

Charity number 1165798

READING ADVICE NETWORK
(A Charitable Incorporated Organisation)

Report and Accounts

31 March 2017

READING ADVICE NETWORK
(A Charitable Incorporated Organisation)

Report and Accounts

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**Reading Advice Network
(A Charitable Incorporated Organisation)**

Charity information

Members of the Trustee Board at 31 March 2017

| | |
|-------------------|------------------|
| Chair | Richard Harrison |
| Vice-Chair | Hazel Wright |
| Treasurer | Rob Walker |
| Individual member | Mike Allen |
| Individual member | Leslie Macdonald |
| Individual member | Trish Thomas |
| Individual member | Francesca Yates |

Other officers

Business Development Manager Jayne Mills

Independent Examiner

Julian Ansell FCCA
19 Brooklyn Drive
Emmer Green
Reading
RG4 8SR

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Registered Office

21 Alexandra Road
Reading
Berkshire
RG1 5PE

Registered Charity Number

1165798

Reading Advice Network
(A Charitable Incorporated Organisation)

Report of the Trustees for the year ended 31 March 2017

The Trustee Board presents its report for the period ended 31 March 2017

Structure, Governance and Management

The Reading Advice Network (RAN) is a Charitable Incorporated Organisation, and was registered by the Charity Commission on 29 February 2016. For the first part of the year it had an Interim Trustee Board, formed from members of the Partnership Board that had directed the Reading Advice Network project. This project ran from September 2013 to December 2015 and was funded by the Advice Services Transition Fund, a joint venture between the Big Lottery and the Cabinet Office. It now has a Trustee Board which was elected at its first Annual General Meeting on 11 October 2016 and is ultimately accountable for the conduct of the organisation. The Interim Trustee Board met five times and the elected Trustee Board met four times during the year.

Member organisations pay a membership fee of £100 and make two commitments - to achieve the RAN Quality Standard, and the 'Safe and Sound' Governance Mark produced by Reading Voluntary Action. At 31 March 2017 RAN had twelve member organisations - Age UK Reading, Age UK Berkshire, British Red Cross, Citizens Advice Reading, Communicare, East Midlands Carers Trust, Graft, Healthwatch Reading, Launchpad, Reading Community Welfare Rights Unit, Reading Mencap and Reading Refugee Support Group.

Aims and Objectives

The Network has three aims, with supporting objectives:

Aim 1: To improve the quality of information, advice and non-statutory advocacy that is available to people in Reading by:

- 1.1 Setting and maintaining an appropriate quality standard for RAN members
- 1.2 Supporting organisations to achieve that standard
- 1.3 Raising the capacity of RAN members through sharing knowledge, training and specialist expertise

Aim 2: To make it easier for people in Reading to get the information, advice and non-statutory advocacy they need by:

- 2.1 Publicising the services provided by RAN members
- 2.2 Developing joint outreach services in areas of particular need
- 2.3 Providing a simple and effective referral process between RAN members

Aim 3: To become a focal point for information, advice and non-statutory advocacy services in Reading by:

- 3.1 Providing a forum where RAN members can discuss key issues
- 3.2 Assembling and disseminating useful information to RAN members
- 3.3 Being the collective voice of RAN members to shape service provision.

Reading Advice Network
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Report of the Trustees for the year ended 31 March 2017 (continued)

Activities and achievements

During the year RAN:

- developed a draft RAN Quality Standard, piloted it on three of its member organisations, revised the Standard in the light of the assessors' report, consulted its member organisations on the revised Standard, made further amendments to meet consultees' comments, and agreed the final text of the Standard.
- held its first Advice Forum, focused on the social policy issues arising in the work of its member organisations. This involved opening presentations by three member organisations, followed by group discussion. There were 27 attendees and their feedback on the Forum was very positive. A report on the key emerging issues was prepared for Reading Borough Council.
- appointed a part-time Business Development Manager
- planned and implemented a three-month Outreach Pilot, using a Mobile Information Centre and visiting a variety of locations in the Reading area
- held its first Annual General Meeting
- began work on a training programme for its member organisations
- produced a Business Plan for 2017-2020

Our Business Plan for the next three years has four strategic priorities:

- becoming financially secure
- increasing our membership
- developing and delivering excellent services for our members and, through them, improved services for the people of Reading
- building a strong reputation

Financial Review

The financial accounts for the year ending 31 March 2017 are set out on pages 4 to 8. The Statement of Financial Activities shows a surplus of net incoming resources for the year of £10,155 (2016 £1,000). The total reserve at the year end stands at £11,155 (£2016 £1,000).

Reading Advice Network
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Report of the Trustees for the year ended 31 March 2017 (continued)

Statement of Trustees' responsibilities

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of the surplus or deficit of the Charity. In preparing those financial statements the Trustees are required to :-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its work.

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which are sufficient to show and explain the Charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 / Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of 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.

This report was approved by the Board of Trustees on 11 September 2017.

Richard Harrison
Chair

READING ADVICE NETWORK
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

This report is on the accounts of the Reading Advice Network for the period ended 31st March 2017, which are set out on pages 4 - 8

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 Commissioners 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 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 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

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 the 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.

