



# Trustees' Annual Report for the period

|      |                   |         |      |    |                 |          |      |
|------|-------------------|---------|------|----|-----------------|----------|------|
|      | Period start date |         |      |    | Period end date |          |      |
| From | 01                | January | 2023 | To | 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                |         |  |
|                                    | Postcode                 | 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)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution adopted 28 November 1971.                                       |
| How the charity is constituted<br>(eg. trust, association, company) | Trust  |
| Trustee selection methods<br>(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> |
|---|---|

## 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><br>FOR ENGLAND AND WALES | Charity Name                          |                   |                  | No (if any)      |                  | <b>CC16a</b> |
|  | 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</b> (Gross income for AR)   | 21,723                                | 13,000            | -                | 34,723           | 45,894           |              |
| <b>A2 Asset and investment sales, (see table).</b>   |                                       |                   |                  |                  |                  |              |
|  | -                                     | -                 | -                | -                | -                |              |
|  | -                                     | -                 | -                | -                | -                |              |
| <b>Sub total</b>   | -                                     | -                 | -                | -                | -                |              |
| <b>Total receipts</b>  | 21,723                                | 13,000            | -                | 34,723           | 45,894           |              |
| <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> |  |                                    | -                       | -                               |
|   |  |                                    | -                       | -                               |



|   |   |  |                              |                            |
|---|---|--|------------------------------|----------------------------|
|   |   |  | -                            | -                          |
|   |   |  | -                            | -                          |
|   |   |  | -                            | -                          |
|   |   |  | -                            | -                          |
|   |   |  | -                            | -                          |
|   |   |  | -                            | -                          |
|   |   |  | -                            | -                          |
|   |   |  | -                            | -                          |
|   |   |  |                              |                            |
|   | <b>Details</b>  | <b>Fund to which liability relates</b> | <b>Amount due (optional)</b> | <b>When due (optional)</b> |
| <b>B5 Liabilities</b>                                       | Independent examination   | Unrestricted                           | 500                          |                            |
|   |   |  | -                            |                            |
|   |   |  | -                            |                            |
|   |   |  | -                            |                            |
|   |   |  | -                            |                            |
|   |   |  |                              |                            |
|   |   |  |                              |                            |
| Signed by one or two trustees on behalf of all the trustees | Signature   | Print Name                             |                              | Date of approval           |
|   |   | Maria Healy                            |                              | 19-10-2024                 |
|   |  | Frances Ballaster                      |                              | 20-10-2024                 |



## 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):

Address:

4 Hollvbush Avenue

St Albans

Hertfordshire AL2 3AD

## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.