

# STUDENT COMMUNITY ACTION - VOLUNTEERS IN CAMBRIDGE (CAMBRIDGE SCA)

England & Wales · Charity number 263361

## Details

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Other names	CAMBRIDGE STUDENT COMMUNITY ACTION, STUDENT COMMUNITY ACTION: VOLUNTEERS IN CAMBRIDGE (CAMBRIDGE SCA), CAMBRIDGE SCA
Status	Registered
Legal form	Other
Registered	1972-01-21
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	University Of Cambridge Student Services Centre Benet Street Cambridge CB2 3PT
Phone	01223 92 6101
Email	<a href="mailto:mail@cambridgesca.org.uk">mail@cambridgesca.org.uk</a>
Website	<a href="http://www.cambridgesca.org.uk">www.cambridgesca.org.uk</a>

## Activities

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**Objects:** TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN THE CAMBRIDGE AREA AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION, THE FURTHERANCE OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS.

**Activities:** Recruiting students to volunteer in the local community

## Classification

- **How:** Provides Human Resources, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** CAMBRIDGE
- Cambridgeshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£40,067	£56,670	-	-
2023-12-31	£34,723	£56,161	-	-
2022-12-31	£48,401	£69,714	-	-
2021-12-31	£71,702	£56,653	-	-
2020-12-31	£51,999	£45,208	-	-

## Trustees

Name	Role	Appointed
Abigail Reynolds		2023-10-01
David Toh		2025-03-14
Emma Bradley		2025-03-14
Georgina Beatrice Bessie Perrott		2024-05-05
Grace Howard		2025-03-14
Maria Clare Theresa Healy		2023-10-01
PAUL TAYLOR		
Sai Liang		2021-06-08
Suparna Dasgupta Ghose		2025-02-16
Xiao Rong Li-Yan-Hui		2025-02-16

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# Accounts

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## **6. Trustee Report**

It has been immensely rewarding for the trustees to witness the continued success of Cambridge Student Community Action (SCA) over the past year, particularly in its flourishing projects and volunteer numbers. While we recognise the increasing challenges in securing grants amid growing competition, we remain steadfast in our commitment to ensuring the charity's financial sustainability in the year ahead.

Thanks to the dedication and hard work of our employees, Nicky and Laura, alongside the student steering group, SCA has had numerous highlights this year. In June, we were delighted to partner with the Fitzwilliam Museum to host a unique summer party for our young clients, featuring guided gallery tours and a pottery masterclass. Another significant achievement has been the successful relaunch of Betty's Musical Group. After a prolonged pause due to a lack of a project lead and regular volunteers, this project has been revitalised, largely due to Laura's unwavering commitment. Strengthening partnerships with local community and charitable organisations remains a priority for us as trustees.

Since our last report, we have welcomed three new trustees: Georgie Perrott, Suparna Dasgupta Ghose and Winny Li-Yan-Hui. Georgie has already made a substantial impact, particularly in employment matters, and we look forward to seeing how Suparna and Winny will contribute to advancing SCA's strategic mission. At the same time, we were saddened to bid farewell to Dwight Patten, who stepped down as a trustee this year. Since joining the board in 2021, Dwight played a pivotal role, particularly in supporting our Treasurer and Junior Treasurer through the finance sub-group.

I, too, will be stepping down as a trustee following the AGM. Serving on the board of SCA has been an incredibly enriching experience, and I am deeply grateful for the opportunity to learn from and work alongside the charity's trustees, employees, and steering group. It has been a privilege to support an organisation that empowers students from both Cambridge and Anglia Ruskin University to take on leadership roles and support community building in one of the UK's most unequal cities. For those considering joining SCA as a trustee, I strongly encourage you to reach out- we are always eager to hear from individuals who share a passion for our mission.

As always, we extend our heartfelt gratitude to our outgoing student trustees, Anoushka, Martin and Lucia. Special thanks go to Anoushka and Lucia, who have been steadfast members of the student steering group throughout their time at university. Their dedication and contributions have been invaluable.

Finally, we wish to express our appreciation to our funders and partners, whose generous support is essential to the continuation of our work in the Cambridge community. As a small charity, every donation makes a meaningful difference to the work we do, and we are eager to explore new avenues for corporate sponsorship and funding in the coming year. We have no doubt that SCA will remain a vital force for good, and we are excited to see how the charity continues to evolve in the coming year. If you are interested in supporting one of our projects financially, please do get in touch.

Frances Ballaster Harriss- Trustee appointed 2022





## Receipts and payments accounts

For the period from	Period start date 01/01/2024	To	Period end date 31/12/2024
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### 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 £
<b>A1 Receipts</b>					
Grants	-	11 500	-	11 500	13 000
Donations	5 959	-	-	5 959	4 270
DBS income	19 569	-	-	19 569	14 861
Investment income	3 039	-	-	3 039	2 592
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28 567</b>	<b>11 500</b>	<b>-</b>	<b>40 067</b>	<b>34 723</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>28 567</b>	<b>11 500</b>	<b>-</b>	<b>40 067</b>	<b>34 723</b>
<b>A3 Payments</b>					
Accountancy	263	-	-	263	241
Legal expenses	-	-	-	-	2 190
Activities	-	2 253	-	2 253	2 165
DBS Checks	13 274	906	-	14 180	10 760
Independent examination	450	-	-	450	500
Insurance	605	-	-	605	576
Sundry expenses	668	-	-	668	517
Post and stationery	485	-	-	485	1 069
Recruitment	-	-	-	-	392
Salaries and pensions	34 485	5 972	-	40 457	36 238
Telephone	-	-	-	-	44
Training	107	-	-	107	48
Travelling	60	-	-	60	1 582
Bank charges	65	-	-	65	60
Loss/(profit) on investment	-	-2 923	-	-2 923	221
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>50 462</b>	<b>6 208</b>	<b>-</b>	<b>56 670</b>	<b>56 161</b>
<b>A4 Asset and investment Adjustment to cash basis</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>50 462</b>	<b>6 208</b>	<b>-</b>	<b>56 670</b>	<b>56 161</b>
<b>Net of receipts/(payments)</b>	<b>-21 895</b>	<b>5 292</b>	<b>-</b>	<b>- 16 603</b>	<b>- 21 438</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>56 920</b>	<b>86 449</b>	<b>-</b>	<b>143 369</b>	<b>164 807</b>
<b>Cash funds this year end</b>	<b>35 025</b>	<b>91 741</b>	<b>-</b>	<b>126 766</b>	<b>143 369</b>

## 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 £
<b>B1 Cash funds</b>	Investments	-	85 596	-
	Bank accounts	35 025	6 145	-
		-	-	-
	<b>Total cash funds</b>	<b>35 025</b>	<b>91 741</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Debtors	3 250	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Independent examination	Unrestricted	450	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Student Community Action

**On accounts for the year  
ended**

31 <sup>st</sup> December 2024	<b>Charity no (if any)</b>	263361
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**Set out on pages**

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

**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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:** 

**Date:** 21/07/2025

**Name:** Brendan Chambers

**Relevant professional  
qualification(s) or body  
(if any):**

F.F.A.

**Address:**

4 Hollybush Avenue  
St Albans  
Hertfordshire AL2 3AD

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	January	2023		31	December	2023

## Section A Reference and administration details

**Charity name**

Student Community Action

**Other names charity is known by**

**Registered charity number (if any)**

263361

**Charity's principal address**

Student Services Centre
Bene't Street
Cambridge
<b>Postcode</b> CB2 3PT

### 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	Maria Healy		Appointed 1/10/23	
2	Abigail Reynolds		Appointed 1/10/23	
3	Lucia Li		Appointed 17/03/23	
4	Frances Ballaster			
5	Jing Yuan Lee			
6	Maria Ramazanova			
7	Sai Liang			
8	Alex De Lusignan			
9	Dwight Patten			
10	Paul Taylor	Senior Treasurer		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 28 November 1971.
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by a majority of the trustees in office at that time.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>The trustees set out the general policy of the charity. The day-to-day affairs of the charity are run by the employees.</p> <p>All new trustees are required to sign a trustee declaration and are provided with Charity Commission guidance on the responsibilities of trusteeship.</p> <p>The schedule of trustee executive meetings, employment sub-group meetings and finance sub-group meetings is set out in the charity's constitution.</p>
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## Section C Objectives and activities

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

The charity is established to promote any charitable purpose for the benefit of the community in the Cambridge area, and in particular the advancement of education, health, the relief of poverty, distress and sickness and to promote amongst students in Cambridge the idea and practice of community service and action in so far as it to be legally charitable.

**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)**

In the year to 31<sup>st</sup> December 2023 the charity undertook charitable work for the public benefit of those in need in the Cambridgeshire area.

This includes the charity's established projects including but not limited to Big Sibs, Bounce, Friday Fun, Taskforce, Homework Help and HEAL. These projects are led by students with the support of the charity's employed staff. All projects work with disadvantaged members of the Cambridgeshire community. Our flagship project 'Big Sibs', which provides volunteer befrienders to children in Cambridge and the surrounding area, continues to be our most popular project. Big Sibs receives high numbers of client referrals as well as being popular with our student volunteering community. We also connect our student volunteers to other volunteering services and charity opportunities as well as offering a subsidised DBS checking service for charities.

When planning our activities and projects for the year, trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. The charity relies on grants and the income from DBS processing fees to external clients to cover its operating costs.

Trustees are aware of the statutory declaration with regard to the guidance issued by the Charity Commission on public benefit: <https://www.gov.uk/guidance/public-benefit-rules-for-charities>.

**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**

In 2023 the trustees have been pleased to see the charity continue to innovate with its projects continuing to flourish. A number of the key achievements of the year are summarised below.

**Policies and procedures**

The trustees reviewed a number of the charities policies and procedures; for example, providing enhanced safeguarding training for all volunteers irrespective of their project involvement.

**Charity offices**

The trustees oversaw the charity's office move to its new home within student services. We are grateful to Cambridge University and the Student Services team for providing this space for our employees.

**Volunteer recruitment**

A healthy number of new volunteers were onboarded, inducted and matched to the charity's projects with the bulk of new volunteers signing up via the Cambridge University and Anglia Ruskin freshers fairs.

**Projects**

The trustees were particularly pleased to see that a previous project was reinvigorated in 2023, now named 'Friday Fun'. This project involves volunteers running activities for a group of children.

**Student Steering Group**

The charity relies heavily on our elected student steering group who manage a number of additional events for the charity throughout the year. In 2023-24 these included an easter picnic and Christmas party.

## Section E Financial review

### Brief statement of the charity's policy on reserves

In the years from 1981 to 1986, the charity raised permanent capital for the charity in the amount of £72,000. This amount was invested in a wealth portfolio and has now grown and is shown in the accounts as a restricted fund to provide income to contribute towards the running costs of the charity. A finance group monitor the bank balance to ensure that there are sufficient reserves always for at least three months of charitable activities.

### Details of any 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 charity received restricted grants in the amount of £13,000 in this year. These amounts were used to provide DBS subsidy, staff costs and operational project costs.


## 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)		
Full name(s)	Frances Ballaster	
Position (eg Secretary, Chair, etc)	General Member	
Date	19/10/2024	

 <b>CHARITY COMMISSION</b> FOR ENGLAND AND WALES	Charity Name			No (if any)	
	Student Community Action			263361	
	<b>Receipts and payments accounts</b>				
	For the period from	Period start date	To	Period end date	
		1/1/2023		12/31/2023	
<b>Section A Receipts and payments</b>					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Grants	-	13,000	-	13,000	10,280
Donations	4,270	-	-	4,270	5,487
Other income	14,861	-	-	14,861	28,865
Investment income	2,592	-	-	2,592	1,262
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>21,723</b>	<b>13,000</b>	<b>-</b>	<b>34,723</b>	<b>45,894</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>21,723</b>	<b>13,000</b>	<b>-</b>	<b>34,723</b>	<b>45,894</b>
<b>A3 Payments</b>					
Accountancy	241	-	-	241	441
Legal expenses	2,190	-	-	2,190	-

Activities	-	2,165	-	2,165	3,609
DBS Checks	10,760	-	-	10,760	17,327
Independent examination	500	-	-	500	576
Insurance	576	-	-	576	518
Sundry expenses	517	-	-	517	1,296
Post and stationery	649	420	-	1,069	1,287
Recruitment	392	-	-	392	1,316
Salaries and pensions	26,103	10,135	-	36,238	42,525
Telephone	44	-	-	44	110
Training	48	-	-	48	145
Travelling	908	674	-	1,582	564
Bank charges	60	-	-	60	-
Loss/(profit) on investment	-	-221	-	-221	18,486
	-	-	-	-	-
<b>Sub total</b>	<b>42,988</b>	<b>13,173</b>	<b>-</b>	<b>56,161</b>	<b>88,200</b>
<b>A4 Asset and investment</b>					
<b>Adjustment to cash basis</b>	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total payments</b>	<b>42,988</b>	<b>13,173</b>	<b>-</b>	<b>56,161</b>	<b>88,200</b>
<b>Net of receipts/(payments)</b>	<b>-21,265</b>	<b>-173</b>	<b>-</b>	<b>21,438</b>	<b>- 42,306</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>78,185</b>	<b>86,622</b>	<b>-</b>	<b>164,807</b>	<b>207,113</b>
<b>Cash funds this year end</b>	<b>56,920</b>	<b>86,449</b>	<b>-</b>	<b>143,369</b>	<b>164,807</b>

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £

<b>B1 Cash funds</b>	Investments	-	83,343	-
	Bank accounts	56,920	3,106	-
		-	-	-
	<b>Total cash funds</b>	<b>56,920</b>	<b>86,449</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
	<b>Details</b>	<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>	Debtors	2,750	-	-
	Social security costs overpaid	623	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-





# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Student Community Action

On accounts for the year  
ended

31<sup>st</sup> December 2023

Charity no  
(if any)

263361

Set out on pages

1 to 2

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees 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 in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Signed:

Date:

19/10/2024

Name:

BRENDAN CHAMBERS

Relevant professional

F.F.A.

