

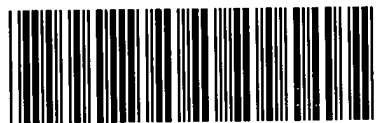
COMPANIES  
HOUSE COPY

# *Churches in Reading Drop-in Centre*

Report & financial accounts

For the year ended 31st March 2015

TUESDAY



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COMPANIES HOUSE

*Presented by G Butler & Co, Caversham Chambers, 51a Church Street, Reading, RG4 8AX*

**Independent review of the accounts for**  
**Churches in Reading Drip-in Centre**  
**For the year to 31<sup>st</sup> March 2015**

**8th July 2015**

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 ended 31<sup>st</sup> March 2015 and have produced the attached reports and financial accounts for the trustees' and director's agreement and for filing at Companies House, with the Inland Revenue and with the Charities Commission as required.



**Mr. A S Bryant FFA/ELAP FIAB FFTA**

**G Butler & Co**

**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 31<sup>st</sup> 2015.

**CONSTITUTION**

Churches in Reading Drop-In Centre Limited was incorporated as a company limited by guarantee on 8<sup>th</sup> October 1991 to take over the activities of the Churches in Reading Drop-In Centre as it then was. This transfer took place on 1<sup>st</sup> November 1991. On 9<sup>th</sup> 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 31<sup>st</sup> 2015, the members of this Committee were:

Mabel Boyd (Manager)  
Sally D'Sa  
Mark Dunford  
Eileen Gilbert  
Martin Hopkins  
Sam McNally-Cross  
John Newman  
Rosemarie Tegg  
Derek Winslow

## **ACTIVITIES**

CIRDIC is fully open three days a week and has provided more than 7,500 hot meals over 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. At our Open Morning, neighbours and CIRDIC supporters were invited to view the craft work and learn more about the Centre.

The Quiet Room was finished to a very high standard and is being frequently used for quiet contemplation, confidential conversation, personal reflection and prayer.

## **Organisations and services which work at or with CIRDIC**

HM Probation Service

Mental Health Nurses

IRIS – drug and alcohol service

NHS nurses & Optician

St Mungo's Street Team- finding accommodation for homeless people

Connect Reading

Hairdresser

Launch Pad

## **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 90 volunteers in total; these figures do not include the members of our four Sunday morning teams. Without our dedicated band of volunteers, it would not be possible to run CIRDIC. All new volunteers are required to undertake Vulnerable 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 Reading Borough Council, Rotary Club, Microsoft, local churches, schools, food retailers (especially Costco), and many individuals who generously support us with funding and gifts of food, toiletries and clothing. Our own allotment also supplies us with fresh food and guests are encouraged to get involved in the work of producing that food.

## **FINANCIAL OVERVIEW OF THE PERIOD**

Income fell again this year, amounting to 85% of that for the previous year but economies in expenditure helped to avoid a loss on normal running costs.

The Trustees are resolved to find ways of increasing incomings but it must be stressed that the position is by no means alarming as reserves built up over previous years still left CIRDIC at 31 March 2015 with a cushion equivalent to about 14 months' expenditure. A number of fund-raising projects, specifically designed to raise money for refurbishment of the Centre, are being considered and will be implemented during the coming months.

**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

**for the year ended 31st March 2015**

<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
			<u>2015</u>	<u>2014</u>
£	£	£	£	£

## INCOMING RESOURCES

## COST OF RESOURCES EXPENDED

<b>Net incoming(outgoing) resources expended for the year</b>	567	-	(9,354)	(8,787)	2,996
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<b>Fund balances b/f at 1st April 2014</b>	88,070	23,128	22,298	133,496	130,500
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<b>Fund balances c/f at 31st March 2015</b>	90,066	23,052	11,591	124,709	133,496
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**Churches in Reading Drop-In Centre**  
**Balance Sheet at 31st March 2015**

		<b><u>2015</u></b>	<b><u>2014</u></b>
		<b><u>£</u></b>	<b><u>£</u></b>
<b>FIXED ASSETS</b>	Note 3	4,107	4,468
<b>CURRENT ASSETS</b>			
Debtors	Note 4	3,577	1,899
Cash at bank & in hand		118,107	130,187
		<hr/> 121,684	<hr/> 132,086
<b>CURRENT LIABILITIES</b>			
Creditors	Note 5	1,082	3,058
		<hr/> 1,082	<hr/> 3,058
<b>NET CURRENT ASSETS</b>		<hr/> 120,602	<hr/> 129,028
<b>TOTAL ASSETS</b>		<hr/> <u>124,709</u>	<hr/> <u>133,496</u>
<b>REPRESENTED BY</b>			
Restricted funds		11,591	22,298
Designated funds		23,052	23,128
Revenue reserve		90,066	88,070
		<hr/> <u>124,709</u>	<hr/> <u>133,496</u>

