

Churches in Reading Drop-In Centre

Registration Number: 02652137

DIRECTORS' REPORT

The Directors of the Centre, who are ultimately its Trustees and are below referred to as the latter, have pleasure in presenting their report and the accounts for the year to March 31st 2023.

CONSTITUTION

Churches in Reading Drop-In Centre Limited was incorporated as a company limited by guarantee on 8th October 1991 to take over the activities of the Churches in Reading Drop-In Centre as it then was. This transfer took place on 1st November 1991. On 9th April 1992, the company changed its name to Churches in Reading Drop-In Centre, taking advantage of section 30 of the Companies Act 2006.

The Centre, which is known informally as CiRDIC, is registered in England and Wales as a charity, number 1005654.

MISSION STATEMENT

- to welcome, as Christ welcomed, those who are in need.
- to offer love, hope and compassion within a Christian ethos to help to restore human dignity, self-respect and well-being.
- to work together within our community to increase awareness of our mutual responsibility towards the disadvantaged and marginalised in our society

TRUSTEES AND MANAGEMENT COMMITTEE

The following persons acted as Trustees:

John Davies (Chair)
Bridget Barwick (from September 2019)
David Browne
Sally Leonard
Eric Moyse
Theresa Rodrigues (Treasurer)
David Turner
Angela Wills

During the year Theresa Rodrigues and David Turner retired from the Trustees Board due to ill health. Although the Trustees are responsible for policy with regard to running the Centre, day-to-day decisions are taken by the Management Committee. At March 31st 2022, the members of this Committee were:

Mabel Gregory (Manager)
Angela Bell

Jill Bird
Tony Bircher
Ernie Cunningham
Andrea Darius
Mark Dunford
Suzanne Madigan
Rosemarie Tegg

ACTIVITIES

During this financial year CiRDic continued to open three days a week – Mondays, Tuesdays and Fridays between the hours of 10:00am – 1:30pm. Several of the new volunteers who had come on board during Lockdown stayed, and we have also been able to recruit some new volunteers to join the team. We continued to offer the guests hot food and drink, a warm place to come and “be”, shower and bath facilities and access to the clothing store. In addition the HOLT nurse and St. Mungos continued to meet the guests inside the building, and we have been able to offer podiatry and hair-cutting on a regular basis throughout the year. In addition, CiRDic was able to start the breakfast on Sunday mornings.

ORGANISATIONS AND SERVICES WHICH WORK AT OR WITH CIRDiC

Communicare
Connect Reading
HM Probation Service
CGL (Change Grow Live) – drug and alcohol service
Launch Pad
Mental Health Nurses
NHS Nurses
Podiatrist
Hairdresser
St Mungo’s – Homelessness Charity

PAID STAFF, VOLUNTEERS & SUPPORTERS

During the year, the company had the services of two part time paid staff: the Manager and the Centre Administrator. Four of the Trustees and all the unpaid members of the Management Committee also worked as volunteers at the Centre. There are currently approximately 30 volunteers in total, without whom it would not be possible to run CiRDic. All new volunteers are required to undertake Adult Safeguarding training.

CiRDic retained its five-star Health and Hygiene rating awarded by Reading Borough Council in 2023 and Health and Hygiene training is offered to all volunteers.

During this last year we have continued to receive generous donations of food from Costco, and Waitrose. In addition, we have been grateful for regular donations from Greens Butchers, Pangbourne, Sheeplands Farm, St. Vincent de Paul, Ismaili Civic and The Co-op. We are also indebted to local churches, The Rotary Clubs, schools, and many individuals who generously support us with funding and gifts of food, toiletries and clothing.

FINANCIAL OVERVIEW OF THE PERIOD

During this financial year CiRDIC received donations and grant funding to the total of £95,155. Outgoings were £110,113. Whilst this is a significant deficit, CiRDIC still remains in a financially sound position, and we are confident of increasing our donation during the next financial year.

DIVIDENDS

It is a requirement of the Memorandum of Association of the Centre that no distributions shall be made to the people who are members of the company at any time.

A handwritten signature in blue ink, appearing to read 'John Davies', with a stylized flourish at the end.

John Davies

Chair

31st October 2023

Churches in Reading Drop-In Centre
Statement of the financial activities incorporating an income
and expenditure account and statement of Total Recognised gains and losses
for the year ended 31st March 2023

