that the financial risks to which Campus is exposed are mitigated as far as is possible.

At the end of the year 2021/22 the amount held in unrestricted free reserves is £92,382. This high level of reserves originated from strong fundraising in 2016 - 2018, followed by projects being unable to run, or running at a smaller scale from 2020 - 2022.

We have been fortunate to have these reserves to be able to absorb the expenditure of a year with higher covid expenses and lower grant fundraising. It is beneficial looking forward campus funds face pressures; inflation driving up the cost of projects, the closure of many grant giving organisations and trusts during covid and the cost of living crisis may affect our income from donations. As we return to a more 'normal' campus with these higher expenses, we expect to gradually reduce our reserves to a more standard level.

In addition to the unrestricted reserves, Campus continues to benefit from an endowment fund. This money is held for the purpose of generating income for the charity in the form of interest or, exceptionally, to provide capital for new or additional charitable activities within Campus' objectives as agreed by the trustees. Use of the endowment fund to provide capital for new projects can only take place if confirmed by the Campus membership by a resolution of a general meeting. Given our higher level of reserves in recent years, Campus decided to add £20,000 to the endowment fund this year, bringing the total held to £71,447.

Investment policy

Campus' unrestricted reserves should be held in an account (or accounts) that offer free, easy and secure access to the funds. It is considered that a current account (or accounts) offers the best ability to achieve this, in particular due to considerations such as ease of withdrawing cash for projects and ease and security of spending money both online and by cheque. As such the interest rate of such an account is of the lowest importance when choosing an account (or accounts).

Campus' endowment fund and any other investment funds should be held in such a way to maximise return on the investment relative to the financial loss incurred for needing access to the funds and the risk of that access being needed.

This will continue to be reviewed annually.

Risk management

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed in the year and systems have been established to mitigate those risks, in particular our insurance and management policies.

The Finance Officer and Treasurer report at least three times a year to the Executive Committee on the financial stability of the charity and all major decisions made are made in light of the risk posed by the charity's financial situation.

The Trustee Indemnity Insurance Policy is reviewed annually to ensure it is sufficient for the needs to the charity.

Naturally, coronavirus raised new risks to be considered on projects. We performed a covid risk assessment, considering whether projects could run safely, and what restrictions would be implemented if so.

Future plans

Campus is planning to run Winter, YHP, Residential and Hippo projects again in 2023, largely in line with how they were run pre-pandemic.

Campus Children's Holidays (Cambridge University)
Year ended 30th September 2022

- Update equality and diversity policy and/or create trans+ policy
- Review the way Campus handles minibus rental
- Improve policy review process
- Improve guidance and volunteer training on behaviour escalation thresholds

Approved by the trustees and signed on their behalf by:



Charlie Howell
Trustee and Finance Officer

Date: 29/7/2023

Independent Examiner's Report to the Trustees of Campus Children's Holidays (Cambridge University)

I report on the trustees on my examinations of the accounts of Campus Children's Holidays ("the Trust") for the year ended 30 September 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: AMKENTON

Date: 27/07/2023

Name: ANNA KENTON

Relevant professional qualification or membership of professional bodies (if any): CGMA

