

Churches in Reading Drop-in Centre

Report & financial accounts

For the year ended 31st March 2016



Independent review of accounts for
Churches in Reading Drop-in Centre
To 31st March 2016

5th July 2016

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 2016 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 FPA/FIAP FFTA FIAB

Brywel Associates

Caversham Chambers, 51a Church Street, Caversham, Reading, RG4 8AX

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 2016.

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.

TRUSTEES AND MANAGEMENT COMMITTEE

During the year the following persons acted as Trustees:

John Davies (Chair)
Eric Moyse (Treasurer)
Angela Wills
David Browne
Sally D'Sa
Sally Leonard
David Turner

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 2016, the members of this Committee were:

Mabel Boyd (Manager)
Gerald Conroy
Sally D'Sa
Eileen Gilbert
Sam McNally-Cross
John Newman
Rosemarie Tegg

David Turner
Derek Winslow

ACTIVITIES

CIRDIC is fully open three days a week and has provided in excess of 7,500 hot meals during the last year. No questions are asked of its guests and the following services are offered free of charge: main meals, soup, sandwiches, tea and coffee, a safe mail address, telephone for emergencies, clothing, baths and showers, a listening ear and access to a number of organisations which use the premises to meet their clients and patients. CIRDIC also offers a limited service on Saturday evenings and breakfast and a quiet period on Sunday mornings.

On Monday and Tuesday mornings, two volunteers provide opportunities for guests to take part in art and craft activities and their work is displayed around the Centre.

During the early part of 2016 the downstairs toilet was totally refurbished, and the garden was renovated (additional funds donated directly for this project). In addition further improvements to the roof, stairs and water heating system are planned during the next few months. The Quiet Room continues to be used for quiet contemplation, confidential conversation, personal reflection and prayer.

Organisations and services which work at or with CIRDIC

Connect Reading
Hairdresser
HM Probation Service
IRIS – drug and alcohol service
Launchpad
Mental Health Nurses
NHS nurses & Optician
St Mungo's Street Team- finding accommodation for homeless people

PAID STAFF, VOLUNTEERS & SUPPORTERS

During the year, the company had the services of two part time paid staff: the Manager and the Centre Administrator. Five of the Trustees and all of the unpaid members of the Management Committee also worked as volunteers at the Centre. There are currently in excess of 100 volunteers in total, without whom it would not be possible to run CIRDIC. All new volunteers are required to undertake Adult Safeguarding training.

CIRDIC retains its top, five-star Health and Hygiene rating awarded by Reading Borough Council in 2012 and Health and Hygiene training is offered to all volunteers.

We are indebted to local churches, Rotary Clubs, schools, food retailers (especially Costco), Reading Borough Council, and many individuals and organisations that generously support us with funding and gifts of food, toiletries and clothing.

FINANCIAL OVERVIEW OF THE PERIOD

Income rose during the past financial year, mostly due to a very successful Big Sleep Out fundraising event that took place on the night of Friday November 27th 2015. Around 40 people took part in a sponsored Sleep Out in the grounds of The Minster. £16,569 was raised directly by the Sleep Out, but it is thought that the Sleep Out increased awareness of the work of CIRDIC, especially through social media, and an additional £5,000 is thought to have been donated to CIRDIC around this time as a result of this increased media exposure. This increase comes in the context of a decreasing grant income from Reading Borough Council during the next financial year. Some of the monies raised have been invested in the infrastructure of the building (see Activities above) and it is planned to do further improvements throughout the coming year. Overall, income exceeded expenditure by £24,995.

Dividends etc: 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.

Donations made: The Centre made no donations to other organisations during the year.

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



John Davies
Chair

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 2016

All donations detailed are received in the UK only

		<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>2016</u>	<u>2015</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOME AND EXPENDITURE</u>						
<u>INCOMING RESOURCES</u>						
Donations from churches		26,479	-	-	26,479	18,569
Donations from individuals		19,590	-	750	20,340	18,041
Donations from other organisations		7,703	-	1,000	8,703	9,988
Local authority grants		9,920	-	-	9,920	9,932
Fundraising income		16,469	-	-	16,469	320
Bank interest	Note 9	55	-	-	55	54
		80,216	-	1,750	81,966	56,904
<u>COST OF RESOURCES EXPENDED</u>						
Charitable activities	Note 6	55,158	-	6,698	61,856	64,695
Governance	Note 7	490	-	-	490	996
		55,648	-	6,698	62,346	65,691
Net incoming(outgoing) resources expended for the year		24,568	-	(4,948)	19,620	(8,787)
Transfers between funds		-	-	-	-	-
Fund balances b/f at 1st April 2015		90,066	23,052	11,591	124,709	133,496
Fund balances c/f at 31st March 2016		114,634	23,052	6,643	144,329	124,709

Churches in Reading Drop-In Centre
Balance Sheet at 31st March 2016

		<u>2016</u>	<u>2015</u>
		<u>£</u>	<u>£</u>
FIXED ASSETS	Note 3	3,081	4,107
CURRENT ASSETS			
Debtors	Note 4	3,206	3,577
Cash at bank & in hand		138,582	118,107
		<u>141,788</u>	<u>121,684</u>
CURRENT LIABILITIES			
Creditors	Note 5	540	1,082
		<u>540</u>	<u>1,082</u>
NET CURRENT ASSETS		<u>141,248</u>	<u>120,602</u>
TOTAL ASSETS		<u><u>144,329</u></u>	<u><u>124,709</u></u>
REPRESENTED BY			
Restricted funds		6,643	11,591
Designated funds		23,052	23,052
Revenue reserve		114,634	90,066
		<u><u>144,329</u></u>	<u><u>124,709</u></u>

The notes on page 6 to 9 form part of these accounts.