Qualification(s) or body  
(if any):

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Address:

4 Hollvbush Avenue
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St Albans
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Hertfordshire AL2 3AD
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**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

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# Accounts

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# Cambridge SCA

Student Community Action

## Annual Report

1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

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Statement of Accounts

## Student Community Action

Accounts for the year ended 31 December 2022

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### Executive Committee

<b>Student Members</b>	Lee Jing Yuan Maria Ramazanova Lucia Li Olivia Ledger Anoushka Kale Lara Pomphrett	President Vice President Junior Treasurer Publicity Recruitment Officer Events Officer
<b>Senior Members</b>	Paul Taylor Dwight Patten Alex De Lusignan Sally Liang Frances Ballaster Abigail Reynolds Maria Healy	Senior Treasurer reappointed March 2021 Reappointed Dec 2020 Appointed Jan 2020 Appointed Jan 2020 Appointed June 2022 Appointed October 2023 Appointed October 2023
<b>Manager</b>		Nicky Massey (since January 2023)
<b>Volunteers and Projects Co-ordinator Administrator</b>		Laura Clarke (since September 2023)
<b>Principal Office</b>		Student Services Centre Bene't Street Cambridge CB2 3PT
<b>Charity Registration Number</b>		263361
<b>Independent Examiner</b>		Geoff Mann FCIE Geoff Mann Limited Dee House Highworth Avenue Cambridge CB4 2BQ

**Accounts for the year ended 31 December 2022**

**Report of the Trustees**

The trustees present their report and the accounts for the year ended 31 December 2022.

The accounts comply with the Charities Act 2011 and 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 (FRS 102) (effective 1 January 2019)

**Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to meet its objectives.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with charity law and the charity's constitution.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have considered the Charity Commission guidance on public benefit and consider that the activities of the charity meet its charitable objectives and provide benefit to the public.

**Structure, Governance and Management**

**Governing document**

Student Community Action was formed by a Constitution adopted on 28 November 1971 which was subsequently amended on 26 January 1981, 22 November 1998, 7 March 2002, and 11 March 2004, 9 March 2006, and was registered as a charity on 21 January 1972.

**Appointment of trustees**

New trustees are appointed by a majority of the trustees in office at that time.

**Organisational structure**

The trustees set out the general policy of the charity. The day to day affairs of the charity are run by the co-ordinators.

## Accounts for the year ended 31 December 2022

## Report of the Trustees

## Objects and Activities

The charity is established to 'promote any charitable purpose for the benefit of the community in the Cambridge area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness, and to promote amongst students in Cambridge the idea and practice of community service and community action in so far as it be legally charitable'.

## Reserves Policy

The purpose of the Reserves Policy is to set out the reasoning behind and the method of calculating the reserves that the Charity should have. The Policy takes into account the regulation for Trustees to spend income within a reasonable time and to keep reserves as to prevent the charity facing avoidable risk. The Policy identifies two sets of potential costs: costs associated with significant events that are not budgeted for, but would not prevent the continuing operation of the charity; and costs associated with winding up the charity, should its position become financially untenable. For the former, the charity should retain sufficient cash reserves to cover the costs; the latter would be met from the Capital Fund.

## Calculation of Reserves

The value that Trustees should constitute the Charity's Reserve has been calculated and agreed by reference to a formula based on risk assessment and wind-down period as shown below.

*Risk Assessment for ongoing organisation*

There are a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves.

Sickness - the probability of all staff being sick for their maximum entitlement in one year is very low so this reserve has been reduced to 50%	£3,588
Other types of leave requiring cover: maternity, parental or adoption leave;	£2,220
Provision to cover loss of a regular funder	£7,000
A minimum level of reserves for day to day operation be held in the bank representing 3 month's running costs	£15,750
Provision for the costs of implementing Strategic Plan 2020	£10,000
Buildings contingency - the risk of having to move from the current University property into a property at commercial rates. 3 months additional costs over the currently budgeted costs plus moving and legal fees	£8,000

## Winding up the Charity

*How long would it take to run down the organisation and how much would this cost?*

Should the Charity's position become financially untenable then the organisation might face being wound up. The Trustees consider a period of 3 months sufficient to ensure all services are closed and allocate an appropriate amount of running costs, £15,750 to the reserves policy accordingly.

The Charity employs two members of staff, both of whom would require redundancy payments in the event that the Charity was to cease operating. The Trustees therefore consider it prudent to retain reserves of £5,766 for the payment of this.

**Accounts for the year ended 31 December 2022****Report of the Trustees****Update to reserves policy**

Our reserves policy has for several years allowed for the possibility of being required to move from University owned premises into rented space at commercial rates. We believe that that possibility is now receding, but we are retaining the 'buildings contingency' provision for the present, until we have certainty that it is no longer needed.

**Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £11,122 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

The Trustees agree that in the event of the winding up of the organisation, the costs of meeting the lease and three months wind down should be made from this amount before dispersing the balance under the terms of the Wind Up clause within the Constitution.

**Cash Flow Reserves**

The Trustees therefore agree that the Reserves necessary to meet the minimum operation of the Charity should consist of the sum shown in the Risk Assessment plus an amount of 3 months running costs to cover any winding-up period.

In addition, the Trustees agree that a minimum level of Reserves for day to day operation be held in the bank to the value of £15,750 representing 3 month's running costs.

**Summary**

<b>Identified Risk</b>	<b>Value assigned</b>	<b>Applies to Fund</b>
Sick leave	£3,588	Bank
Other types of leave, maternity, parental, adoption	£2,220	Bank
Loss of a regular source of funding	£7,000	Bank
Day-to-day minimum cash reserve	£15,750	Bank
Strategic Plan costs 2020	£10,000	Bank
Buildings contingency	£8,000	Bank
Wind Down running costs	£15,750	Capital Fund
Redundancy	£5,766	Capital Fund

**Accounts for the year ended 31 December 2022**

**Report of the Trustees**

**Monitoring**

The Finance Group will monitor the Bank Balance in accordance with this Policy and report any relevant matters to the Trustees.

The reserves policy requires £46,558 of unrestricted funding in the bank. At year end 2022 we had £80,692 of unrestricted funds (page 7) and the Finance Group will be reviewing this in the near future.

**Reviewing**

This policy was last reviewed in March 2022

**Investment Powers**

These are governed by the Constitution which states that the trustees are given the power ' to undertake and execute any Charitable Trusts which may further the attainment of the Organisation.'

**Achievements**

A full report on these can be found in the Handbook.

**Trustees**

**Student Members**

Student members are appointed by the board of trustees to take up their post for one academic year, beginning at the end of each academic year.

**Members in post from April  
2021 to March 2022**

Hannah Quek            President  
Colver Ne                Vice President  
Ren An Ooi               Junior Treasurer

**Members in post from April  
2022 to March 2023**

Lauren Tucker  
Maria Ramazanova  
Jing-Yuan Lee

**Accounts for the year ended 31 December 2022**


**Report of the Trustees**

**Senior Members**

Senior members are appointed by the board of trustees for a period of three years.

Paul Taylor	Senior Treasurer reappointed March 2021
Dwight Patten	Reappointed Dec 2020
Alex De Lusignan	Appointed Jan 2020
Sally Liang	Appointed Jan 2020
Frances Ballaster	Appointed June 2022
Abigail Reynolds	Appointed October 2023
Maria Healy	Appointed October 2023

This report was approved by the trustees on 25 October 2023 and signed on their behalf.



**Paul Taylor**  
**Senior Treasurer**

Accounts for the year ended 31 December 2022

Independent Examiner's Report

To the Trustees of Student Community Action

I report on the accounts of the charity for the year ended 31 December 2022, which are set out on pages 6 to 12.

Respective Responsibilities of the Trustees and the 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 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act,
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

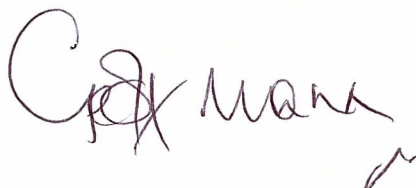
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees 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 in accordance with section 130 of the Act: and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Geoff Mann FCIE  
Geoff Mann Limited



Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ

Accounts for the year ended 31 December 2022

## Statement of Financial Activities

	Notes	2022			2021				
		Capital Fund	Restricted Funds (note 8)	Unrestricted Funds	Total Funds	Capital Fund	Restricted Funds	Unrestricted Funds	Total Funds
		£	£	£	£	£	£	£	
<b>Income</b>									
Grants		0	10,280	0	10,280	0	39,343	0	39,343
Donations		0	0	5,487	5,487	0	0	4,868	4,868
Other income		0	0	31,372	31,372	0	0	26,240	26,240
Investment income		0	0	1,262	1,262	0	0	1,251	1,251
<b>Total Income</b>	1	0	10,280	38,121	48,401	0	39,343	32,359	71,702
<b>Expenditure</b>									
Charitable expenditure									
Direct operating costs		0	19,171	44,543	63,714	0	28,552	22,101	50,653
Management and administration		0	0	6,000	6,000	0	0	6,000	6,000
<b>Total Expenditure</b>	3	0	19,171	50,543	69,714	0	28,552	28,101	56,653
<b>Net income/(expenditure) and net movement in funds before gains and losses on investments</b>		0	-8,891	-12,422	-21,313	0	10,791	4,258	15,049
<b>Other Recognised Gains and Losses</b>									
Realised gains/(losses) on investments	6	-18,486	0	0	-18,486	-1,034	0	0	-1,034
<b>Net movement in funds</b>		-18,486	-8,891	-12,422	-39,799	-1,034	10,791	4,258	14,015
<b>Reconciliation of Funds</b>									
<b>Total Funds Brought Forward</b>		101,608	12,391	93,114	207,113	102,642	1,600	88,856	193,098
<b>Total Funds Carried Forward</b>		83,122	3,500	80,692	167,314	101,608	12,391	93,114	207,113

## Statement of Total Recognised Gains and Losses

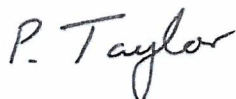
There were no recognised gains or losses for 2022 or 2021 other than those included in the Statement of Financial Activities

## Accounts for the year ended 31 December 2022

## Balance Sheet

	Notes	2022		2021	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	5		0		0
Investments	6		83,122		101,608
			<u>83,122</u>		<u>101,608</u>
<b>Current Assets</b>					
Debtors	7	3,999		1,078	
Cash at bank and in hand		81,761		108,668	
			<u>85,760</u>	<u>109,746</u>	
<b>Liabilities</b>					
Creditors falling due within one year	8	1,568		4,241	
				<u>4,241</u>	
<b>Net Current Assets</b>			84,192		105,505
			<u>167,314</u>		<u>207,113</u>
<b>Net Assets</b>					
<b>The Funds of the Charity</b>					
Capital Fund	1 & 6		83,122		101,608
Restricted Income Funds	9		3,500		12,391
Unrestricted Income Funds			80,692		93,114
			<u>167,314</u>		<u>207,113</u>
<b>Total Charity Funds</b>			<u>167,314</u>		<u>207,113</u>

Approved by the trustees on 25 October 2023 and signed on their behalf.



**Paul Taylor**  
Senior Treasurer

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

## 1 Accounting Policies

## (a) Basis of Preparation of Accounts

The accounts have been prepared in accordance with 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 (FRS 102) (Effective 1 January 2019) - (Charities SORP (FRS 102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Student Community Action meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

## (b) Income

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

## (c) Expenditure

Includes all expenditure incurred by the charity other than that which has been capitalised.

## (d) Operating Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

## (e) Tangible Fixed Assets

The charity has a policy to write off any capital items which cost less than £500.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Office equipment	20% straight line basis
------------------	-------------------------

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

(f) **Fixed Asset Investments**

Investments held for the long term to generate income or capital growth are carried at market value as fixed assets.

(g) **Debtors**

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

(h) **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(i) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

(j) **Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £11,122 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

(k) **Cash Flow Statements**

The charity qualifies as a small entity as outlined in Financial Reporting Standard No.102, and has used the exemption provided by that document under which it is not required to include a cash flow statement as part of its accounts.

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

2	Grants	2022			2021		
		Restricted Funds £	Unrestricted Funds £	Total Funds £	Restricted Funds £	Unrestricted Funds £	Total Funds £
	Awards for All	0	0	0	2,226	0	2,226
	BBC Children in Need						
	COVID grant	0	0	0	1,159	0	1,159
	Quarterly grant	0	0	0	17,810	0	17,810
	Cambridge City Council						
	COVID recovery grant	0	0	0	10,148	0	10,148
	General grant						
	2020/21	0	0	0	1,500	0	1,500
	2021/22	0	0	0	6,000	0	6,000
	2022/23	6,000	0	6,000	0	0	0
	Cambs Community Foundation Fund	0	0	0	0	0	0
	Cambs County Council	1,500	0	1,500	0	0	0
	Community Reach	780	0	780	500	0	500
	University of Cambridge	2,000	0	2,000	0	0	0
		<u>10,280</u>	<u>0</u>	<u>10,280</u>	<u>39,343</u>	<u>0</u>	<u>39,343</u>
3	<b>Total Expenditure</b>						
		Costs of generating funds £	Charitable expenditure £	Total expenditure £	Costs of generating funds £	Charitable expenditure £	Total expenditure £
	Accountancy	0	441	441	0	0	0
	Activities	0	3,609	3,609	0	566	566
	DBS checks	0	17,327	17,327	0	17,854	17,854
	Independent examination	0	576	576	0	552	552
	Insurance	0	518	518	0	524	524
	Miscellaneous expenses	0	1,296	1,296	0	693	693
	Office supplies	0	553	553	0	1,250	1,250
	Postage	0	734	734	0	564	564
	Recruitment	0	1,316	1,316	0	111	111
	Rent and service charge	0	0	0	0	0	0
	Repairs and replacements	0	0	0	0	2,831	2,831
	Salaries (note 3)	0	42,525	42,525	0	31,331	31,331
	Telephone	0	110	110	0	132	132
	Training	0	145	145	0	162	162
	Transport	0	564	564	0	83	83
		<u>0</u>	<u>69,714</u>	<u>69,714</u>	<u>0</u>	<u>56,653</u>	<u>56,653</u>

Accounts for the year ended 31 December 2022

Notes to the Accounts

4 Staff Costs

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them.