All donations detailed are received in the UK only

				<u>Total</u>	<u>Total</u>
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOME AND EXPENDITURE</u>					
<u>INCOMING RESOURCES</u>					
Donations from churches	14,188	-	-	14,188	16,044
Donations from individuals	21,768	-	-	21,768	17,586
Donations from other organisations	46,111	-	1,029	47,140	18,655
Fundraising	-	-	-	-	-
Women centre	359	-	-	359	577
Local authority grants	11,492	-	-	11,492	6,975
Gift Aid income	-	-	-	-	3,705
Interest received	177	-	-	177	11
Sundry receipts	31	-	-	31	104
	<u>94,126</u>	<u>-</u>	<u>1,029</u>	<u>95,155</u>	<u>63,657</u>
<u>COST OF RESOURCES EXPENDED</u>					
Charitable activities	103,409	-	6,333	109,742	105,016
Governance	504	-	-	504	480
	<u>103,913</u>	<u>-</u>	<u>6,333</u>	<u>110,246</u>	<u>105,496</u>
Net incoming(outgoing) resources expended for the year	(9,787)	-	(5,304)	(15,091)	(41,839)
Transfers between funds	-	-	-	-	-
Fund balances b/f at 1st April 2022	101,495	-	10,304	111,799	153,638
Fund balances c/f at 31st March 2023	<u>91,708</u>	<u>-</u>	<u>5,000</u>	<u>96,708</u>	<u>111,799</u>

Churches in Reading Drop-In Centre
Balance Sheet at 31st March 2023

		<u>2023</u>	<u>2022</u>
		£	£
FIXED ASSETS	Note 3	8,778	7,585
CURRENT ASSETS			
Debtors	Note 4	1,994	1,867
Cash at bank & in hand		90,387	102,947
		<u>92,381</u>	<u>104,814</u>
CURRENT LIABILITIES			
Creditors	Note 5	4,451	600
		<u>4,451</u>	<u>600</u>
NET CURRENT ASSETS		<u>87,930</u>	<u>104,214</u>
TOTAL ASSETS		<u><u>96,708</u></u>	<u><u>111,799</u></u>
REPRESENTED BY			
Restricted funds		5,000	10,304
Designated funds		-	-
Revenue reserve		91,708	101,495
		<u><u>96,708</u></u>	<u><u>111,799</u></u>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31st March 2023

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2023 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the trustees on **29th September 2023** and were signed on their behalf by:

J Davies

T Rodrigues

NOTE 1: ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of section 1A "Small Entities" of Financial Reporting Standard 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland and Companies Act 2006. The financial statements have been prepared under the historical cost convention

Income receivable

All donation and grant income is included when received except for grant income from Reading Borough Council, which is recognised on the dates that the instalments become due

Contributions in kind

The Centre receives considerable amounts of food and clothing in kind, rather than money being given to purchase these items. No account has been taken of these receipts as it would not be practical to do so. These items are consumed by or donated on to the Centre's guests or, in the case of surpluses, occasionally donated to other charities or if servicable, sold for rags. Similarly, no account has been taken of the building work, maintenance or gardening carried out by the Centre's volunteers and guests.

Bank interest

Bank interest is credited in the income & expenditure account on the basis of the amounts having become credited during the year

Fixed assets

Depreciation is provided on all fixed assets in a manner designed to write off their costs, less estimated residual values, by the following methods and at the following rates:

Furniture and equipment	25% reducing balance
Computer equipment	25% straight line
Security system	33% straight line
Building improvements	25% straight line

No account is taken of fixed assets that have been donated to the Centre, as this would be impractical. The Trustees do not believe that any effect on the accounts would be material.

Stocks

No account has been taken of stocks of food and clothing held at the balance sheet date, as these are intended for consumption by or donation to the Centre's guests.

Operating leases

Rentals paid under operating leases are charged to the unrestricted income & expenditure account and statement of financial activities as incurred.

Churches in Reading Drop-In Centre
Notes to the accounts for the year ended 31st March 2023

Funds

The general fund (General Reserve) represents the accrued unspent reserves that are not subject to any restriction. Designated funds have been set aside from the general fund by the Trustees to pay for specific projects, but these may be restored to the general fund if the Trustees decide that such a course would be prudent. As CIRDIC is dependent for the greater part of its income upon donations, which may vary from year to year, the Trustees have decided upon a policy of retaining at least two years normal outgoings in these funds, increasing fundraising activity when required. When taken together, at the 31st March 2023 these designated and general funds represented approximately 25 months of expenditure. Restricted funds represent donations received for specific purposes so far as not already spent

NOTE 2: ACCOUNT HEADINGS

On the Balance Sheet and in the Statement of Financial Activities and the associated notes the Trustees have in certain cases departed from the headings contained in the Companies Acts in order to present the user of these accounts with a true and fair view.

NOTE 3: TANGIBLE ASSETS

	<u>Building Improves</u>	<u>Furn & Equip</u>	<u>Computer Equipment</u>	<u>Security System</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Cost</u>					
At 1st April 2022	174,165	27,434	2,907	3,512	208,018
Additions	3,150	793	-	-	3,943
Disposals	-	-	-	-	-
At 31st March 2023	<u>177,315</u>	<u>28,227</u>	<u>2,907</u>	<u>3,512</u>	<u>211,961</u>
<u>Depreciation</u>					
At 1st April 2022	174,164	20,653	2,105	3,511	200,433
Charge in period	788	1,695	267	-	2,750
Eliminated on Disposals	-	-	-	-	-
At 31st March 2023	<u>174,952</u>	<u>22,348</u>	<u>2,372</u>	<u>3,511</u>	<u>203,183</u>
<u>Net book value</u>					
At 31st March 2023	<u>2,363</u>	<u>5,879</u>	<u>535</u>	<u>1</u>	<u>8,778</u>
At 31st March 2022	<u>1</u>	<u>6,781</u>	<u>802</u>	<u>1</u>	<u>7,585</u>