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

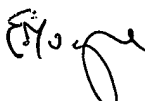
For the year ending 31st March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006

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 

E Moyse 

**Churches in Reading Drop-In Centre**  
**Notes to the accounts for the year ended 31st March 2015**

**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 2015**

**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 moving towards retaining at least the equivalent of two years normal outgoings in these funds, increasing fundraising activity when required. When taken together, at the 31st March 2015 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**

	<b><u>Building Improves</u></b>	<b><u>Furn &amp; Equip</u></b>	<b><u>Computer Equipment</u></b>	<b><u>Security System</u></b>	<b><u>Total</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Cost</u></b>					
At 1st April 2014	122,912	17,675	1,839	3,512	145,938
Additions	-	1,007	-	-	1,007
Disposals	-	-	-	-	-
At 31st March 2015	<u>122,912</u>	<u>18,682</u>	<u>1,839</u>	<u>3,512</u>	<u>146,945</u>
<b><u>Depreciation</u></b>					
At 1st April 2014	122,911	13,210	1,838	3,511	141,470
Charge in period	-	1,368	-	-	1,368
Eliminated on Disposals	-	-	-	-	-
At 31st March 2015	<u>122,911</u>	<u>14,578</u>	<u>1,838</u>	<u>3,511</u>	<u>142,838</u>
<b><u>Net book value</u></b>					
At 31st March 2015	<u>1</u>	<u>4,104</u>	<u>1</u>	<u>1</u>	<u>4,107</u>
At 31st March 2014	<u>1</u>	<u>4,465</u>	<u>1</u>	<u>1</u>	<u>4,468</u>

**NOTE 4: DEBTORS**

	<b><u>2015</u></b>	<b><u>2014</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Prepayments and accrued income	<u>3,577</u>	<u>1,899</u>

**Churches in Reading Drop-In Centre****Notes to the accounts for the year ended 31st March 2015****NOTE 5: CREDITORS (amounts falling due within one year)**

	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>
Local authority grant income deferred	-	2,483
Accruals	1,082	575
	<u>1,082</u>	<u>3,058</u>

**NOTE 6: COST OF RESOURCES EXPENDED**

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Rent of building	13,575	-	-	13,575	13,275
Food, etc	1,306	-	-	1,306	1,520
Heat and Light	3,869	-	-	3,869	3,472
Travel	546	-	-	546	165
Telephone & computer	1,445	-	-	1,445	1,687
Repairs & renewals	1,092	-	-	1,092	2,120
Water	1,305	-	-	1,305	897
Legal & professional fees	540	-	-	540	2,755
		Lease renewal	-	-	-
		Building extension	-	-	1,806
		Other	-	-	722
Newspapers	318	-	-	318	241
Bank charges	201	-	-	201	269
Domestic and hygiene	2,404	-	-	2,404	1,260
Employment costs	23,786	-	-	23,786	24,503
Insurance premiums	2,629	-	-	2,629	3,069
Post & stationery	505	-	-	505	401
Subscriptions	70	-	-	70	223
Training	820	-	-	820	764
Depreciation	1,368	-	-	1,368	2,189
Educational projects	-	-	1,707	1,707	2,447
Building improvements	-	-	7,847	7,847	-
Sundries	8	-	-	8	-
	<u>56,137</u>	<u>-</u>	<u>9,554</u>	<u>65,691</u>	<u>63,785</u>

**NOTE 7 : COST of GOVERNANCE**

	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>
Professional charges	450	722
Travel	546	165
	<u>996</u>	<u>887</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 £546 was paid to a Trustee to cover the cost of travel (2014--£165)

**NOTE 9: INTEREST RECEIVABLE AND SIMILAR INCOME**

	<b><u>2015</u></b> <b><u>£</u></b>	<b><u>2014</u></b> <b><u>£</u></b>
Bank interest	<u>54</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. Arrears of £75.00 that had accrued at 31st March 2014 were paid during the year.

	<b><u>2015</u></b> <b><u>£</u></b>
<b>Rents becoming due under the above mentioned lease</b>	
Year ended 31st March 2015	13,500 (paid)
Remaining years	114,750
	<u>128,250</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. For part of the year the Centre also employed one other part-time employee. The average number of volunteers during the period was approximately 100 (2014- 90), 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	G Butler & Co Limited Caversham Chambers 51a Church Street Caversham Reading RG4 8AX