The staff costs were:	2022	2021
	£	£
Wages and salaries	41,311	30,413
Other pension costs	1,214	918
	<u>42,525</u>	<u>31,331</u>

The average weekly number of staff employed by the charity during the year was as follows:

Co-ordinators	1	1
Administrator	1	1
	<u>2</u>	<u>2</u>

No member of staff earned more than £60,000.

There were no related party transactions in the year.

5 Tangible Fixed Assets

		Office equipment		
		Restricted Funds	Unrestricted Funds	Total Funds
		£	£	£
<b>Cost</b>	Balance at 1 January 2022 and 31 December 2022	6,516	3,510	10,026
		<u>        </u>	<u>        </u>	<u>        </u>
<b>Depreciation</b>	Balance at 1 January 2022 and 31 December 2022	6,516	3,510	10,026
		<u>        </u>	<u>        </u>	<u>        </u>
<b>Net Book Value</b>	At 1 January 2022 and 31 December 2022	0	0	0
		<u>        </u>	<u>        </u>	<u>        </u>

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

6	<b>Fixed Assets Investments</b>	2022		2021	
		Cost	Market value	Cost	Market value
		£	£	£	£
	National Savings Income Bonds	2,000	2,000	2,000	2,000
	Responsible Sterling Bond Fund	12,518	15,721	12,518	18,205
	Responsible UK Equity Growth Fund	79,720	65,401	79,720	81,403
		<u>94,238</u>	<u>83,122</u>	<u>94,238</u>	<u>101,608</u>
	Market value at beginning of year		101,608		102,642
	Additions in the year		0		0
	Net gain/(loss) on disposal/revaluation		-18,486		-1,034
	Disposal proceeds		0		0
	Market value at end of year		<u>83,122</u>		<u>101,608</u>
7	<b>Debtors</b>	2022	2021		
		£	£		
	Trade debtors	3,999	1,078		
		<u>3,999</u>	<u>1,078</u>		
8	<b>Creditors falling due within one year</b>	2022	2021		
		£	£		
	Accruals	576	552		
	Other creditors	0	3,070		
	Social security and other taxes	992	619		
		<u>1,568</u>	<u>4,241</u>		

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

9	<b>Restricted Funds</b>	Brought Forward	Receipts	Payments	Carried Forward
		£	£	£	£
	BBC Children in Need	10,783	0	10,783	0
	Cambridge City Council	1,500	0	1,500	0
	Core costs				
	2021/22	0	6,000	4,500	1,500
	2022/23	0	1,500	1,500	0
	Cambs County Council	0	1,500	1,500	0
	DBS for youth facilities				
	Community Reach	108	780	888	0
	DBS for County youth clubs				
	University of Cambridge	0	2,000	0	2,000
		12,391	10,280	19,171	3,500
		-----	-----	-----	-----
10	<b>Analysis of Net Assets by Funds</b>		Investments	Net current assets	Total
			£	£	£
	Capital Fund		83,122	0	83,122
	Restricted Funds		0	3,500	3,500
	Unrestricted Funds		0	80,692	80,692
			83,122	84,192	167,314
			-----	-----	-----



## Student Community Action

Accounts for the year ended 31 December 2022

### Contents and Charity Information

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Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9 to 14

### Executive Committee

<b>Student Members</b>	Lee Jing Yuan Maria Ramazanova Lucia Li Olivia Ledger Anoushka Kale Lara Pomphrett	President Vice President Junior Treasurer Publicity Recruitment Officer Events Officer
<b>Senior Members</b>	Paul Taylor Dwight Patten Alex De Lusignan Sally Liang Frances Ballaster Abigail Reynolds Maria Healy	Senior Treasurer reappointed March 2021 Reappointed Dec 2020 Appointed Jan 2020 Appointed Jan 2020 Appointed June 2022 Appointed October 2023 Appointed October 2023
<b>Manager</b>		Nicky Massey (since January 2023)
<b>Volunteers and Projects Co-ordinator Administrator</b>		Laura Clarke (since September 2023)
<b>Principal Office</b>		Student Services Centre Bene't Street Cambridge CB2 3PT
<b>Charity Registration Number</b>		263361
<b>Independent Examiner</b>		Geoff Mann FCIE Geoff Mann Limited Dee House Highworth Avenue Cambridge CB4 2BQ

**Accounts for the year ended 31 December 2022**

**Report of the Trustees**

The trustees present their report and the accounts for the year ended 31 December 2022.

The accounts comply with the Charities Act 2011 and 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 (FRS 102) (effective 1 January 2019)

**Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to meet its objectives.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with charity law and the charity's constitution.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have considered the Charity Commission guidance on public benefit and consider that the activities of the charity meet its charitable objectives and provide benefit to the public.

**Structure, Governance and Management**

**Governing document**

Student Community Action was formed by a Constitution adopted on 28 November 1971 which was subsequently amended on 26 January 1981, 22 November 1998, 7 March 2002, and 11 March 2004, 9 March 2006, and was registered as a charity on 21 January 1972.

**Appointment of trustees**

New trustees are appointed by a majority of the trustees in office at that time.

**Organisational structure**

The trustees set out the general policy of the charity. The day to day affairs of the charity are run by the co-ordinators.

## Accounts for the year ended 31 December 2022

## Report of the Trustees

## Objects and Activities

The charity is established to 'promote any charitable purpose for the benefit of the community in the Cambridge area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness, and to promote amongst students in Cambridge the idea and practice of community service and community action in so far as it be legally charitable'.

## Reserves Policy

The purpose of the Reserves Policy is to set out the reasoning behind and the method of calculating the reserves that the Charity should have. The Policy takes into account the regulation for Trustees to spend income within a reasonable time and to keep reserves as to prevent the charity facing avoidable risk. The Policy identifies two sets of potential costs: costs associated with significant events that are not budgeted for, but would not prevent the continuing operation of the charity; and costs associated with winding up the charity, should its position become financially untenable. For the former, the charity should retain sufficient cash reserves to cover the costs; the latter would be met from the Capital Fund.

## Calculation of Reserves

The value that Trustees should constitute the Charity's Reserve has been calculated and agreed by reference to a formula based on risk assessment and wind-down period as shown below.

*Risk Assessment for ongoing organisation*

There are a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves.

Sickness - the probability of all staff being sick for their maximum entitlement in one year is very low so this reserve has been reduced to 50%	£3,588
Other types of leave requiring cover: maternity, parental or adoption leave;	£2,220
Provision to cover loss of a regular funder	£7,000
A minimum level of reserves for day to day operation be held in the bank representing 3 month's running costs	£15,750
Provision for the costs of implementing Strategic Plan 2020	£10,000
Buildings contingency - the risk of having to move from the current University property into a property at commercial rates. 3 months additional costs over the currently budgeted costs plus moving and legal fees	£8,000

## Winding up the Charity

*How long would it take to run down the organisation and how much would this cost?*

Should the Charity's position become financially untenable then the organisation might face being wound up. The Trustees consider a period of 3 months sufficient to ensure all services are closed and allocate an appropriate amount of running costs, £15,750 to the reserves policy accordingly.

The Charity employs two members of staff, both of whom would require redundancy payments in the event that the Charity was to cease operating. The Trustees therefore consider it prudent to retain reserves of £5,766 for the payment of this.

**Accounts for the year ended 31 December 2022****Report of the Trustees****Update to reserves policy**

Our reserves policy has for several years allowed for the possibility of being required to move from University owned premises into rented space at commercial rates. We believe that that possibility is now receding, but we are retaining the 'buildings contingency' provision for the present, until we have certainty that it is no longer needed.

**Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £11,122 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

The Trustees agree that in the event of the winding up of the organisation, the costs of meeting the lease and three months wind down should be made from this amount before dispersing the balance under the terms of the Wind Up clause within the Constitution.

**Cash Flow Reserves**

The Trustees therefore agree that the Reserves necessary to meet the minimum operation of the Charity should consist of the sum shown in the Risk Assessment plus an amount of 3 months running costs to cover any winding-up period.

In addition, the Trustees agree that a minimum level of Reserves for day to day operation be held in the bank to the value of £15,750 representing 3 month's running costs.

**Summary**

<b>Identified Risk</b>	<b>Value assigned</b>	<b>Applies to Fund</b>
Sick leave	£3,588	Bank
Other types of leave, maternity, parental, adoption	£2,220	Bank
Loss of a regular source of funding	£7,000	Bank
Day-to-day minimum cash reserve	£15,750	Bank
Strategic Plan costs 2020	£10,000	Bank
Buildings contingency	£8,000	Bank
Wind Down running costs	£15,750	Capital Fund
Redundancy	£5,766	Capital Fund

**Accounts for the year ended 31 December 2022**

**Report of the Trustees**

**Monitoring**

The Finance Group will monitor the Bank Balance in accordance with this Policy and report any relevant matters to the Trustees.

The reserves policy requires £46,558 of unrestricted funding in the bank. At year end 2022 we had £80,692 of unrestricted funds (page 7) and the Finance Group will be reviewing this in the near future.

**Reviewing**

This policy was last reviewed in March 2022

**Investment Powers**

These are governed by the Constitution which states that the trustees are given the power ' to undertake and execute any Charitable Trusts which may further the attainment of the Organisation.'

**Achievements**

A full report on these can be found in the Handbook.

**Trustees**

**Student Members**

Student members are appointed by the board of trustees to take up their post for one academic year, beginning at the end of each academic year.

**Members in post from April  
2021 to March 2022**

Hannah Quek            President  
Colver Ne                Vice President  
Ren An Ooi               Junior Treasurer

**Members in post from April  
2022 to March 2023**

Lauren Tucker  
Maria Ramazanova  
Jing-Yuan Lee

**Accounts for the year ended 31 December 2022**


**Report of the Trustees**

**Senior Members**

Senior members are appointed by the board of trustees for a period of three years.

Paul Taylor	Senior Treasurer reappointed March 2021
Dwight Patten	Reappointed Dec 2020
Alex De Lusignan	Appointed Jan 2020
Sally Liang	Appointed Jan 2020
Frances Ballaster	Appointed June 2022
Abigail Reynolds	Appointed October 2023
Maria Healy	Appointed October 2023

This report was approved by the trustees on 25 October 2023 and signed on their behalf.



**Paul Taylor**  
**Senior Treasurer**

Accounts for the year ended 31 December 2022

Independent Examiner's Report

To the Trustees of Student Community Action

I report on the accounts of the charity for the year ended 31 December 2022, which are set out on pages 6 to 12.

Respective Responsibilities of the Trustees and the 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 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act,
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

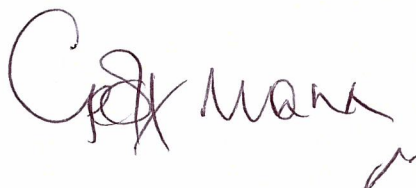
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees 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 in accordance with section 130 of the Act: and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Geoff Mann FCIE  
Geoff Mann Limited



Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ

Accounts for the year ended 31 December 2022

## Statement of Financial Activities

	Notes	2022				2021			
		Capital Fund	Restricted Funds (note 8)	Unrestricted Funds	Total Funds	Capital Fund	Restricted Funds	Unrestricted Funds	Total Funds
		£	£	£	£	£	£	£	£
<b>Income</b>									
Grants		0	10,280	0	10,280	0	39,343	0	39,343
Donations		0	0	5,487	5,487	0	0	4,868	4,868
Other income		0	0	31,372	31,372	0	0	26,240	26,240
Investment income		0	0	1,262	1,262	0	0	1,251	1,251
<b>Total Income</b>	1	0	10,280	38,121	48,401	0	39,343	32,359	71,702
<b>Expenditure</b>									
Charitable expenditure									
Direct operating costs		0	19,171	44,543	63,714	0	28,552	22,101	50,653
Management and administration		0	0	6,000	6,000	0	0	6,000	6,000
<b>Total Expenditure</b>	3	0	19,171	50,543	69,714	0	28,552	28,101	56,653
<b>Net income/(expenditure) and net movement in funds before gains and losses on investments</b>		0	-8,891	-12,422	-21,313	0	10,791	4,258	15,049
<b>Other Recognised Gains and Losses</b>									
Realised gains/(losses) on investments	6	-18,486	0	0	-18,486	-1,034	0	0	-1,034
<b>Net movement in funds</b>		-18,486	-8,891	-12,422	-39,799	-1,034	10,791	4,258	14,015
<b>Reconciliation of Funds</b>									
<b>Total Funds Brought Forward</b>		101,608	12,391	93,114	207,113	102,642	1,600	88,856	193,098
<b>Total Funds Carried Forward</b>		83,122	3,500	80,692	167,314	101,608	12,391	93,114	207,113

## Statement of Total Recognised Gains and Losses

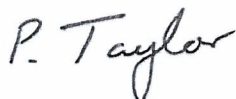
There were no recognised gains or losses for 2022 or 2021 other than those included in the Statement of Financial Activities

## Accounts for the year ended 31 December 2022

## Balance Sheet

	Notes	2022		2021	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	5		0		0
Investments	6		83,122		101,608
			<u>83,122</u>		<u>101,608</u>
<b>Current Assets</b>					
Debtors	7	3,999		1,078	
Cash at bank and in hand		81,761		108,668	
			<u>85,760</u>	<u>109,746</u>	
<b>Liabilities</b>					
Creditors falling due within one year	8	1,568		4,241	
				<u>4,241</u>	
<b>Net Current Assets</b>			84,192		105,505
			<u>167,314</u>		<u>207,113</u>
<b>The Funds of the Charity</b>					
Capital Fund	1 & 6		83,122		101,608
Restricted Income Funds	9		3,500		12,391
Unrestricted Income Funds			80,692		93,114
			<u>167,314</u>		<u>207,113</u>
<b>Total Charity Funds</b>			<u>167,314</u>		<u>207,113</u>

Approved by the trustees on 25 October 2023 and signed on their behalf.