For the year ending 31st March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006

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

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

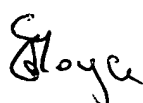
These accounts were approved by the Trustees on

J Davies



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Churches in Reading Drop-In Centre
Notes to the accounts for the year ended 31st March 2016

NOTE 1: ACCOUNTING POLICIES

ACCOUNTING CONVENTION

These accounts have been prepared under the historical cost accounting convention and in accordance with the requirements of the Companies Act 2006 and applicable accounting standards, including the charities Statement of Recommended Practice.

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	over the periods of the previous lease (now totally expired)

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 2016

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 2016 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 2015	122,912	18,682	1,839	3,512	146,945
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31st March 2016	<u>122,912</u>	<u>18,682</u>	<u>1,839</u>	<u>3,512</u>	<u>146,945</u>
<u>Depreciation</u>					
At 1st April 2015	122,911	14,578	1,838	3,511	142,838
Charge in period	-	1,026	-	-	1,026
Eliminated on Disposals	-	-	-	-	-
At 31st March 2016	<u>122,911</u>	<u>15,604</u>	<u>1,838</u>	<u>3,511</u>	<u>143,864</u>
<u>Net book value</u>					
At 31st March 2016	<u>1</u>	<u>3,078</u>	<u>1</u>	<u>1</u>	<u>3,081</u>
At 31st March 2015	<u>1</u>	<u>4,104</u>	<u>1</u>	<u>1</u>	<u>4,107</u>

NOTE 4: DEBTORS

	<u>2016 £</u>	<u>2015 £</u>
Prepayments and accrued income	<u>3,206</u>	<u>3,577</u>

Churches in Reading Drop-In Centre
Notes to the accounts for the year ended 31st March 2016

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

	<u>2016</u>	<u>2015</u>
	<u>£</u>	<u>£</u>
Local authority grant income deferred	-	-
Accruals	540	1,082
	<u>540</u>	<u>1,082</u>

NOTE 6: COST OF RESOURCES EXPENDED

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2016</u>	<u>2015</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Rent of building	13,500	-	-	13,500	13,575
Food, etc	1,336	-	-	1,336	1,306
Heat and Light	3,067	-	-	3,067	3,869
Travel	83	-	-	83	546
Telephone & computer	990	-	-	990	1,445
Repairs & renewals	2,022	-	-	2,022	1,092
Water	1,275	-	-	1,275	1,305
Legal & professional fees	-	-	-	-	540
		Lease renewal	-	-	-
		Building extension	-	-	-
	490	-	-	490	350
		Other	-	-	-
Newspapers	-	-	-	-	318
Bank charges	215	-	-	215	201
Domestic and hygiene	1,793	-	-	1,793	2,404
Employment costs	26,057	-	-	26,057	23,786
Insurance premiums	2,708	-	-	2,708	2,629
Post & stationery	513	-	-	513	505
Subscriptions	76	-	-	76	70
Training	497	-	-	497	820
Depreciation	1,026	-	-	1,026	1,368
Educational projects	-	-	1,070	1,070	-
Building improvements	-	-	5,628	5,628	-
Sundries	-	-	-	-	8
	<u>55,648</u>	<u>-</u>	<u>6,698</u>	<u>62,346</u>	<u>56,137</u>

NOTE 7 : COST of GOVERNANCE

	<u>2016</u>	<u>2015</u>
	<u>£</u>	<u>£</u>
Professional charges	490	450
Travel	-	546
	<u>490</u>	<u>996</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 there were no payments to Trustees to cover the cost of travel (2015--£546)

NOTE 9: INTEREST RECEIVABLE AND SIMILAR INCOME

	<u>2016</u> <u>£</u>	<u>2015</u> <u>£</u>
Bank interest	<u>55</u>	<u>54</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>2016</u> <u>£</u>
Rents becoming due under the above mentioned lease	
Year to 31st March 2017	13,500
Remaining years 01/04/2017 to 31/12/2013	91,125
	<u>104,625</u>

NOTE 11: EMPLOYEES

The Centre was entitled to part of the services of one employee of the Churches in Reading Women's Centre, but is basically manned by teams of volunteers. During the year the Centre also employed one other part-time employee. The average number of volunteers during the period was approximately 100 (2015- 100), including all of the 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 Crescent Reading RG30 3NB
The Centre	Berkeley Avenue Reading RG1 6JT
Chair	8 Lea Crescent 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 Caversham Chambers 51a Church Street Caversham Reading RG4 8AX