



# Cambridge SCA

Student Community Action

## Annual Report

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

&

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	President
	Maria Ramazanova	Vice President
	Lucia Li	Junior Treasurer
	Olivia Ledger	Publicity
	Anoushka Kale	Recruitment Officer
	Lara Pomphrett	Events Officer
<b>Senior Members</b>	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
<b>Manager</b>	Maria Healy	Appointed October 2023
		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 Ramazanov
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**

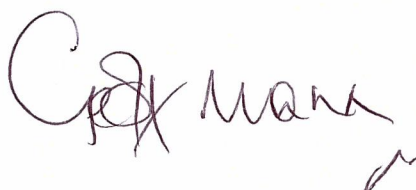
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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

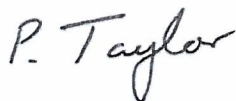
There were no recognised gains or losses for 2022 or 2021 other than those included in the Statement of Financial Activities

## 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>1,568</u>		<u>4,241</u>	
<b>Net Current Assets</b>			84,192		105,505
<b>Net Assets</b>			<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
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## 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	Restricted	2022	Total	Restricted	2021	Total
		Funds	Unrestricted	Funds	Funds	Unrestricted	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	Total Expenditure	Costs of	2022	Total	Costs of	2021	Total
		generating	Charitable	expenditure	generating	Charitable	expenditure
		funds	expenditure		funds	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	Fixed Assets Investments	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	Debtors			2022	2021
				£	£
	Trade debtors			3,999	1,078
				<u>3,999</u>	<u>1,078</u>
8	Creditors falling due within one year			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	Restricted Funds			Brought Forward £	Receipts £	Payments £	Carried Forward £
	BBC Children in Need			10,783	0	10,783	0
	Cambridge City Council	Core costs	2021/22	1,500	0	1,500	0
			2022/23	0	6,000	4,500	1,500
	Cambs County Council	DBS for youth facilities		0	1,500	1,500	0
	Community Reach	DBS for County youth clubs		108	780	888	0
	University of Cambridge			0	2,000	0	2,000
				<u>12,391</u>	<u>10,280</u>	<u>19,171</u>	<u>3,500</u>
10	Analysis of Net Assets by Funds				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
					<u>83,122</u>	<u>84,192</u>	<u>167,314</u>



## **Student Community Action**

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

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	Lara Pomphrett	Events Officer
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<b>Principal Office</b>		Laura Clarke (since September 2023)
<b>Charity Registration Number</b>		Student Services Centre Bene't Street Cambridge CB2 3PT
<b>Independent Examiner</b>		263361
		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**

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**Structure, Governance and Management**

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**Appointment of trustees**

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**Organisational structure**

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## 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**

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

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 Ramazanov
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.

A handwritten signature in black ink that reads "P. Taylor". The signature is written in a cursive style with a large, looped 'P' and a trailing 'r'.

**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**

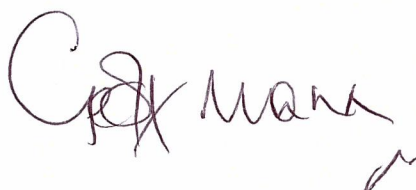
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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

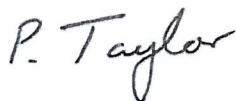
There were no recognised gains or losses for 2022 or 2021 other than those included in the Statement of Financial Activities

## 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>1,568</u>		<u>4,241</u>	
<b>Net Current Assets</b>			84,192		105,505
<b>Net Assets</b>			<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
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## 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	Total Expenditure	2022			2021		
		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	Fixed Assets Investments	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	Debtors			2022	2021
				£	£
	Trade debtors			3,999	1,078
				<u>3,999</u>	<u>1,078</u>
8	Creditors falling due within one year			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	Restricted Funds			Brought Forward £	Receipts £	Payments £	Carried Forward £
	BBC Children in Need			10,783	0	10,783	0
	Cambridge City Council	Core costs	2021/22	1,500	0	1,500	0
			2022/23	0	6,000	4,500	1,500
	Cambs County Council	DBS for youth facilities		0	1,500	1,500	0
	Community Reach	DBS for County youth clubs		108	780	888	0
	University of Cambridge			0	2,000	0	2,000
				<u>12,391</u>	<u>10,280</u>	<u>19,171</u>	<u>3,500</u>
10	Analysis of Net Assets by Funds				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
					<u>83,122</u>	<u>84,192</u>	<u>167,314</u>