**Paul Taylor**  
Senior Treasurer

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

## 1 Accounting Policies

## (a) Basis of Preparation of Accounts

The accounts have been prepared in accordance with 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 (FRS 102) (Effective 1 January 2019) - (Charities SORP (FRS 102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Student Community Action meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

## (b) Income

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

## (c) Expenditure

Includes all expenditure incurred by the charity other than that which has been capitalised.

## (d) Operating Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

## (e) Tangible Fixed Assets

The charity has a policy to write off any capital items which cost less than £500.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Office equipment	20% straight line basis
------------------	-------------------------

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

(f) **Fixed Asset Investments**

Investments held for the long term to generate income or capital growth are carried at market value as fixed assets.

(g) **Debtors**

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

(h) **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(i) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

(j) **Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £11,122 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

(k) **Cash Flow Statements**

The charity qualifies as a small entity as outlined in Financial Reporting Standard No.102, and has used the exemption provided by that document under which it is not required to include a cash flow statement as part of its accounts.

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

2	Grants	2022			2021		
		Restricted Funds £	Unrestricted Funds £	Total Funds £	Restricted Funds £	Unrestricted Funds £	Total Funds £
	Awards for All	0	0	0	2,226	0	2,226
	BBC Children in Need						
	COVID grant	0	0	0	1,159	0	1,159
	Quarterly grant	0	0	0	17,810	0	17,810
	Cambridge City Council						
	COVID recovery grant	0	0	0	10,148	0	10,148
	General grant						
	2020/21	0	0	0	1,500	0	1,500
	2021/22	0	0	0	6,000	0	6,000
	2022/23	6,000	0	6,000	0	0	0
	Cambs Community Foundation Fund	0	0	0	0	0	0
	Cambs County Council	1,500	0	1,500	0	0	0
	Community Reach	780	0	780	500	0	500
	University of Cambridge	2,000	0	2,000	0	0	0
		<u>10,280</u>	<u>0</u>	<u>10,280</u>	<u>39,343</u>	<u>0</u>	<u>39,343</u>
3	<b>Total Expenditure</b>						
		Costs of generating funds £	Charitable expenditure £	Total expenditure £	Costs of generating funds £	Charitable expenditure £	Total expenditure £
	Accountancy	0	441	441	0	0	0
	Activities	0	3,609	3,609	0	566	566
	DBS checks	0	17,327	17,327	0	17,854	17,854
	Independent examination	0	576	576	0	552	552
	Insurance	0	518	518	0	524	524
	Miscellaneous expenses	0	1,296	1,296	0	693	693
	Office supplies	0	553	553	0	1,250	1,250
	Postage	0	734	734	0	564	564
	Recruitment	0	1,316	1,316	0	111	111
	Rent and service charge	0	0	0	0	0	0
	Repairs and replacements	0	0	0	0	2,831	2,831
	Salaries (note 3)	0	42,525	42,525	0	31,331	31,331
	Telephone	0	110	110	0	132	132
	Training	0	145	145	0	162	162
	Transport	0	564	564	0	83	83
		<u>0</u>	<u>69,714</u>	<u>69,714</u>	<u>0</u>	<u>56,653</u>	<u>56,653</u>

Accounts for the year ended 31 December 2022

Notes to the Accounts

4 Staff Costs

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them.

The staff costs were:	2022	2021
	£	£
Wages and salaries	41,311	30,413
Other pension costs	1,214	918
	-----	-----
	42,525	31,331
	-----	-----

The average weekly number of staff employed by the charity during the year was as follows:

Co-ordinators	1	1
Administrator	1	1
	-----	-----
	2	2
	-----	-----

No member of staff earned more than £60,000.

There were no related party transactions in the year.

5 Tangible Fixed Assets

		Office equipment		
		Restricted Funds	Unrestricted Funds	Total Funds
		£	£	£
<b>Cost</b>	Balance at 1 January 2022 and 31 December 2022	6,516	3,510	10,026
		-----	-----	-----
<b>Depreciation</b>	Balance at 1 January 2022 and 31 December 2022	6,516	3,510	10,026
		-----	-----	-----
<b>Net Book Value</b>	At 1 January 2022 and 31 December 2022	0	0	0
		-----	-----	-----

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

6	<b>Fixed Assets Investments</b>	2022		2021	
		Cost	Market value	Cost	Market value
		£	£	£	£
	National Savings Income Bonds	2,000	2,000	2,000	2,000
	Responsible Sterling Bond Fund	12,518	15,721	12,518	18,205
	Responsible UK Equity Growth Fund	79,720	65,401	79,720	81,403
		<u>94,238</u>	<u>83,122</u>	<u>94,238</u>	<u>101,608</u>
	Market value at beginning of year		101,608		102,642
	Additions in the year		0		0
	Net gain/(loss) on disposal/revaluation		-18,486		-1,034
	Disposal proceeds		0		0
	Market value at end of year		<u>83,122</u>		<u>101,608</u>
7	<b>Debtors</b>	2022	2021		
		£	£		
	Trade debtors	3,999	1,078		
		<u>3,999</u>	<u>1,078</u>		
8	<b>Creditors falling due within one year</b>	2022	2021		
		£	£		
	Accruals	576	552		
	Other creditors	0	3,070		
	Social security and other taxes	992	619		
		<u>1,568</u>	<u>4,241</u>		

## Accounts for the year ended 31 December 2022

## Notes to the Accounts

9	<b>Restricted Funds</b>	Brought Forward	Receipts	Payments	Carried Forward
		£	£	£	£
	BBC Children in Need	10,783	0	10,783	0
	Cambridge City Council	1,500	0	1,500	0
	Core costs				
	2021/22	0	6,000	4,500	1,500
	2022/23	0	1,500	1,500	0
	Cambs County Council	0	1,500	1,500	0
	DBS for youth facilities				
	Community Reach	108	780	888	0
	DBS for County youth clubs				
	University of Cambridge	0	2,000	0	2,000
		12,391	10,280	19,171	3,500
		-----	-----	-----	-----
10	<b>Analysis of Net Assets by Funds</b>		Investments	Net current assets	Total
			£	£	£
	Capital Fund		83,122	0	83,122
	Restricted Funds		0	3,500	3,500
	Unrestricted Funds		0	80,692	80,692
			83,122	84,192	167,314
			-----	-----	-----



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# Accounts

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# Charity Commission Annual Return 2021

## STUDENT COMMUNITY ACTION - VOLUNTEERS IN CAMBRIDGE (CAMBRIDGE SCA)

Charity registration number: 263361

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2021.**

## PART A - Charity information

### Financial period

#### Financial period start date

#### Financial period end date

### Income and spending

#### Income £

**Spending £****Serious Incidents**

**For the period of this return, were there any serious incidents in your charity that have not been reported to the Charity Commission?**

**Fundraising - professional fundraiser**

**Did your charity raise funds from the public?**

**Government contracts**

**During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?**

**Government grants**

**During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?**

**How many grants did your charity receive from central government or local authorities?**

**What was the total value of these grants?**

## Income from outside the UK

**Did your charity receive income from outside the UK ?**

No

## Spending outside England & Wales

**Did your charity operate outside England and Wales?**

No

**Total Spending outside England & Wales**

£

## Trading subsidiaries

**Did the charity have any subsidiaries?**

No

## Trustee payments

**Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?**

No

**Did any of the trustees resign and then take up employment with the charity?**

No

## Employees' salaries

**Did any of your charity's staff receive total employee benefits of £60,000 or more?**

**Select No if your charity does not have any staff or does not pay any staff.**

No

**For your highest paid member of staff only, what was the total value of their employee benefits?**

**(For example if your highest paid member of staff received £35,000 enter 35000). If you do not have any staff or did not pay any staff, enter 0 (zero)**

## Volunteers

**How many UK volunteers, excluding trustees, did the charity have during the financial period?**

## Financial controls

**Did your charity review its internal financial controls?**

## Safeguarding

**Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks?**

**Select Yes if there are no trustees, employees or volunteers in roles that are eligible for these types of DBS checks.**

## Privacy statement

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- you have consented to their release; or**
- we are legally obliged to disclose them; or**

- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

## **Declaration**

**This annual return has not been submitted and no Declaration has been made**

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# Accounts

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# Cambridge SCA

## Annual Report

1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

&

## Statement of Accounts

1st Jan 2020 - 31st Dec 2020

A year like no other.....



Registered Charity Number  
263361

# Student Community Action

## SCA's Purpose and Values

### **Our Purpose**

Cambridge SCA exists to encourage the involvement of students in voluntary community work, providing essential services to disadvantaged groups within the community and giving students a valuable learning experience.

### **Our Values**

- The equal rights of all individuals
- Belief in the value of practical activities that help to counter disadvantage within the community
- Cultural diversity and the two-way exchange of ideas between individuals from different cultures and socio-economic backgrounds.

### **Our Organisational Objectives**

- Provide equal opportunities for all students to become involved in the organisation's activities
- Provide a variety of volunteering opportunities to students by running a variety of projects
- Provide opportunities for students to become involved in the management of the organisation and its projects
- Allow client group opportunities to guide the organisation towards providing the services that they require
- Work in partnership with other organisations

### **Contents**

Page 2	SCA's Purpose and Values
Page 3	Management Structure
Page 4	Steering Group Report
Page 5	Trustees' Report
Page 6	Managers' Report
Page 7	SCA Projects through the Pandemic report
Page 9	Junior Treasurer's Report
Page 10	Our Partners and Funders
Appendix 1	Annual Accounts 2020

## Management Structure

The Student Community Action Executive Committee consists of Steering Group members, elected annually from students at the University of Cambridge and Anglia Ruskin University, and Senior Members who are appointed for 3 years. Election to the Steering Group takes place at our Annual General Meeting in March each year.

### **Executive Committee**

Comprising of senior members co-opted for 3 years and student trustees elected annually.

Anthony Wheeler	Chair from May 2020 Exec member from Jan 2018
Paul Taylor	Senior Treasurer - SCA Exec from 2002 – 2021
Jo Haywood	Chair of Employment Sub Group Trustee from 2003 – 2020
Dwight Patten	Trustee from March 2018 – 2021 (Renewed until 2024)
Patricia Burkitt	Trustee from March 2018 – 2021 (Renewed until 2024)
Katie Knight	Trustee from March 2018 – April 2020
Josianne Chuisseu	Trustee from March 2018 – Dec 2020
Martha Evans	Trustee from January 2021 - 2024

### **Steering Group 2019/20**

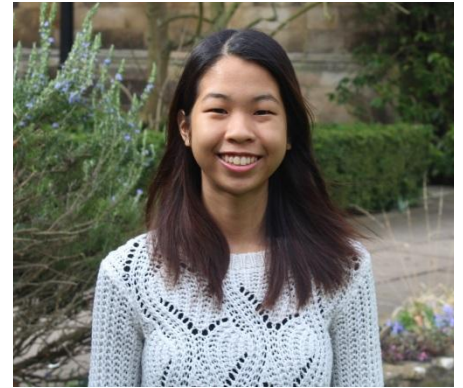
Vanessa Chuang	President
Hannah Quek	Vice President
Ren An Ooi	Junior Treasurer
Olivia Taylor	Publicity Officer
Colver Ne	Secretary
Isobel Wilkins	Projects Officer
Zil ing Ng	Recruitment Officer
Mathew Simon	ARU Rep

### **Office Staff**

Caroline Ward	Manager (since 2009) 30 hours a week
Helen Vella Taylor	Volunteers and Projects Officer (From Sept 2019 – Sept 2020) 30 Hours a week

## **Steering Group Annual Report – 2020 2021**

As this whirlwind of a year draws to a close, I'd like to take this opportunity to express my deepest thanks to the outgoing Steering Group. Despite the uncertainties and challenges wrought by the pandemic, your dedication and hard work have gone a long way in helping SCA weather the storm and emerge stronger!



I'm heartened by how the Steering Group has continually worked together to adapt to the circumstances. Over the summer, we organised SCA's first ever Zoom social, which helped volunteers form new connections and deepen existing ones. When Michaelmas rolled around, we participated in CamSU's two-day Virtual Freshers' Fair, where we recruited a strong contingent of eager volunteers. We also strengthened our ties with the Gates Cambridge community by hosting a Zoom breakout room at their 20th anniversary kick-off event.

The virtual walkathon that we jointly organised with the Cambridge Homeless Outreach Programme (CHOP) surpassed our fundraising goal and raised £624 for three local charities: Wintercomfort, the Whitworth Trust, and SCA! The success of the CHOP-SCA collaboration inspired us to link up with the Education Society (CUEdSoc) and enter into a partnership with May Week Alternative (MWA). We ended the term on an uplifting note with our annual Christmas presents campaign, which saw the delivery of over 50 gifts to our clients.

Furthermore, in response to the national lockdown and the suspension of in-person volunteering, the Steering Group has contributed to SCA's rollout of two Covid-safe projects. In particular, Izzy and Olivia played a pivotal role in helping staff to set up Celebration Surprises, while other Steering Group members directly supported clients through Anxiety Slayers.

I'm grateful to have had a wonderful Steering Group on this journey with me. I'd like to thank Ziling, Vanessa W and Mathew for deftly managing and expanding our network of representatives across Cambridge -they've played such a key role in our recruitment efforts.. It goes without saying that Olivia has been an outstanding Publicity Officer. Thanks to her, our Facebook page is replete with informative posts and eye-catching graphics.

I'd also like to thank Colver, our Secretary, for his attention to detail across his numerous contributions. Izzy went above and beyond her role as Projects Officer — from Celebration Surprises to our virtual walkathon, she's left her mark on many aspects of SCA. As our Junior Treasurer, Ren An played an instrumental role in the Finance sub-committee, managing SCA's accounts, and securing donations from the Colleges. Last but not least, I'd like to thank Hannah for being an exceptional Vice-President. Not only has she wholeheartedly championed all the Steering Group's projects, she's also made countless contributions to SCA both as a volunteer and Student Trustee.

On behalf of the outgoing committee, I'd like to express my gratitude to Caroline, Anthony, and all the Trustees for their unwavering support. Your guidance has been vital to everything our committee achieved this year, and working alongside all of you has been an absolute pleasure and privilege. As the new Steering Group takes the helm of SCA, I look forward to seeing how they work together with Caroline and the Trustees to continue promoting student volunteerism and supporting the Cambridge community.

