

Registered number: 07962217

Charity number: 1146276

Assisted Reading for Children

UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

Prepared By:

Barnes4Business Limited
Chartered Certified Accountants
12 Murdock Road
Bicester
Oxfordshire
OX26 4PP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

TRUSTEES

Pauline Edwards
Saira Ali
Nilam Moorcroft
Ian Hudspeth (appointed 7 December 2021)
Susan Hine (appointed 7 December 2021)
Honor Somerset (appointed 14 February 2022)
Margaret Stevens (appointed 14 February 2022)
Roberto Hortal Munoz (resigned 10 February 2022)
David Bettle (resigned 5 May 2021)
Noel Hetherington (resigned 23 July 2021)
Jacqueline Piper (resigned 31 December 2021)
Emily Hodges (resigned 4 November 2021)
Ayse Sinem Bilen (resigned 23 July 2021)
Michelle Price (resigned 23 July 2021)
David Harding (resigned 23 July 2021)

REGISTERED OFFICE

Gobles Court
7 Market Square
Bicester
Oxfordshire
OX26 6AA

COMPANY NUMBER

07962217

CHARITY NUMBER

1146276

ACCOUNTANTS

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**ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

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FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

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

STRUCTURE GOVERNANCE MANAGEMENT AND ACHIEVEMENTS

FORM OF THE CHARITY

Assisted Reading for Children (ARCh) is a charitable company limited by guarantee. The trustees are also the directors for the purposes of company law and are appointed by the members at the AGM.

PRINCIPAL AIM

ARCh is an educational charity whose aim is to help primary school children achieve a confident level of literacy by imparting a love of reading through regular, personalised, mentoring support from trained volunteers.

INCOME AND EXPENDITURE

The majority of our income comes from subscriptions paid by schools for the services of our unpaid volunteers. The level of the subscription is kept as low as possible. Further income is derived from fees paid by companies which provide groups of volunteers. These two sources of income are linked to the number of our volunteers in schools, and therefore relate in a relatively stable way to the overall level of activity of the charity. The remaining income comes from grants and donations. These are a more irregular source of income, but we have a number of sources who repeat their grants or donations from year to year.

About 70% of our expenditure goes on staff costs, for the central office staff and for the fieldworkers who directly service our volunteers.

RESERVES POLICY

As a charity ARCh is regulated by the Charities Commission which asks us to state our reserves policy. It is our aim to hold unrestricted reserves so that we can be confident of our financial position and meet all obligations for at least 6-12 months. To maximise our income, while maintaining flexibility, we aim to hold around 3 months budgeted expenditure in an interest earning instant access savings account, and around 6 months in a 90 day access account earning a higher rate of interest.

Some specific funds from donations or grants are held in a Designated Fund, and used to support the objective requested by the donor(s). The balance of our reserves are held as unrestricted general funds and can be spent on anything in furtherance of the objectives of the charity.

PUBLIC BENEFIT

In exercising their powers and duties the trustees have had regard to the public benefit guidance issued by the Charity Commission, in particular in relation to the enhancement of education.

FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

OPERATIONS REPORT 2021-2022

Overview

In April 2021 there were 290 volunteer reading helpers, and buoyed by the success of the Covid vaccination programme, the majority had begun to feel confident enough to resume their ARCh sessions in schools as they reopened following the second period of closures which had occurred in January 2021.

Working with schools and volunteers

The ARCh Field Work team facilitated each volunteer's return to school, continuing with our Covid safety protocols requiring volunteers in schools to remain 2 metres apart from children they support, so providing 2 copies of each book, together with wipes, sanitiser and visor.

However the Covid pandemic continued to cause disruptions; with frequent closures of bubbles within schools, ARCh support was necessarily sporadic.

Despite increased costs we maintained the financial contribution we ask of schools at £450 per volunteer per year.

Staffing

2 new Field Workers were recruited in July 2021, replacing 2 who were due to leave at the end of the summer term. Another new Field Worker joined us in January 2022 to replace one who had left in the autumn term.