Address: 50A ISIS STREET
LONDON
SW18 3QN

Statement of Financial Activities

	2021-2022				2020-2021			
	Anniversary fund	Residential fund	Unrestricted funds	Year to 30 Sep 22	Anniversary fund	Residential fund	Unrestricted funds	Year to 30 Sep 21
Funds brought forward	51,447	0	111,790	163,237	51,447	8,718	115,771	175,936
INCOMING RESOURCES								
Donations and Legacies	0	16,000	21,840	37,840	-	-	32,731	32,731
Income from Charitable Activities	0	0	0	0	-	-	-	-
Income from other trading activities	0		322	322	-		2,254	2,254
Income from sale of merchandise			15	15				
Investment income	0		151	151	-		8	8
Other income	0		448	448	-		198	198
Total Incoming resources	0	16,000	22,776	38,776	-	-	35,191	35,191
RESOURCE EXPENDED								
<i>Costs of raising funds</i>								
Cost of running fundraising events	0		0	0	-		-	-
<i>Expenditure on Charitable Activities</i>								
Residential Project	0	15,952	0	15,952	-	8,718	6,653	15,371
Hippocampus Project	0		4,970	4,970	-		14,743	14,743
Young Helper Project	0		1,927	1,927	-		1,500	1,500
Winter Project	0		0	0	-		594	594
Activity Boxes								-
Minibus hire and maintenance	0	48	4,009	4,057	-		6,288	6,288
<i>Other</i>								
Depreciation	0		5,246	5,246	-		4,751	4,751
Insurance	0	0	3,192	3,192	-	-	3,151	3,151
Administration, volunteers and other	0	0	2,839	2,839	-	-	1,492	1,492
Total Expenditure	0	16,000	22,184	38,184	-	8,718	39,173	47,891
		0	592	592		(8,718)	(3,981)	(12,699)
Net income/(outgoing) resources	0	0	592	592	-	(8,718)	(3,981)	(12,699)
Transfers between funds	20,000	0	(20,000)	0	-	-	-	-
Net movement in funds	0	0	592	592	-	(8,718)	(3,981)	(12,699)
Funds brought forward	51,447	0	111,790	163,237	51,447	8,718	115,771	175,936
Funds carried forward	71,447	0	92,382	163,829	51,447	0	111,790	163,237

Balance Sheet

Balance sheet

	As at 30 Sep 22	As at 30 Sep 21
Fixed assets		
Minibus	23,754	23,754
Bouncy castle	1,487	1,465
	<u>25,241</u>	<u>25,219</u>
Accumulated depreciation	(24,249)	(20,468)
Net book value of fixed assets	991	4,751
Current assets		
Cash	148,846	154,960
Debtors	14,061	8,863
Prepayments	1,976	2,134
	<u>164,883</u>	<u>165,958</u>
Provisions	-	-
Creditors	(2,046)	(7,468)
Net current assets	162,838	158,490
NET ASSETS	163,829	163,241
REPRESENTED BY		
Fixed assets fund	-	-
Hippocampus Fund	-	-
Residential Fund	-	-
Restricted funds	-	-
Unrestricted funds	92,382	111,794
RESERVES	92,382	111,794
Anniversary fund	71,447	51,447
Endowments	71,447	51,447
TOTAL FUNDS	163,829	163,241

**Notes forming part of the financial statements for the year
ended 30 September 2022**

1. Principal accounting policies

Campus Children's Holidays is a public benefit entity under FRS 102. The Financial Statements have been prepared in accordance with the applicable accounting standards, the Charities Act 2011 and the Charity Commission's revised Statement of Recommended Practice issued in Charities SORP 2015 (FRS 102). The Financial Statements have been prepared under the historical cost convention.

a) Accounting convention

The financial statements are prepared under the historical cost convention, and in preparing the financial statements the charity follows best practice as laid down in FRS 102.

b) Funds

General purpose funds represent those funds of Campus Children's Holidays that are not subject to any restrictions regarding their use and which are available for application to the general purposes of Campus Children's Holidays. Funds designated for a particular purpose by Campus Children's Holidays are also unrestricted.

The financial statements include all transactions, assets and liabilities for which Campus Children's Holidays are responsible in law.

c) Voluntary income and capital sources

Collections are recognised when received by or on behalf of Campus Children's Holidays.

Planned giving receivable under Gift Aid etc. is recognised only when received.

Income Tax recoverable on covenants or Gift Aid donations is recognised when the income is probable.

Grants and legacies Campus Children's Holidays are accounted for as soon as Campus Children's Holidays is notified of its legal entitlement and the amount due.

Receipts from fundraising events are accounted for gross.

d) Resources expended

Expenditure is included on an accruals basis.

"Administration, volunteers and other" costs comprise expenses such as postage, telephone calls, and transport for project site assessment visits. The charity has no salary or wage expense.

e) Tangible fixed assets and depreciation

Fixed assets are depreciated on a straight-line basis. A useful life of five years is assumed for motor vehicles and three years for other equipment. Assets are depreciated for a full year in the year of acquisition, and are not depreciated in the year of disposal.

f) Debtors

Trade and other debtors are recognised in the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

g) Creditors and Provisions

Creditors and provisions are recognised where the charity has a recent obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

h) Current Assets

Amounts owing to Campus Children's Holidays at 30 September in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove non-collectible.

i) Cash and bank

Cash at bank and cash in hand is recognised based on the balances at 30 September.