**Vanessa Chuang**  
**President 2020/21**

## Trustees' Report

In a year that has brought such difficulty and hardship, we are extremely proud that Cambridge Student Community Action continues to be an effective and well-respected organisation within the student and wider community.

Moving to predominantly online delivery of our projects, we have continued to support the Cambridge community and student volunteers we exist to serve, adapting to their changing needs in light of the COVID-19 pandemic.



We are always incredibly fortunate to draw on the skills and enthusiasm of our dedicated volunteers, student steering group and wonderful part-time employees; this year they have been such a credit to themselves and SCA, going above and beyond to support our beneficiaries. The trustees would particularly like to highlight the dedication of SCA's Manager, Caroline Ward, who has been invaluable in running the organisation and supporting our clients through these difficult times.

We would also like to take the time to thank Helen Vella-Taylor, who left the post of Volunteers and Projects Officer last autumn to start a teacher training programme, for her enthusiasm and commitment to SCA's values, clients and volunteers.

Given our consolidated portfolio of activities during the pandemic, we made a strategic decision not to immediately fill the post. The reduced staffing levels have helped contribute to more balanced end of year accounts and we will look to recruit for this position as we phase back in our projects once it is safe to do so.

At the heart of SCA's governance is our commitment to young people. We have been extremely lucky to work with Vanessa, Hannah and Ren An who have served as full trustees of the charity alongside their roles on the steering group. The impact they have on SCA should not be understated, particularly this year where they have been instrumental in helping the charity navigate the many challenges brought by the pandemic. The board would like to specifically highlight the contributions of Vanessa Chuang who has so wonderfully risen to the challenge of serving as student president and trustee this year.

There have also been changes to the board of trustees. We would like to thank Kate Knight and Josiane Chuisseu who stepped down as trustees this year for their contributions and are excited to welcome on board Martha Evans. Over the next year, we look forward to welcoming several new members to the board.

Last but not least, a huge thank you to our funders and other partners who enable us to do our work. This year in particular, we are extremely grateful for their flexibility and continued support.

While the year ahead is still filled with uncertainty, we stand ready to support the Cambridge community to the best of our ability.

***Anthony Wheeler***  
***Chair of Trustees***

## Manager's Report

Little did we know that the SCA AGM last March would be the last time we would all meet face to face for over a year and that we were about to navigate our charity through a global pandemic. Less than two weeks after the AGM the whole country went into the first lockdown. We immediately stopped all group projects and face to face volunteering and set about working with the Steering Group and Executive Committee to develop new ways we could support clients whilst keeping everyone safe.



Helen (Volunteers and Project's Officer) and I spoke to all of our one to one clients to establish their needs and to offer virtual support where appropriate. We contacted the relevant volunteers and asked them to continue supporting their one to one clients virtually through phone /video calls or letters and cards. The volunteers were all more than happy to do this and they set about finding new and fun ways to support and entertain their clients. It was clear very quickly that our clients responded really well to the virtual support and the student volunteers were able to offer reassurance and virtual company to many. As we received feedback from students on our clients changing needs, we were galvanised to offer new services such as food parcel and medication deliveries which were a tangible help to many.

I am so proud of the way the SCA were able to adapt to the changing guidelines and of the new projects we were able to set up which you can read more about in this report. The success of these adaptations and our ability to respond to new needs brought us some positive publicity within the university and in the wider community. It also allowed us to successfully explore and tap into the new funding streams which were set up in a response to the pandemic. This has enabled us to end the year in a much stronger financial position than we predicted when we first started to map out our Business Continuity Plan back in March 2020.

Along with the need to change *HOW* we worked, like many other businesses we had to change *WHERE* we worked. The University closed all non-essential buildings very quickly including our office at 17 Mill Lane. This caused a number of operational problems to begin with but I managed to get access to the office once a week from July and Helen and I were soon equipped to work from home for the rest of the time. How long we will be able to remain at 17 Mill Lane is currently unclear. We do know the building is due to be re-developed at some point in 2021 so discussions are ongoing with the University to see what our options are.

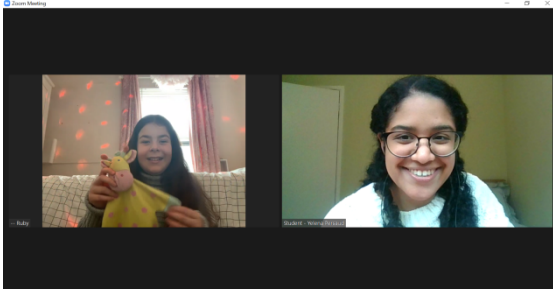
One of the biggest dilemmas we faced from an operational point of view was whether to replace Helen when she left to do her teacher training course in September. As it became clearer that Michaelmas Term was not going to see any major return to the work we were used to doing, the Employment Sub Committee took the decision in consultation with myself to combine my existing manager role with the V& P Officers role until the Projects could restart. This was only possible with the support of the Steering group who have been amazing, in particular Vanessa, Olivia, Izzy and Ren An who have all supported me practically when needed. I am also incredibly grateful for the support received from Anthony who has made an incredible impact in his first year as Chair of SCA. Our Bi-weekly meetings have been a real source of comfort and clarity when things around me have appeared to be overwhelming.

Considering all the challenges the pandemic brought, I feel we have risen to the challenges and are ready to come out the other side positive and resilient to face whatever 2021 and beyond has got for us.

**Caroline Ward, SCA Manager, 2009 - 2021**

## Projects through the Pandemic

Student Community Action stopped all face to face volunteering activities from March 2020 but immediately set about finding safe and fun ways to continue to support our clients. Our Homework Help for individuals easily made the transition to supporting clients via video link and we developed a new project called Anxiety Slayers to support our Big Sib and Taskforce clients.



Through Anxiety Slayers we matched over 70 student volunteers to vulnerable adults, families and children, to provide fun video sessions, friendly phone calls or 'pen-pal' style postal contact.



Some of the fun things our volunteers have done include TikTok dance routines, virtual tours of college gardens, quizzes and virtual

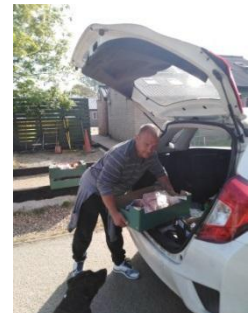
arts and crafts sessions.



Initially Anxiety Slayers was aimed simply to alleviate some of the negative mental health implications of self-isolation and social distancing. However, as a result of these weekly chats and contacts, the volunteers soon started to feedback that access to food and prescriptions was becoming a concern. We also started receiving referrals from the Cambridgeshire County Council and other organisations who wondered if we had volunteers who could provide practical help in the form of delivering food to the most vulnerable.



We therefore rallied a team of student volunteers to provide food parcels and prescriptions, something that many students who were stuck in Cambridge were more than happy to do. At the height of the pandemic we were supporting 80 individuals virtually a week and have so far delivered over 100 food parcels and 41 prescriptions to vulnerable families, homeless charities and sheltered housing .



Although we have been unable to restart our group projects in schools, the refugee and care homes like we normally would in Michaelmas term, we are continuing to support clients through the Anxiety Slayers project and have set up a new project called Celebratory Surprises. This project receives referrals from partner agencies who are working with vulnerable people. They tell us about individuals who are celebrating a birthday or special achievement. Our group of enthusiastic student volunteers then wrote a little personalised song, poem or a rap and Zoom called them at

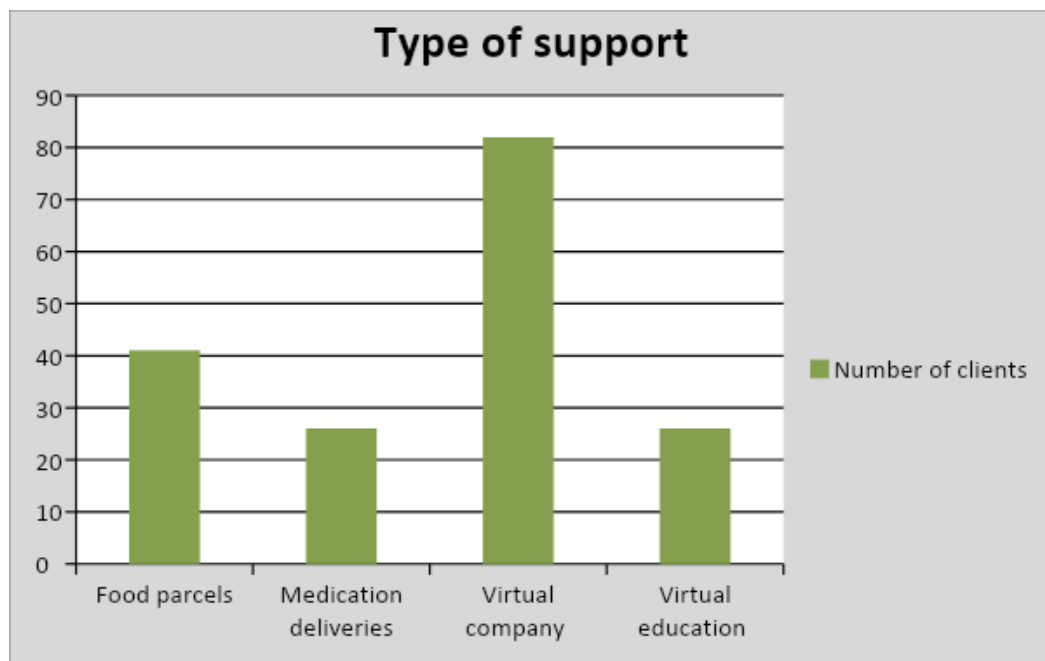
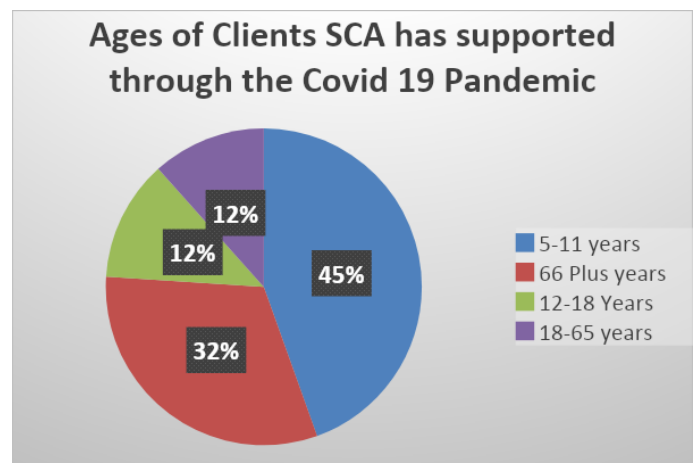
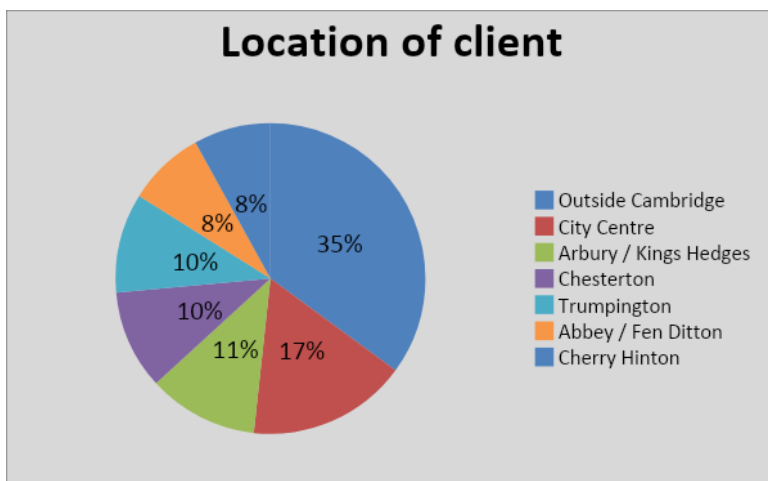
the time arranged. We hope this project has helped to reduce the clients' feelings of isolation during these difficult times and made them feel special.

As we tentatively start coming out of lockdown, we continue to watch the Government Guidance carefully and aim to start the phased return to face to face volunteering as soon as possible.

Although not all of our group projects will return in the same format, we are hoping to draw on the lessons learnt during lockdown, assess our client's current needs and respond accordingly. The pandemic has disproportionately affected our clients as many were already on part time or zero hours contracts without savings that they could fall back on. Many live in environments which were already chaotic and volatile with mental and physical health issues common. Many of our young clients have missed out on huge chunks of their education and their desire to re-engage with their education is at an all-time low.

We are confident that SCA can play a significant role in helping overcome these issues and look forward to recruiting a new cohort of volunteers to step up to the challenges that are ahead.

**Client statistics from Feb 2020 to March 2021**



## Junior Treasurer's Report

2020-2021 was a year of so many changing variables and difficult situations that it is a credit to the finance sub-committee and SCA team that we end the year in a financially secure position.



The trust grants we received this year increased to £33,255. This increase was mainly due to an increase in the existing BBC Children in Need funding (£17,528) as well as their new Covid Booster Grant where we secured a further (£1,359). Other new sources of grants we were successful in applying to include the Community Reach Covid Enabler Fund (£500) and Cambridgeshire Covid Recovery Fund (£10,148). These new grants were very useful in supporting our new projects such as Anxiety Slayers and Celebration Surprises. It is notable that we did not seek funding from Society Syndicate this year due to us being able to access Covid related grants but access to this pot of funding will be critical in the years to come as the Covid grants are a short term solution.

The total amount earned from DBS checks this year was £15,805, which was a decrease of 43%. Understandably, this source of income has been negatively affected by the pandemic. More people chose to or were eligible to do the online version of the DBS checks which SCA does not provide and many charities we not recruiting at all so demand for DBS checks from existing clients declined.

As with previous years, we sent letters to colleges and chapels requesting donations. It is heartening that the amount we received increased slightly by 3% to £5,578 despite the financial implications of the pandemic. We are immensely thankful to the colleges and chapels for their continued support for the work we do.