Recognition and awards

Covid regulations allowed us to hold a summer gathering of 30 people, kindly hosted by former High Sheriff of Oxfordshire Amanda Ponsonby and attended by Lord Lieutenant Sir Tim Stevenson. We presented long service awards to a number of ARCh volunteers, including 3 who had completed 20 years' service.

ARCh continued to benefit from being adopted as the Oxfordshire Community and Voluntary Action (OCVA) Charity of the Year.

Recruitment and training

We continued our interview and training of new volunteers via Zoom and celebrated training over 100 new recruits in this way.

We resumed face to face refresher trainings in safeguarding in the autumn of 2021 and in-person Recall trainings in March 2022

Other initiatives

We supported 2 summer schools that took place in Oxford in August 2021.

Collaboration

Our Company Volunteer scheme with Oxford University Press continued into its 10th year, but at reduced level with only 8 active volunteers as their office remained closed with staff continuing to work mainly from home. This did enable us to support some schools outside Oxford via the scheme, however.

The staff at Aplan Insurance Witney adopted ARCh as their Charity of the Year and began a series of fundraising event. Four of their staff trained as ARCh volunteers, to help children in the primary school local to their workplace.

Bicester Town Mayor Councillor Nick Mawer selected ARCh as one of 3 charities to support and we attended various fundraising activities.

FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

We continued to participate in Oxfordshire Educational Disadvantage Group (OEDG), led by Quest for Learning, with involvement from a number of other local children's charities.

We continued efforts to work with Oxford United and Banbury United Football Clubs on ideas linking active sessions with reading.

Presentations and media presence

We presented via Zoom to The Society of Young Publishers and Bicester Vision and in person to Shelswell Womens Institute and Rupert House School. ARCh was featured on BBC Radio Oxford and in the local press on a number of occasions.

SMALL COMPANY PROVISIONS

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 12 July 2022

A handwritten signature in black ink, appearing to read 'Ms Stevens', with a long horizontal flourish extending to the right.

Margaret Stevens
Trustee

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ASSISTED READING FOR CHILDREN

I report on the accounts of the company for the year ended 31 March 2022 .

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINERS 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 you as 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
FOR THE YEAR ENDED 31 MARCH 2022**

INDEPENDENT EXAMINERS 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 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

.....

Date: 12 July 2022

KEVIN DAVES
Barnes4Business Limited
Chartered Certified Accountants
12 Murdock Road
Bicester
Oxfordshire
OX26 4PP

K Daves
Barnes4Business Limited

**Statement of Financial Activities
for the year ended 31 March 2022**

	Unrestricted funds	Restricted funds	2022 Total	2021 Total
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	48,955	-	48,955	100,487
Income from Investments	960	-	960	1,305
Income from charitable activities	85,138	-	85,138	64,687
Total Income and endowments	135,053	-	135,053	166,479
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	134,296	-	134,296	134,370
Total Expenses	134,296	-	134,296	134,370
Net gains on investments				
Net Income	757	-	757	32,109
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	757	-	757	32,109
Total funds brought forward	185,308	-	185,308	153,198
Net funds carried forward	186,065	-	186,065	185,307

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

BALANCE SHEET AT 31 MARCH 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	2	12,669	21,523
CURRENT ASSETS			
Debtors (amounts falling due within one year)	3	4,018	2,166
Cash at bank and in hand		<u>172,326</u>	<u>204,244</u>
		176,344	206,410
CREDITORS: Amounts falling due within one year	4	<u>2,948</u>	<u>42,625</u>
NET CURRENT ASSETS		173,396	163,785
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>186,065</u>	<u>185,308</u>
CAPITAL AND RESERVES			
Unrestricted funds	6		
General fund		159,333	143,048
Designated funds		<u>26,732</u>	<u>42,260</u>
		<u>186,065</u>	<u>185,308</u>

For the year ending 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board of trustees on 12 July 2022 and signed on their behalf by



Margaret Stevens
Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting FRS

The financial statements have been prepared in accordance with the Companies Act 2016 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 FRS 102 (Charities SORP FRS 102 as amended for accounting periods commencing from 1 January 2016).

Assisted Reading for Children 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).