NOTE 4: DEBTORS

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Prepayments and accrued income	<u>1,994</u>	<u>1,867</u>

Churches in Reading Drop-In Centre
Notes to the accounts for the year ended 31st March 2023

NOTE 5: CREDITORS (amounts falling due within one year)

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Accruals	600	600
PAYE account	3,851	-
	<u>4,451</u>	<u>600</u>

NOTE 6: COST OF RESOURCES EXPENDED

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Rent of building	16,546	-	-	16,546	14,008
Food, etc	131	-	-	131	-
Heat and Light	10,462	-	-	10,462	3,152
Travel	-	-	-	-	-
Telephone & computer	1,699	-	-	1,699	1,649
Repairs & renewals	1,145	-	-	1,145	236
Water rates	1,173	-	-	1,173	(650)
Legal & professional fees---accounts	504	-	-	504	480
Council tax	594	-	-	594	594
Bank charges	102	-	-	102	95
Subscriptions	35	-	-	35	69
Donations	-	-	-	-	-
Website	121	-	-	121	260
Volunteer expenses	315	-	-	315	100
Domestic and hygiene	-	-	5,801	5,801	6,786
Employment costs	62,490	-	-	62,490	56,227
Insurance premiums	3,855	-	-	3,855	3,563
Post & stationery	179	-	-	179	259
Training	48	-	-	48	108
Publicity	500	-	-	500	-
Depreciation	2,750	-	-	2,750	15,339
Loss on asset disposal	-	-	-	-	-
Educational projects	-	-	532	532	4
Computer & office decoration	-	-	-	-	2,300
Administration	50	-	-	50	125
Sundries	-	-	-	-	-
Women's centre	1,214	-	-	1,214	792
	<u>103,913</u>	<u>-</u>	<u>6,333</u>	<u>110,246</u>	<u>105,496</u>

NOTE 7 : COST of GOVERNANCE

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Professional charges	504	480
	<u>504</u>	<u>480</u>

NOTE 8: REMUNERATION

No remuneration was paid and no benefits accrued to Trustees during the year or during the previous year.

During the year the sum of £0 was paid to Trustees to cover the cost of travel (2022--£0)

NOTE 9: INTEREST RECEIVABLE AND SIMILAR INCOME

	<u>2023</u> <u>£</u>	<u>2022</u> <u>£</u>
Bank interest	177	11
	<u>177</u>	<u>11</u>

NOTE 10: OPERATING LEASES

The company holds a renewed property lease that expires on 31st December 2023. The rents due for the remainder of the lease being detailed below.

	<u>2023</u> <u>£</u>
Rents becoming due under the above mentioned lease	
Year to 31st March 2024	<u>10,125</u>

NOTE 11: EMPLOYEES

CIRDIC employed two persons during the year. Both employees worked mainly at CIRDIC (Berkley Avenue). As in previous years, they were assisted by volunteers, including several Trustees.

NOTE 12: TAXATION

As a registered charity the Centre is exempt from direct United Kingdom taxation. Refunds of income tax on and donations under the Gift Aid scheme are included in the category of income in which the underlying donation is included.

The Centre enjoys no general exemption from Value Added Tax.

Churches in Reading Drop-In Centre
Legal and Administrative details

LEGAL STATUS

The Centre is a company limited by guarantee, registered in England and Wales. The company registration number is 2652137. The Centre is a registered charity, number 1005654.

The Trustees constitute the ultimate controlling party

DIRECTORS, TRUSTEES, ETC

The names of the directors and members of the Management Committee are set out on page 1

ADDRESSES

Registered Office
8 Lea Close
Reading
RG30 3NB

The Centre
Berkeley Avenue
Reading
RG1 6JT

Chair
8 Lea Close
Reading
RG30 3NB

BANKERS AND ADVISORS

Bankers
Barclays Bank plc
P O Box 27
Reading
RG1 2HD

Sort Code 20-71-03
Current account 70269573

Accountants
Brywel Associates
Suite 5, Chiltern Court
37 St Peters Avenue
Caversham
Reading
RG4 7DH

**Independent review of accounts for
Churches in Reading Drop-in Centre
To 31st March 2023**

29th September 2023

We can confirm that we have carried out an independent review of the records and accounts for the Churches in Reading Drop-in Centre for the year to 31st March 2023 and have produced the attached accounts for the trustees'/director's agreement and for filing at Companies House and with the Charities Commission.

Mr. A S Bryant FFA/FIAP FFTA FIAB
Brywel Associates
5 Chiltern Court, 37 St Peters Avenue, Reading, RG4 7DH