The Steering Group didn't let the pandemic stop their fundraising efforts and they managed to raise £200 from the walkathon jointly organised by SCA and CHOP (Cambridge Homeless Outreach Programme). Credits to the steering group for great work put in for the walkathon, allowing us to achieve our target amount.

The surplus we have this year was also due to a decrease in expenditure by 20% to £45,994. This is attributed to the decrease in project costs as face to face volunteering has been suspended, as well as a decrease in DBS expenditure from reduced DBS checks. Staff costs have also reduced given that we did not recruit a new Volunteer and Projects Coordinator when Helen left in September as Caroline was able to combine her role as Manager with this role for the short term.

A breakdown in SCA's income is summarised as below:

- Trust grants: £33,255 (49% of income)
- DBS checks: £15,805 (23% of income)
- General donations (Friends of SCA, BSMEG donations, other donations): £11,018 (16% of income)
- Colleges and chapels donations: £5,578 (8% of income)
- Investment income: £1150 (2% of income)
- Fundraising income: £200 (0.3% of income)

The good financial position we have this year is a testament to the immense efforts of everyone involved in SCA, particularly Caroline who was instrumental in our trust grant applications.

**Ooi Ren An**  
**Junior Treasurer 2020/21**

**Our thanks go to the many organisations and individuals who support us financially and in many other ways, making it possible for us to help vulnerable people living in the Cambridge Community. We would especially like to thank the following for their generous help and support:**

**Our Funders**

BBC Children in Need

Cambridge City Council

Cambridge Community Foundation

The University of Cambridge Colleges and Chapels

Birketts Staff Team Cambridge

The Covid Relief Fund

The Covid Recovery Fund

Cambridgeshire Covid Community Fund

Community Reach Covid Enabler Fund

**Our Partners and Supporters**

CUSU and the Estate Management Team

Tesco Fare Share Scheme

Cambridge Women's Aid

Cambridge Wine Merchants, especially Brett Turner

David Hardy Project

Cambridge University Centre

Gates Scholars

**Thanks also go to the many individual friends of SCA**

**And of course –**

**Our AMAZING Volunteers!!!**

**Student Community Action**

**17 Mill Lane,**

**Cambridge**

**CB2 1RX**

**01223 350 365**

**mail@cambridgesca.org.uk**

**www.cambridgesca.org.uk**

## Student Community Action

### Accounts for the year ended 31 December 2020

#### Contents and Charity Information

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#### Executive Committee

<b>Student Members</b>	Vanessa Chuang Hannah Quek Ren Ann Ooi Olivia Taylor Colver Ne Isobel Wilkins Zi Ling Ng Matthew Simon	President Vice President Junior Treasurer Publicity Secretary Projects Officer Recruitment Officer ARU Rep
<b>Senior Members</b>	Anthony Wheeler Joanne Haywood Paul Taylor Dwight Patten Patricia Finnimore Katie Knight Josianne Chuisseu Martha Evans	Chair from May 2020 Due for reappointment March 2021 Senior Treasurer due for reappointment March 2021 Reappointed Dec 2020 Reappointed Dec 2020 Resigned May 2020 Resigned December 2020 Appointed Jan 2020
<b>Manager</b>		Caroline Ward (Since Sept 2009)
<b>Volunteers and Projects Co-ordinator Administrator</b>		Helen Vella Taylor (Sep 2019 - Sept 2020)
<b>Principal Office</b>		17 Mill Lane Cambridge CB2 1RX
<b>Charity Registration Number</b>		263361
<b>Independent Examiner</b>		Geoff Mann FCIE Geoff Mann Limited Dee House Highworth Avenue Cambridge CB4 2BQ

**Accounts for the year ended 31 December 2020**

**Report of the Trustees**

The trustees present their report and the accounts for the year ended 31 December 2020.

The accounts comply with the Charities Act 2011 and 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 (FRS 102) (effective 1 January 2019)

**Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to meet its objectives.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with charity law and the charity's constitution.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have considered the Charity Commission guidance on public benefit and consider that the activities of the charity meet its charitable objectives and provide benefit to the public.

**Structure, Governance and Management**

**Governing document**

Student Community Action was formed by a Constitution adopted on 28 November 1971 which was subsequently amended on 26 January 1981, 22 November 1998, 7 March 2002, and 11 March 2004, 9 March 2006, and was registered as a charity on 21 January 1972.

**Appointment of trustees**

New trustees are appointed by a majority of the trustees in office at that time.

**Organisational structure**

The trustees set out the general policy of the charity. The day to day affairs of the charity are run by the co-ordinators.

## Accounts for the year ended 31 December 2020

## Report of the Trustees

## Objects and Activities

The charity is established to 'promote any charitable purpose for the benefit of the community in the Cambridge area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness, and to promote amongst students in Cambridge the idea and practice of community service and community action in so far as it be legally charitable'.

## Reserves Policy

The purpose of the Reserves Policy is to set out the reasoning behind and the method of calculating the reserves that the Charity should have. The Policy takes into account the regulation for Trustees to spend income within a reasonable time and to keep reserves as to prevent the charity facing avoidable risk. The Policy identifies two sets of potential costs: costs associated with significant events that are not budgeted for, but would not prevent the continuing operation of the charity; and costs associated with winding up the charity, should its position become financially untenable. For the former, the charity should retain sufficient cash reserves to cover the costs; the latter would be met from the Capital Fund.

## Calculation of Reserves

The value that Trustees should constitute the Charity's Reserve has been calculated and agreed by reference to a formula based on risk assessment and wind-down period as shown below.

*Risk Assessment for ongoing organisation*

There are a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves.

Sickness - the probability of all staff being sick for their maximum entitlement in one year is very low so this reserve has been reduced to 50%	£3,588
Other types of leave requiring cover: maternity, parental or adoption leave;	£2,220
Provision to cover loss of a regular funder	£7,000
A minimum level of reserves for day to day operation be held in the bank representing 3 month's running costs	£15,750
Provision for the costs of implementing Strategic Plan 2020	£10,000
Buildings contingency - the risk of having to move from the current University property into a property at commercial rates. 3 months additional costs over the currently budgeted costs plus moving and legal fees	£8,000

## Winding up the Charity

*How long would it take to run down the organisation and how much would this cost?*

Should the Charity's position become financially untenable then the organisation might face being wound up. The Trustees consider a period of 3 months sufficient to ensure all services are closed and allocate an appropriate amount of running costs, £15,750 to the reserves policy accordingly.

The Charity employs two members of staff, both of whom would require redundancy payments in the event that the Charity was to cease operating. The Trustees therefore consider it prudent to retain reserves of £5,766 for the payment of this.

**Accounts for the year ended 31 December 2020**

**Report of the Trustees**

**Impact of Covid-19 on SCA operations**

2020 was a year of so many changing variables and difficult situations that it is a credit to the finance sub-committee and SCA team that we end the year in a financially secure position.

Student Community Action stopped all face-to-face volunteering activities from March 2020, but we continued to support our clients virtually through a project we developed called Anxiety Slayers. We matched over 70 student volunteers to vulnerable adults, families and children, providing fun video sessions, friendly phone calls or 'pen-pal' style postal contact. Initially Anxiety Slayers was intended simply to alleviate some of the negative mental health implications of self-isolation and social distancing. However, as a result of these weekly chats and contacts, the volunteers soon started to feed back that access to food and prescriptions was becoming a concern. We therefore rallied a team of student volunteers to provide food parcels and prescriptions to the most vulnerable of our clients. At the height of the pandemic we were providing virtual support to 80 individuals each week, and we have so far delivered over 100 food parcels and 41 prescriptions to vulnerable families and individuals.

Although we have not yet been able to restart our group face-to-face projects in schools, the refuge and care homes, we have continued to support clients there by accepting individual referrals for Anxiety Slayers from these partner agencies, and, after consulting with them, we have set up a new project called Celebratory Surprises. This project receives referrals from partner agencies who are working with vulnerable people. They tell us about individuals who are celebrating a birthday or special achievement. Our group of enthusiastic student volunteers write a personalised song, poem or rap and then call the recipient online at a pre-arranged time, helping to reduce the feeling of isolation during these difficult times, and hopefully putting a smile on their face and making them feel special.

The trust grants we received in 2020 increased to £33,255. However, £18,185 of that is intended for the 2021 financial year to help SCA continue the virtual projects and to help us recover and restart face-to-face projects once the pandemic is over. The increase was mainly due to an increase in the existing BBC Children in Need funding (£17,528) as well as their new Covid Booster Grant where we secured further support (£1,359). Other new sources of grants included the Community Reach Covid Enabler Fund (£500) and Cambridgeshire Covid Recovery Fund (£10,148). These new sources of grants were very useful in supporting our new projects such as Anxiety Slayers and Celebration Surprises. It is notable that we did not seek funding from Cambridge University's Societies Syndicate this year, due to us being able to access Covid-related grants, but access to this funding will be critical in the years to come as the Covid grants are a short-term solution.

**Update to reserves policy**

In reviewing our reserves policy, we are mindful that we face a greater risk than previously of significant unforeseen costs. Specifically, there is a real possibility that we will be required to move from our current University-owned premises into premises charged at full commercial rates. There are discussions in progress with the University, but as Trustees, we must allow for the possibility that those discussions are not successful, and that a move will become necessary. We have therefore agreed that SCA should hold in reserve a sum that would carry us through such a move and through the first three months of increased costs. This would give the Trustees time to pursue available options without risking the continuing operation of the charity.

**Accounts for the year ended 31 December 2020****Report of the Trustees****Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £30,642 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

The Trustees agree that in the event of the winding up of the organisation, the costs of meeting the lease and three months wind down should be made from this amount before dispersing the balance under the terms of the Wind Up clause within the Constitution.

**Cash Flow Reserves**

The Trustees therefore agree that the Reserves necessary to meet the minimum operation of the Charity should consist of the sum shown in the Risk Assessment plus an amount of 3 months running costs to cover any winding-up period.

In addition, the Trustees agree that a minimum level of Reserves for day to day operation be held in the bank to the value of £15,750 representing 3 month's running costs.

**Summary**

<b>Identified Risk</b>	<b>Value assigned</b>	<b>Applies to Fund</b>
Sick leave	£3,588	Bank
Other types of leave, maternity, parental, adoption	£2,220	Bank
Loss of a regular source of funding	£7,000	Bank
Day-to-day minimum cash reserve	£15,750	Bank
Strategic Plan costs 2020	£10,000	Bank
Buildings contingency	£8,000	Bank
Wind Down running costs	£15,750	Capital Fund
Redundancy	£5,766	Capital Fund

**Monitoring**

The Finance Group will monitor the Bank Balance in accordance with this Policy and report any relevant matters to the Trustees.

The reserves policy requires £46,558 of unrestricted funding in the bank. At year end 2020 we had £88,856 of unrestricted funds (page 7) and the Finance Group will be reviewing this March 2021.

**Reviewing**

This policy was last reviewed in November 2020

**Accounts for the year ended 31 December 2020**

**Report of the Trustees**

**Investment Powers**

These are governed by the Constitution which states that the trustees are given the power ' to undertake and execute any Charitable Trusts which may further the attainment of the Organisation.'

**Achievements**

A full report on these can be found in the Handbook.

**Trustees**

**Student Members**

Student members are appointed by the board of trustees to take up their post for one academic year, beginning at the end of each academic year.

**Members in post from January 2020 to June 2020 (first in post June 2019):**

Sarah Ashton	President
Katie Bennett	Vice President
Katie Bennett	Secretary
Mark Harvey	Junior Treasurer

**Members in post from June 2020 to December 2020 (first in post June 2020):**

Vanessa Chuang
Hannah Quek
Ren An Ooi

**Senior Members**

Senior members are appointed by the board of trustees for a period of three years.

Anthony Wheeler	Chair from May 2020
Joanne Haywood	Due for reappointment March 2021
Paul Taylor	Senior Treasurer due for reappointment March 2021
Dwight Patten	Reappointed Dec 2020
Patricia Finnimore	Reappointed Dec 2020
Katie Knight	Resigned May 2020
Josianne Chuisseu	Resigned December 2020
Martha Evans	Appointed Jan 2020

This report was approved by the trustees on 9th March 2021 and signed on their behalf.

**Paul Taylor**  
**Senior Treasurer**



Accounts for the year ended 31 December 2020

Independent Examiner's Report

To the Trustees of Student Community Action

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 6 to 12.