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy, and any performance conditions attached to the item(s) of income have been met or fully within the control of the charitable company.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33%

1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

2. TANGIBLE FIXED ASSETS

	Equipment £	Total £
Cost		
At 1 April 2021	37,143	37,143
Additions	1,647	1,647
Disposals	(1,565)	(1,565)
At 31 March 2022	<u>37,225</u>	<u>37,225</u>
Depreciation		
At 1 April 2021	15,620	15,620
Disposals	(1,565)	(1,565)
For the year	<u>10,501</u>	<u>10,501</u>
At 31 March 2022	<u>24,556</u>	<u>24,556</u>
Net Book Amounts		
At 31 March 2022	<u>12,669</u>	<u>12,669</u>
At 31 March 2021	<u>21,523</u>	<u>21,523</u>

3. DEBTORS

	2022 £	2021 £
Amounts falling due within one year:		
Other debtors	<u>4,018</u>	<u>2,166</u>
	<u>4,018</u>	<u>2,166</u>

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	2,948	42,625
	<u>2,948</u>	<u>42,625</u>

5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31 March 2022 there were 7 members.

6. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	143,048	135,054	(118,769)	-	159,333
Designated Fund - ARCh Development Fund	30,010	-	(4,100)	-	25,910
Designated Fund - OCF Covid-19 Support	850	-	(850)	-	-
Designated Fund - Tambour Foundation	11,400	-	(10,578)	-	822
	<u>185,308</u>	<u>135,054</u>	<u>(134,297)</u>	<u>-</u>	<u>186,065</u>

Designated Fund - ARCh Development Fund

Funds allocated for working on expanding our work with the most disadvantaged children in the county.

Designated Fund - OCF Covid-19 Support

Funds to support the charity through the Covid-19 pandemic.

Designated Fund - Tambour Foundation

Funds for the ongoing provision of service to schools and for the recruitment of volunteers. At 31 March 2022 these funds had been fully spent, the balance remaining represents the net book value of capital assets purchased using these funds.

7. COMMITMENTS AND GUARANTEES

At 31 March 2022 the charitable company was committed to making payments of £200 under non-cancellable operating leases for the remainder of the applicable lease terms (2021 : £1,002).

8. AVERAGE NUMBER OF EMPLOYEES

The average number of employees during the accounting period was 9 (2021 : 9).

9. TRANSACTIONS WITH DIRECTORS

No expenses were reimbursed to any of the directors or trustees during the accounting period.

Assisted Reading for Children

**Incoming Resources
for the year ended 31 March 2022**

	2022	2021
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary Income		
Corporate Donations	3,656	2,666
Private Donations	9,172	7,186
Company Volunteering Income	3,600	-
Grants	27,356	51,200
Covid-19 Support Grants	5,171	24,435
Gifts in Kind	-	15,000
	<u>48,955</u>	<u>100,487</u>
	<u><u>48,955</u></u>	<u><u>100,487</u></u>
Investment Income		
Bank Interest	<u>960</u>	<u>1,305</u>
	960	1,305
	<u>960</u>	<u>1,305</u>
Charitable Activity		
School Subscriptions	<u>85,138</u>	<u>64,687</u>
	85,138	64,687
	<u>85,138</u>	<u>64,687</u>
	<u><u>135,053</u></u>	<u><u>166,479</u></u>

Assisted Reading for Children

**Expenses
for the year ended 31 March 2022**

	2022	2021
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Donations for school subscriptions	4,101	17,331
Advertising and Marketing	675	236
Bad debts	300	360
Heat and light	432	533
Rent	8,947	7,740
Salaries	87,759	84,416
NIC employer (wages and salaries)	1,031	670
Pension contributions	1,969	2,041
Staff Expenses and Training	3,238	1,096
Volunteer Expenses and Training	1,164	1,049
Equipment leasing and maintenance	942	801
Computer costs	2,795	2,280
Professional fees	3,140	2,144
Insurance	988	978
Event and Fundraising Expenses	100	96
Stationery & office supplies	3,266	3,551
Telephone	952	748
Bank charges	90	62
Sundry expenses	1,906	1,153
Depreciation of equipment	10,501	7,085
	<u>134,296</u>	<u>134,370</u>
	<u>134,296</u>	<u>134,370</u>