2. Volunteers, trustees and related parties remuneration

Volunteers, trustees and key management personnel received no remuneration or expenses during this year or the previous year. There are no employees. No amounts were paid to third parties for trustees. Related party donations are described in note 8.

3. Tangible fixed assets

A minibus and bouncy castle are carried in the fixed assets fund. The minibus was purchased in 2017/18 when the previous minibus was scrapped. During this year, we retired our old bouncy castle and purchased a new one.

	2022			2021		
	Minibus	Bouncy castle	Total	Minibus	Bouncy	Total
Cost						
B/F	23,754	1,465	25,219	23,754	1,465	25,219
Acquisitions	-	1,487	1,487	-	-	-
Disposals	-	(1,465)	(1,465)	-	-	-
Y/E	23,754	1,487	25,241	23,754	1,465	25,219
Depreciation						
B/F	19,003	1,465	20,468	14,252	1,465	15,717
Charge for the year	4,751	496	5,246	4,751	-	4,751
Disposals	-	(1,465)	(1,465)	-	-	-
Y/E	23,754	496	24,249	19,003	1,465	20,468
Net book value						
B/F	4,751	-	4,751	9,502	-	9,502
Y/E	0	991	991	4,751	-	4,751

4. Debtors

	2022	2021
Accrued income	14,061	8,863

Accrued income primarily consists of Gift Aid to be reclaimed from HM Revenue & Customs and amounts donated to Campus in the period through Virgin Money Giving which were not paid to Campus as at 30 September 2022.

During this year, we have had to write off a quantity of Gift Aid which has passed the date when it can be claimed. We are in the process of claiming all outstanding Gift Aid now.

There is also an accrued donation where Campus was informed of a college donation of £250 in June 2021 which was received in the 2021/22 financial year. A £7,500 donation from the Sobell Foundation was also awarded but not received in the 2021/22 financial year.

5. Prepayments

	2022	2021
Public liability insurance	1027	1,027
Vehicle insurance	715	717
Trustee Indemnity Insurance	226	182
YHP Site Deposit	0	200
Other Prepayments	8	8
Total Prepayments	1,976	2,134

When the 2020 YHP was cancelled due to the coronavirus pandemic, it was agreed that the deposit for renting the site would roll over to the next time we use the site. We have not returned to this site as we found a superior alternative site with more space and better facilities, so are writing off this prepayment.

Other prepayments represent a prepayment in respect of the annual fee payable to the Information Commissioner.

6. Creditors

	2022	2021
Other creditors and accruals	2,046	5,612
All creditors are due within one year.		

7. Funds

Unrestricted funds comprise those funds that the trustees are free to use in accordance with the charitable objects.

Restricted funds are funds which have been given for particular purposes and projects within the charitable objects of the charity. The Restricted Residential fund consists of all donations from grant giving bodies and other organisations including colleges, where the proposal/ application to them was specific about the use being for the Residential Project 2022.

The Anniversary Fund is an expendable endowment fund. This fund is held for the purpose of generating income for the charity, but the trustees have the power to convert all or part of the fund into income funds that can be spent under certain conditions. The fund was established in 2006-07 and no withdrawals have yet been made. Given Campus's higher level of reserves in recent years, £20,000 was added to the endowment fund this year.

The trustees have approved the following conditions on the fund:

The Anniversary Fund, shall be used:

- (a) to provide predictable unrestricted income to Campus in the form of interest;*
- (b) exceptionally, to provide capital for new or additional charitable activities within Campus' objects as agreed by the trustees, such use only taking place if confirmed by the Campus membership by a resolution of a general meeting.*

8. Income from Trustees and Related Parties

Income	2021-22	2020-21
Donated	£229	£545
Raised by sponsorship	£0	£0

Three trustees or key management personnel made donations to the charity in 2021-22, totalling £229.

All trustees, key personnel and volunteers give of their time freely. No trustees or Key Management Personnel received expenses or remuneration. No amounts were paid to third parties for trustees or Key Members.