Respective Responsibilities of the Trustees and the 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 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act,
- 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 Commission. 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 the trustees 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 in accordance with section 130 of the Act: and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Geoff Mann FCIE  
Geoff Mann Limited

*Geoff Mann*  
*28 March 2021*

Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ

Accounts for the year ended 31 December 2020

## Statement of Financial Activities

	Notes	2020				2019			
		Capital Fund £	Restricted Funds (note 8) £	Unrestricted Funds £	Total Funds £	Capital Fund £	Restricted Funds (note 8) £	Unrestricted Funds £	Total Funds £
<b>Income</b>									
Grants		0	3,400	23,669	27,069	0	21,937	8,706	30,643
Donations		0	0	6,957	6,957	0	0	6,969	6,969
Other income		0	0	16,824	16,824	0	0	26,450	26,450
Investment income		0	0	1,149	1,149	0	0	1,686	1,686
<b>Total Income</b>	1	<u>0</u>	<u>3,400</u>	<u>48,599</u>	<u>51,999</u>	<u>0</u>	<u>21,937</u>	<u>43,811</u>	<u>65,748</u>
<b>Expenditure</b>									
Charitable expenditure	4								
Direct operating costs		0	3,500	35,708	39,208	0	24,472	30,267	54,739
Management and administration		0	0	6,000	6,000	0	0	6,000	6,000
<b>Total Expenditure</b>	2	<u>0</u>	<u>3,500</u>	<u>41,708</u>	<u>45,208</u>	<u>0</u>	<u>24,472</u>	<u>36,267</u>	<u>60,739</u>
<b>Net income/(expenditure) and net movement in funds before gains and losses on investments</b>		0	-100	6,891	6,791	0	-2,535	7,544	5,009
<b>Other Recognised Gains and Losses</b>									
<b>Realised gains/(losses) on investments</b>	5	<u>3,940</u>	<u>0</u>	<u>0</u>	<u>3,940</u>	<u>7,667</u>	<u>0</u>	<u>0</u>	<u>7,667</u>
<b>Net movement in funds</b>		<u>3,940</u>	<u>-100</u>	<u>6,891</u>	<u>10,731</u>	<u>7,667</u>	<u>-2,535</u>	<u>7,544</u>	<u>12,676</u>
<b>Reconciliation of Funds</b>									
<b>Total Funds Brought Forward</b>		<u>98,702</u>	<u>1,700</u>	<u>81,965</u>	<u>182,367</u>	<u>91,035</u>	<u>4,235</u>	<u>74,421</u>	<u>169,691</u>
<b>Total Funds Carried Forward</b>		<u>102,642</u>	<u>1,600</u>	<u>88,856</u>	<u>193,098</u>	<u>98,702</u>	<u>1,700</u>	<u>81,965</u>	<u>182,367</u>

## Statement of Total Recognised Gains and Losses

There were no recognised gains or losses for 2020 or 2019 other than those included in the Statement of Financial Activities

## Accounts for the year ended 31 December 2020

## Balance Sheet

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	4		0		0
Investments	5		102,642		98,702
			<u>102,642</u>		<u>98,702</u>
<b>Current Assets</b>					
Debtors	6	1,702		1,724	
Cash at bank and in hand		106,186		83,258	
		<u>107,888</u>		<u>84,982</u>	
<b>Total Current Assets</b>					
			107,888		84,982
<b>Liabilities</b>					
Creditors falling due within one year	7	17,432		1,317	
		<u>17,432</u>		<u>1,317</u>	
<b>Net Current Assets</b>					
			90,456		83,665
<b>Net Assets</b>					
			<u>193,098</u>		<u>182,367</u>
<b>The Funds of the Charity</b>					
Capital Fund	1		102,642		98,702
Restricted Income Funds	8		1,600		1,700
Unrestricted Income Funds			88,856		81,965
			<u>193,098</u>		<u>182,367</u>
<b>Total Charity Funds</b>					
			<u>193,098</u>		<u>182,367</u>

Approved by the trustees on 9th March 2021 and signed on their behalf.

*P. Taylor*

**Paul Taylor**  
Senior Treasurer

Accounts for the year ended 31 December 2020

Notes to the Accounts

1 **Accounting Policies**

(a) **Basis of Preparation of Accounts**

The accounts have been prepared in accordance with 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 (FRS 102) (Effective 1 January 2019) - (Charities SORP (FRS 102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Student Community Action meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

(b) **Income**

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(c) **Expenditure**

Includes all expenditure incurred by the charity other than that which has been capitalised.

(d) **Operating Leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

(e) **Tangible Fixed Assets**

The charity has a policy to write off any capital items which cost less than £500.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Office equipment	20% straight line basis
------------------	-------------------------

## Accounts for the year ended 31 December 2020

## Notes to the Accounts

(f) **Fixed Asset Investments**

Investments held for the long term to generate income or capital growth are carried at market value as fixed assets.

(g) **Debtors**

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

(h) **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(i) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

(j) **Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £30,642 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

(k) **Cash Flow Statements**

The charity qualifies as a small entity as outlined in Financial Reporting Standard No.102, and has used the exemption provided by that document under which it is not required to include a cash flow statement as part of its accounts.

## Accounts for the year ended 31 December 2020

## Notes to the Accounts

2	Total Expenditure	2020			2019		
		Costs of generating funds £	Charitable expenditure £	Total expenditure £	Costs of generating funds £	Charitable expenditure £	Total expenditure £
	Activities	0	503	503	0	2,097	2,097
	DBS checks	0	9,725	9,725	0	16,587	16,587
	Independent examination	0	540	540	0	528	528
	Insurance	0	524	524	0	617	617
	Miscellaneous expenses	0	923	923	0	1,127	1,127
	Office supplies	0	377	377	0	406	406
	Postage	0	536	536	0	257	257
	Recruitment	0	0	0	0	636	636
	Rent and service charge	0	904	904	0	4,006	4,006
	Repairs	0	212	212	0	1,152	1,152
	Salaries (note 3)	0	30,280	30,280	0	32,686	32,686
	Telephone	0	119	119	0	86	86
	Training	0	248	248	0	35	35
	Transport	0	317	317	0	519	519
		<u>0</u>	<u>45,208</u>	<u>45,208</u>	<u>0</u>	<u>60,739</u>	<u>60,739</u>

## 3 Staff Costs

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them.

The staff costs were:

	2020 £	2019 £
Wages and salaries	29,593	31,832
Other pension costs	687	854
	<u>30,280</u>	<u>32,686</u>

The average weekly number of staff employed by the charity during the year was as follows:

Co-ordinators	1	1
Administrator	1	1
	<u>2</u>	<u>2</u>

No member of staff earned more than £60,000.

There were no related party transactions in the year.

## Accounts for the year ended 31 December 2020

## Notes to the Accounts

4	<b>Tangible Fixed Assets</b>		Office equipment			
			Restricted Funds £	Unrestricted Funds £	Total Funds £	
	<b>Cost</b>	Balance at 1 January 2020 and 31 December 2020	6,516	3,510	10,026	
			<hr/>	<hr/>	<hr/>	
	<b>Depreciation</b>	Balance at 1 January 2020 and 31 December 2020	6,516	3,510	10,026	
			<hr/>	<hr/>	<hr/>	
	<b>Net Book Value</b>	At 1 January 2020 and 31 December 2020	0	0	0	
			<hr/>	<hr/>	<hr/>	
5	<b>Fixed Assets Investments</b>		2020		2019	
			Cost	Market value	Cost	Market value
			£	£	£	£
	National Savings Income Bonds		2,000	2,000	2,000	2,000
	Responsible Sterling Bond Fund		12,518	14,966	12,518	15,932
	Responsible UK Equity Growth Fund		79,720	85,676	79,720	80,770
			<hr/>	<hr/>	<hr/>	<hr/>
			94,238	102,642	94,238	98,702
			<hr/>	<hr/>	<hr/>	<hr/>
	Market value at beginning of year			98,702		91,035
	Additions in the year			0		0
	Net gain/(loss) on disposal/revaluation			3,940		7,667
	Disposal proceeds			0		0
				<hr/>		<hr/>
	Market value at end of year			102,642		98,702
				<hr/>		<hr/>
6	<b>Debtors</b>				2020	2019
					£	£
	Prepayments				0	0
	Trade debtors				1,702	1,724
					<hr/>	<hr/>
					1,702	1,724
					<hr/>	<hr/>

## Accounts for the year ended 31 December 2020

## Notes to the Accounts

7	<b>Creditors falling due within one year</b>			2020 £	2019 £
	Accruals			540	528
	Payments received in advance			16,585	500
	Social security and other taxes			307	289
				<u>17,432</u>	<u>1,317</u>
8	<b>Restricted Funds</b>	Brought Forward	Receipts	Payments	Carried Forward
		£	£	£	£
	Anxiety Slayers				
	BBC Children in Need	0	300	0	300
	Cambridge City Council	0	200	200	0
	Cambs County Council	0	500	0	500
	Big Siblings				
	BBC Children in Need	0	700	0	700
	Cambridge City Council	200	600	800	0
	Cambs Community Foundation	700	0	700	0
	Bounce				
	Cambridge City Council	500	400	900	0
	Craftroom				
	BBC Children in Need	0	100	0	100
	Cambridge City Council	300	600	900	0
		<u>1,700</u>	<u>3,400</u>	<u>3,500</u>	<u>1,600</u>
9	<b>Analysis of Net Assets by Funds</b>		Investments	Net current assets	Total
			£	£	£
	Capital Fund		102,642	0	102,642
	Restricted Funds		0	1,600	1,600
	Unrestricted Funds		0	88,856	88,856
			<u>102,642</u>	<u>90,456</u>	<u>193,098</u>
10	<b>Commitments</b>				
	As at 31 December 2020 the charity had annual commitments under non cancellable operating leases for land and buildings as follows:				
				2020 £	2019 £
	In less than 1 year			0	0
	Between 1 and 5 years			4,000	4,000
				<u>4,000</u>	<u>4,000</u>

## Student Community Action

### Accounts for the year ended 31 December 2020

#### Contents and Charity Information

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#### Executive Committee

<b>Student Members</b>	Vanessa Chuang Hannah Quek Ren Ann Ooi Olivia Taylor Colver Ne Isobel Wilkins Zi Ling Ng Matthew Simon	President Vice President Junior Treasurer Publicity Secretary Projects Officer Recruitment Officer ARU Rep
<b>Senior Members</b>	Anthony Wheeler Joanne Haywood Paul Taylor Dwight Patten Patricia Finnimore Katie Knight Josianne Chuisseu Martha Evans	Chair from May 2020 Due for reappointment March 2021 Senior Treasurer due for reappointment March 2021 Reappointed Dec 2020 Reappointed Dec 2020 Resigned May 2020 Resigned December 2020 Appointed Jan 2020
<b>Manager</b>		Caroline Ward (Since Sept 2009)
<b>Volunteers and Projects Co-ordinator Administrator</b>		Helen Vella Taylor (Sep 2019 - Sept 2020)
<b>Principal Office</b>		17 Mill Lane Cambridge CB2 1RX
<b>Charity Registration Number</b>		263361
<b>Independent Examiner</b>		Geoff Mann FCIE Geoff Mann Limited Dee House Highworth Avenue Cambridge CB4 2BQ

**Accounts for the year ended 31 December 2020**

**Report of the Trustees**

The trustees present their report and the accounts for the year ended 31 December 2020.

The accounts comply with the Charities Act 2011 and 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 (FRS 102) (effective 1 January 2019)

**Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to meet its objectives.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with charity law and the charity's constitution.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have considered the Charity Commission guidance on public benefit and consider that the activities of the charity meet its charitable objectives and provide benefit to the public.

**Structure, Governance and Management**

**Governing document**

Student Community Action was formed by a Constitution adopted on 28 November 1971 which was subsequently amended on 26 January 1981, 22 November 1998, 7 March 2002, and 11 March 2004, 9 March 2006, and was registered as a charity on 21 January 1972.

**Appointment of trustees**

New trustees are appointed by a majority of the trustees in office at that time.

**Organisational structure**

The trustees set out the general policy of the charity. The day to day affairs of the charity are run by the co-ordinators.

## Accounts for the year ended 31 December 2020

## Report of the Trustees

## Objects and Activities

The charity is established to 'promote any charitable purpose for the benefit of the community in the Cambridge area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness, and to promote amongst students in Cambridge the idea and practice of community service and community action in so far as it be legally charitable'.

## Reserves Policy

The purpose of the Reserves Policy is to set out the reasoning behind and the method of calculating the reserves that the Charity should have. The Policy takes into account the regulation for Trustees to spend income within a reasonable time and to keep reserves as to prevent the charity facing avoidable risk. The Policy identifies two sets of potential costs: costs associated with significant events that are not budgeted for, but would not prevent the continuing operation of the charity; and costs associated with winding up the charity, should its position become financially untenable. For the former, the charity should retain sufficient cash reserves to cover the costs; the latter would be met from the Capital Fund.

## Calculation of Reserves

The value that Trustees should constitute the Charity's Reserve has been calculated and agreed by reference to a formula based on risk assessment and wind-down period as shown below.

*Risk Assessment for ongoing organisation*

There are a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves.

Sickness - the probability of all staff being sick for their maximum entitlement in one year is very low so this reserve has been reduced to 50%	£3,588
Other types of leave requiring cover: maternity, parental or adoption leave;	£2,220
Provision to cover loss of a regular funder	£7,000
A minimum level of reserves for day to day operation be held in the bank representing 3 month's running costs	£15,750
Provision for the costs of implementing Strategic Plan 2020	£10,000
Buildings contingency - the risk of having to move from the current University property into a property at commercial rates. 3 months additional costs over the currently budgeted costs plus moving and legal fees	£8,000

**Winding up the Charity**

*How long would it take to run down the organisation and how much would this cost?*

Should the Charity's position become financially untenable then the organisation might face being wound up. The Trustees consider a period of 3 months sufficient to ensure all services are closed and allocate an appropriate amount of running costs, £15,750 to the reserves policy accordingly.

The Charity employs two members of staff, both of whom would require redundancy payments in the event that the Charity was to cease operating. The Trustees therefore consider it prudent to retain reserves of £5,766 for the payment of this.

**Accounts for the year ended 31 December 2020**

**Report of the Trustees**

**Impact of Covid-19 on SCA operations**

2020 was a year of so many changing variables and difficult situations that it is a credit to the finance sub-committee and SCA team that we end the year in a financially secure position.

Student Community Action stopped all face-to-face volunteering activities from March 2020, but we continued to support our clients virtually through a project we developed called Anxiety Slayers. We matched over 70 student volunteers to vulnerable adults, families and children, providing fun video sessions, friendly phone calls or 'pen-pal' style postal contact. Initially Anxiety Slayers was intended simply to alleviate some of the negative mental health implications of self-isolation and social distancing. However, as a result of these weekly chats and contacts, the volunteers soon started to feed back that access to food and prescriptions was becoming a concern. We therefore rallied a team of student volunteers to provide food parcels and prescriptions to the most vulnerable of our clients. At the height of the pandemic we were providing virtual support to 80 individuals each week, and we have so far delivered over 100 food parcels and 41 prescriptions to vulnerable families and individuals.

Although we have not yet been able to restart our group face-to-face projects in schools, the refuge and care homes, we have continued to support clients there by accepting individual referrals for Anxiety Slayers from these partner agencies, and, after consulting with them, we have set up a new project called Celebratory Surprises. This project receives referrals from partner agencies who are working with vulnerable people. They tell us about individuals who are celebrating a birthday or special achievement. Our group of enthusiastic student volunteers write a personalised song, poem or rap and then call the recipient online at a pre-arranged time, helping to reduce the feeling of isolation during these difficult times, and hopefully putting a smile on their face and making them feel special.