J M Ansell FCCA
Chartered Certified Accountant
19 Brooklyn Drive
Emmer Green
READING
RG4 8SR

11 September 2017

READING ADVICE NETWORK

(A Charitable Incorporated Organisation)

Statement of Financial Activities for the year ended 31st March 2017

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total 2017 £ | Total 2016 £ |
|--|----------|----------------------------|--------------------------|--------------------|--------------------|
| Income and endowments from: | | | | | |
| The Earley Charity | | 22,120 | - | 22,120 | - |
| Donations - Members' Contributions | | 1,300 | - | 1,300 | - |
| Start up project | | - | - | - | 1,000 |
| Reading Voluntary Action for assessments | | - | 1,400 | 1,400 | - |
| Total | 1 | 23,420 | 1,400 | 24,820 | |
| Expenditure on: | | | | | |
| Charitable activities | 2 | 13,265 | 1,400 | 14,665 | - |
| Total | | 13,265 | 1,400 | 14,665 | |
| Net Income / (Expenditure) for the year | | 10,155 | - | 10,155 | 1,000 |
| Fund balance brought forward at 1 April 2016 | | 1,000 | - | 1,000 | - |
| Balance carried forward at 31 March 2017 | | 11,155 | - | 11,155 | 1,000 |

All of the above results are derived from continuing activities.

The notes on pages 6 to 8 form part of these financial statements

READING ADVICE NETWORK
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Balance Sheet
at 31st March 2017

| | 2017 £ | 2016 £ |
|---|----------------------|---------------------|
| Current Assets | | |
| Debtors and prepayments | 601 | - |
| Cash at bank | 10,687 | 1,000 |
| Total current assets | <u>11,288</u> | <u>1,000</u> |
| | | |
| Creditors - amounts falling due within one year | 133 | - |
| | | |
| Net assets | <u><u>11,155</u></u> | <u><u>1,000</u></u> |
| | | |
| Funds of the Charity | | |
| Restricted | - | - |
| Unrestricted | 11,155 | 1,000 |
| | | |
| Total Funds | <u><u>11,155</u></u> | <u><u>1,000</u></u> |

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under section 144 of the Charities Act 2011 and that members have not required the charity to obtain an audit

The Trustees acknowledge their responsibilities for complying with the requirements of Section 130 of the Charities Act 2011 with respect to accounting records and the preparation of accounts

These accounts were approved by the Trustees and signed on their behalf.

Richard Harrison - Chair
11 September 2017

READING ADVICE NETWORK
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Notes to the Financial Statements Year to 31 March 2017

1 Accounting policies

The following accounting policies have been used in dealing with items which are considered material in relation to the Organisation's financial statements.

a) Company limited by guarantee

The Organisation is a registered Charity number 1165798 the members of which have no personal liability in the event of the Charity winding up.

b) Basis of accounting

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) and the Companies Act 2006.

The accounts have been prepared to give a true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Charity has early adopted the provisions of bulletin 1 as permitted.

Reading Advice Network 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.

After making enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future. Accordingly they continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Trustees Responsibilities on page 3.

c) Reconciliation with previously Generally Accepted Accounting Practice

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative terms was required. The Trustees are of the opinion that no such restatement is required.

d) Critical accounting judgments and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described in note 1, Trustees are required to make judgments, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of revision and future periods if the current and future periods if the revision affects the current and future periods..

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

e) Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

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Notes to the Financial Statements Year to 31 March 2017

1 Accounting policies (continued)

f) Income

i) Recognition of Incoming Resources

These are included in the statement of financial activities when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain that they will receive the resources; and
- the monetary value can be measured with reasonable accuracy.

ii) Grants and donations

Grants are only included in the statement of financial activities when the charity has unconditional entitlement to the resources standards.

iii) Gifts in kind

Gifts in kind are accounted for when receivable, at a reasonable estimate of their value to the Charity.

iv) Investment income

Bank and building society interest is included in the statement of financial activities when the interest falls due.

g) Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. In previous years Governance costs (costs associated with meeting the constitutional and statutory requirements of the Charity, the Independent Examiner fees and costs in respect of the strategic management of the Charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within charitable activities as an element of other support costs.

h) Fixed assets

Assets over £2000 are capitalised and depreciated over their estimated lives.

Assets costing less than £2,000 are written off in the year of acquisition.

i) Depreciation

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

| | |
|----------------------------|-----------------------|
| IT Equipment and furniture | 3 years straight line |
|----------------------------|-----------------------|

j) 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 and as defined by the donor.

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Notes to the Financial Statements Year to 31 March 2017

| 2 Expenditure on charitable activities | Unrestricted Funds £ | Restricted Funds £ | Total 2017 £ | Total 2016 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Other Direct costs | | | | |
| Business Development | 11,422 | - | 11,422 | - |
| Communications and office | 605 | - | 605 | - |
| Marketing and website | 1,137 | - | 1,137 | - |
| Insurance | 101 | - | 101 | - |
| Assessments for Reading Voluntary Action | - | 1,400 | 1,400 | - |
| Governance - independent examination | - | - | - | - |
| | 13,265 | 1,400 | 14,665 | - |
| 3 Creditors | | | | |
| Amounts falling due within one year - accrued expenses | 133 | - | 133 | - |

4 Movement in Funds

| | As at 1 April 2016 £ | Incoming Resources £ | Outgoing Resources £ | As at 31 March 2017 £ |
|--------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| Restricted Funds | - | - | - | - |
| | - | - | - | - |
| Unrestricted Funds | 1,000 | 23,420 | 13,265 | 11,155 |
| | 1,000 | 23,420 | 13,265 | 11,155 |

Purpose of Funds

General Fund

Funds available for use in accordance with the charitable objectives at the discretion of the trustees