The trust grants we received in 2020 increased to £33,255. However, £18,185 of that is intended for the 2021 financial year to help SCA continue the virtual projects and to help us recover and restart face-to-face projects once the pandemic is over. The increase was mainly due to an increase in the existing BBC Children in Need funding (£17,528) as well as their new Covid Booster Grant where we secured further support (£1,359). Other new sources of grants included the Community Reach Covid Enabler Fund (£500) and Cambridgeshire Covid Recovery Fund (£10,148). These new sources of grants were very useful in supporting our new projects such as Anxiety Slayers and Celebration Surprises. It is notable that we did not seek funding from Cambridge University's Societies Syndicate this year, due to us being able to access Covid-related grants, but access to this funding will be critical in the years to come as the Covid grants are a short-term solution.

**Update to reserves policy**

In reviewing our reserves policy, we are mindful that we face a greater risk than previously of significant unforeseen costs. Specifically, there is a real possibility that we will be required to move from our current University-owned premises into premises charged at full commercial rates. There are discussions in progress with the University, but as Trustees, we must allow for the possibility that those discussions are not successful, and that a move will become necessary. We have therefore agreed that SCA should hold in reserve a sum that would carry us through such a move and through the first three months of increased costs. This would give the Trustees time to pursue available options without risking the continuing operation of the charity.

## Accounts for the year ended 31 December 2020

## Report of the Trustees

## Capital Fund

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £30,642 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

The Trustees agree that in the event of the winding up of the organisation, the costs of meeting the lease and three months wind down should be made from this amount before dispersing the balance under the terms of the Wind Up clause within the Constitution.

## Cash Flow Reserves

The Trustees therefore agree that the Reserves necessary to meet the minimum operation of the Charity should consist of the sum shown in the Risk Assessment plus an amount of 3 months running costs to cover any winding-up period.

In addition, the Trustees agree that a minimum level of Reserves for day to day operation be held in the bank to the value of £15,750 representing 3 month's running costs.

## Summary

Identified Risk	Value assigned	Applies to Fund
Sick leave	£3,588	Bank
Other types of leave, maternity, parental, adoption	£2,220	Bank
Loss of a regular source of funding	£7,000	Bank
Day-to-day minimum cash reserve	£15,750	Bank
Strategic Plan costs 2020	£10,000	Bank
Buildings contingency	£8,000	Bank
Wind Down running costs	£15,750	Capital Fund
Redundancy	£5,766	Capital Fund

## Monitoring

The Finance Group will monitor the Bank Balance in accordance with this Policy and report any relevant matters to the Trustees.

The reserves policy requires £46,558 of unrestricted funding in the bank. At year end 2020 we had £88,856 of unrestricted funds (page 7) and the Finance Group will be reviewing this March 2021.

## Reviewing

This policy was last reviewed in November 2020

**Accounts for the year ended 31 December 2020**

**Report of the Trustees**

**Investment Powers**

These are governed by the Constitution which states that the trustees are given the power ' to undertake and execute any Charitable Trusts which may further the attainment of the Organisation.'

**Achievements**

A full report on these can be found in the Handbook.

**Trustees**

**Student Members**

Student members are appointed by the board of trustees to take up their post for one academic year, beginning at the end of each academic year.

**Members in post from January 2020 to June 2020 (first in post June 2019):**

Sarah Ashton	President
Katie Bennett	Vice President
Katie Bennett	Secretary
Mark Harvey	Junior Treasurer

**Members in post from June 2020 to December 2020 (first in post June 2020):**

Vanessa Chuang
Hannah Quek
Ren An Ooi

**Senior Members**

Senior members are appointed by the board of trustees for a period of three years.

Anthony Wheeler	Chair from May 2020
Joanne Haywood	Due for reappointment March 2021
Paul Taylor	Senior Treasurer due for reappointment March 2021
Dwight Patten	Reappointed Dec 2020
Patricia Finnimore	Reappointed Dec 2020
Katie Knight	Resigned May 2020
Josianne Chuisseu	Resigned December 2020
Martha Evans	Appointed Jan 2020

This report was approved by the trustees on 9th March 2021 and signed on their behalf.

**Paul Taylor**  
**Senior Treasurer**



Accounts for the year ended 31 December 2020

Independent Examiner's Report

To the Trustees of Student Community Action

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 6 to 12.

Respective Responsibilities of the Trustees and the 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 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act,
- 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 Commission. 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 the trustees 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 in accordance with section 130 of the Act: and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Geoff Mann FCIE  
Geoff Mann Limited

*Geoff Mann*  
*28 March 2021*

Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ

Accounts for the year ended 31 December 2020

## Statement of Financial Activities

	Notes	2020				2019			
		Capital Fund £	Restricted Funds (note 8) £	Unrestricted Funds £	Total Funds £	Capital Fund £	Restricted Funds (note 8) £	Unrestricted Funds £	Total Funds £
<b>Income</b>									
Grants		0	3,400	23,669	27,069	0	21,937	8,706	30,643
Donations		0	0	6,957	6,957	0	0	6,969	6,969
Other income		0	0	16,824	16,824	0	0	26,450	26,450
Investment income		0	0	1,149	1,149	0	0	1,686	1,686
<b>Total Income</b>	1	<u>0</u>	<u>3,400</u>	<u>48,599</u>	<u>51,999</u>	<u>0</u>	<u>21,937</u>	<u>43,811</u>	<u>65,748</u>
<b>Expenditure</b>									
Charitable expenditure	4								
Direct operating costs		0	3,500	35,708	39,208	0	24,472	30,267	54,739
Management and administration		0	0	6,000	6,000	0	0	6,000	6,000
<b>Total Expenditure</b>	2	<u>0</u>	<u>3,500</u>	<u>41,708</u>	<u>45,208</u>	<u>0</u>	<u>24,472</u>	<u>36,267</u>	<u>60,739</u>
<b>Net income/(expenditure) and net movement in funds before gains and losses on investments</b>		0	-100	6,891	6,791	0	-2,535	7,544	5,009
<b>Other Recognised Gains and Losses</b>									
<b>Realised gains/(losses) on investments</b>	5	<u>3,940</u>	<u>0</u>	<u>0</u>	<u>3,940</u>	<u>7,667</u>	<u>0</u>	<u>0</u>	<u>7,667</u>
<b>Net movement in funds</b>		<u>3,940</u>	<u>-100</u>	<u>6,891</u>	<u>10,731</u>	<u>7,667</u>	<u>-2,535</u>	<u>7,544</u>	<u>12,676</u>
<b>Reconciliation of Funds</b>									
<b>Total Funds Brought Forward</b>		<u>98,702</u>	<u>1,700</u>	<u>81,965</u>	<u>182,367</u>	<u>91,035</u>	<u>4,235</u>	<u>74,421</u>	<u>169,691</u>
<b>Total Funds Carried Forward</b>		<u>102,642</u>	<u>1,600</u>	<u>88,856</u>	<u>193,098</u>	<u>98,702</u>	<u>1,700</u>	<u>81,965</u>	<u>182,367</u>

## Statement of Total Recognised Gains and Losses

There were no recognised gains or losses for 2020 or 2019 other than those included in the Statement of Financial Activities

## Accounts for the year ended 31 December 2020

## Balance Sheet

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	4		0		0
Investments	5		102,642		98,702
			<u>102,642</u>		<u>98,702</u>
<b>Current Assets</b>					
Debtors	6	1,702		1,724	
Cash at bank and in hand		106,186		83,258	
		<u>107,888</u>		<u>84,982</u>	
<b>Total Current Assets</b>					
			107,888		84,982
<b>Liabilities</b>					
Creditors falling due within one year	7	17,432		1,317	
		<u>17,432</u>		<u>1,317</u>	
<b>Net Current Assets</b>					
			90,456		83,665
<b>Net Assets</b>					
			<u>193,098</u>		<u>182,367</u>
<b>The Funds of the Charity</b>					
Capital Fund	1		102,642		98,702
Restricted Income Funds	8		1,600		1,700
Unrestricted Income Funds			88,856		81,965
			<u>193,098</u>		<u>182,367</u>
<b>Total Charity Funds</b>					
			<u>193,098</u>		<u>182,367</u>

Approved by the trustees on 9th March 2021 and signed on their behalf.

*P. Taylor*

**Paul Taylor**  
Senior Treasurer

Accounts for the year ended 31 December 2020

Notes to the Accounts

1 **Accounting Policies**

(a) **Basis of Preparation of Accounts**

The accounts have been prepared in accordance with 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 (FRS 102) (Effective 1 January 2019) - (Charities SORP (FRS 102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Student Community Action meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

(b) **Income**

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(c) **Expenditure**

Includes all expenditure incurred by the charity other than that which has been capitalised.

(d) **Operating Leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

(e) **Tangible Fixed Assets**

The charity has a policy to write off any capital items which cost less than £500.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Office equipment	20% straight line basis
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## Accounts for the year ended 31 December 2020

## Notes to the Accounts

(f) **Fixed Asset Investments**

Investments held for the long term to generate income or capital growth are carried at market value as fixed assets.

(g) **Debtors**

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

(h) **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(i) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

(j) **Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £30,642 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

(k) **Cash Flow Statements**

The charity qualifies as a small entity as outlined in Financial Reporting Standard No.102, and has used the exemption provided by that document under which it is not required to include a cash flow statement as part of its accounts.

## Accounts for the year ended 31 December 2020

## Notes to the Accounts

2	Total Expenditure	2020			2019		
		Costs of generating funds £	Charitable expenditure £	Total expenditure £	Costs of generating funds £	Charitable expenditure £	Total expenditure £
	Activities	0	503	503	0	2,097	2,097
	DBS checks	0	9,725	9,725	0	16,587	16,587
	Independent examination	0	540	540	0	528	528
	Insurance	0	524	524	0	617	617
	Miscellaneous expenses	0	923	923	0	1,127	1,127
	Office supplies	0	377	377	0	406	406
	Postage	0	536	536	0	257	257
	Recruitment	0	0	0	0	636	636
	Rent and service charge	0	904	904	0	4,006	4,006
	Repairs	0	212	212	0	1,152	1,152
	Salaries (note 3)	0	30,280	30,280	0	32,686	32,686
	Telephone	0	119	119	0	86	86
	Training	0	248	248	0	35	35
	Transport	0	317	317	0	519	519
		<u>0</u>	<u>45,208</u>	<u>45,208</u>	<u>0</u>	<u>60,739</u>	<u>60,739</u>

## 3 Staff Costs

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them.

The staff costs were:

	2020 £	2019 £
Wages and salaries	29,593	31,832
Other pension costs	687	854
	<u>30,280</u>	<u>32,686</u>

The average weekly number of staff employed by the charity during the year was as follows:

Co-ordinators	1	1
Administrator	1	1
	<u>2</u>	<u>2</u>

No member of staff earned more than £60,000.

There were no related party transactions in the year.

## Accounts for the year ended 31 December 2020

## Notes to the Accounts

4	<b>Tangible Fixed Assets</b>		Office equipment			
			Restricted Funds £	Unrestricted Funds £	Total Funds £	
	<b>Cost</b>	Balance at 1 January 2020 and 31 December 2020	6,516	3,510	10,026	
			<u>        </u>	<u>        </u>	<u>        </u>	
	<b>Depreciation</b>	Balance at 1 January 2020 and 31 December 2020	6,516	3,510	10,026	
			<u>        </u>	<u>        </u>	<u>        </u>	
	<b>Net Book Value</b>	At 1 January 2020 and 31 December 2020	0	0	0	
			<u>        </u>	<u>        </u>	<u>        </u>	
5	<b>Fixed Assets Investments</b>		2020		2019	
			Cost	Market value	Cost	Market value
			£	£	£	£
	National Savings Income Bonds		2,000	2,000	2,000	2,000
	Responsible Sterling Bond Fund		12,518	14,966	12,518	15,932
	Responsible UK Equity Growth Fund		79,720	85,676	79,720	80,770
			<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
			94,238	102,642	94,238	98,702
			<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
	Market value at beginning of year			98,702		91,035
	Additions in the year			0		0
	Net gain/(loss) on disposal/revaluation			3,940		7,667
	Disposal proceeds			0		0
				<u>        </u>		<u>        </u>
	Market value at end of year			102,642		98,702
				<u>        </u>		<u>        </u>
6	<b>Debtors</b>				2020	2019
					£	£
	Prepayments				0	0
	Trade debtors				1,702	1,724
					<u>        </u>	<u>        </u>
					1,702	1,724
					<u>        </u>	<u>        </u>

## Accounts for the year ended 31 December 2020

## Notes to the Accounts

7	<b>Creditors falling due within one year</b>			2020 £	2019 £
	Accruals			540	528
	Payments received in advance			16,585	500
	Social security and other taxes			307	289
				<u>17,432</u>	<u>1,317</u>
8	<b>Restricted Funds</b>	Brought Forward	Receipts	Payments	Carried Forward
		£	£	£	£
	Anxiety Slayers				
	BBC Children in Need	0	300	0	300
	Cambridge City Council	0	200	200	0
	Cambs County Council	0	500	0	500
	Big Siblings				
	BBC Children in Need	0	700	0	700
	Cambridge City Council	200	600	800	0
	Cambs Community Foundation	700	0	700	0
	Bounce				
	Cambridge City Council	500	400	900	0
	Craftroom				
	BBC Children in Need	0	100	0	100
	Cambridge City Council	300	600	900	0
		<u>1,700</u>	<u>3,400</u>	<u>3,500</u>	<u>1,600</u>
9	<b>Analysis of Net Assets by Funds</b>		Investments	Net current assets	Total
			£	£	£
	Capital Fund		102,642	0	102,642
	Restricted Funds		0	1,600	1,600
	Unrestricted Funds		0	88,856	88,856
			<u>102,642</u>	<u>90,456</u>	<u>193,098</u>
10	<b>Commitments</b>				
	As at 31 December 2020 the charity had annual commitments under non cancellable operating leases for land and buildings as follows:				
				2020 £	2019 £
	In less than 1 year			0	0
	Between 1 and 5 years			4,000	4,000
				<u>4,000</u>	<u>4,000</u>