

**Catbytes C.I.C.**

**Companies Registration Number:**

**09948032 (England & Wales)**

**Unaudited Statutory Accounts for the year ended 31<sup>st</sup> January 2023**

**Period of accounts**

**Start date: 1<sup>st</sup> February 2022**

**End date: 31<sup>st</sup> January 2023**

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COMPANIES HOUSE

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## **Catbytes C.I.C.**

### **Company information and director's report for the year ended 31<sup>st</sup> January 2023**

**Directors:** Damian Charles Griffiths  
Lisa Bygrave  
Dorothy Stein  
Peter Webb

**Registered Office:** 68 Viney Road  
London SE13 7BA

**Company Registration No.** 09948032 (England & Wales)

**Date of incorporation:** 12<sup>th</sup> January 2016

**Principal Activity:** Provision of IT services to support the community of Lewisham, including teaching basic internet skills, building websites for community organisations, and support with networking and software set-up for small organisations.

**Accountant:** Louise Alexander, ACMA  
3 Upper High Street  
Ipswich IP1 3NE

The above report has been prepared in accordance with the provisions of the Companies Act 2006 and was approved by the Director on

Signed

The image shows a handwritten signature in black ink. The signature is written in a cursive style, with the first name 'Damian' clearly legible and the last name 'Griffiths' written in a more stylized, flowing script.

Damian Charles Griffiths  
Director

The notes on page 4 form part of these financial statements.

**Catbytes C.I.C.****Company Registration No: 09948032****Income Statement for the year ended 31<sup>st</sup> January 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	46,625	17,223
Cost of Sales	<u>8,336</u>	<u>3,219</u>
<b>Gross surplus</b>	38,289	14,004
Administrative expenses	<u>37,489</u>	<u>13,653</u>
<b>Operating surplus/(loss)</b>	800	351
<b>Surplus/(loss) on ordinary activities before taxation</b>	<b>800</b>	<b>351</b>
Tax on Surplus/(loss) on ordinary activities	<u>0</u>	<u>0</u>
<b>Surplus/(loss) for the financial year</b>	<b><u>800</u></b>	<b><u>351</u></b>

The notes on page 4 form part of these financial statements.

## Catbytes C.I.C.

Company Registration No: 09948032

Balance Sheet as at 31<sup>st</sup> January 2023

	Notes	2023 £	2022 £
<b>Current assets</b>			
Debtors	4	1,084	85
Cash in bank & in hand		<u>16,790</u>	<u>9,652</u>
Total current assets		17,874	9,737
<b>Creditors: amounts falling due within one year</b>	5	14,193	6,856
Net current assets		3,681	2,881
<b>Net assets</b>		<u>3,681</u>	<u>2,881</u>
<b>Reserves</b>			
Profit & Loss account		3,681	2,881
<b>Reserves</b>		<u>3,681</u>	<u>2,881</u>

For the year ending 31<sup>st</sup> January 2023, the company was entitled to exemption from the requirement to obtain an audit 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 director acknowledges his responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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

*Damian GIB*

Damian Charles Griffiths  
Director

Approved on

*07/09/2023*

## Notes to the Financial Statements for year ended 31<sup>st</sup> January 2023

### 1. Accounting policies

#### Basis of preparation

The accounts have been prepared in accordance with the provisions of section 1A (Small Entities) of Financial Reporting Standard 102.

### 2. Employees

During the year the average number of staff employed was 2 (2022: 0).

### 3. Taxation

For the year ending 31<sup>st</sup> January 2023, £781 trading losses were carried forward relating to the period after 1<sup>st</sup> April 2017 and £112 relating to the period before 1<sup>st</sup> April 2017.

### 4. Debtors

	2023	2022
	£	£
Prepayments and accruals	<u>1,084</u>	<u>85</u>
Total debtors	1,084	85

### 5. Creditors: amounts falling due within one year

	2023	2022
	£	£
Creditors at year end	191	0
Income received in advance	13,386	6,656
Accruals	250	200
Other creditors	<u>366</u>	<u>0</u>
Total creditors	14,193	6,856

## Catbytes C.I.C.

Company Registration No: 09948032

### Detailed Profit & Loss account for the year ended 31<sup>st</sup> January 2023

	2023 £	2022 £
<b>Turnover</b>		
Donations	222	385
Grants	31,642	13,294
Sales & fees	<u>14,761</u>	<u>3,544</u>
	<b>46,625</b>	<b>17,223</b>
 <b>Cost of Sales</b>		
Device Library	3,308	3,059
Hosting Service	139	160
Cost of equipment for sale	4,889	0
	<u>8,336</u>	<u>3,219</u>
 <b>Gross profit</b>	<b><u>38,289</u></b>	<b><u>14,004</u></b>
 <b>Administrative expenses</b>		
Accounting fees	250	290
Bank fees	152	81
Compliance	111	53
Consultants	210	0
Insurance	308	377
Office equipment	393	348
Printing, postage & stationery	481	59
Telephone	238	27
PR & marketing	2,944	58
Director's fees	6,027	4,157
Other salaries	22,104	5,540
Travel & subsistence	213	5
Rent	2,640	1,200
Software, IT subscriptions & domains	<u>1,418</u>	<u>1,458</u>
	<b>37,489</b>	<b>13,653</b>
 <b>Operating profit/(loss)</b>	<b><u>800</u></b>	<b><u>351</u></b>
 <b>Profit/(loss) on ordinary activities before taxation</b>	<b><u>800</u></b>	<b><u>351</u></b>
 Tax on profit/(loss)	0	0
 <b>Profit/(loss) after tax being profit for the financial year</b>	<b><u>800</u></b>	<b><u>351</u></b>

# CIC 34

## Community Interest Company Report

For official use  
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Company Name in  
full

Company Number

Year Ending

Catbytes CIC

09948032

(31/01/23)

### PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

Catbytes CIC is a social enterprise which promotes digital inclusion in the borough of Lewisham. Digital exclusion is experienced by many people in Lewisham. It has two main forms:

1. Lacking a device which can enable digital tasks to be performed, and/or lacking an internet connection
2. Lacking the knowledge of how to use technology to perform these tasks

Very often these two kinds of exclusion are experienced by people simultaneously. Our aim is to provide a complete service to people who are digitally excluded. We provide them with a device, and also train them to use it. We do this by requesting donations of second hand laptops, pcs and tablets from the public. These devices are refurbished by volunteers. They are then put on our device library. They are distributed to our clients on a loan basis, also by volunteers. We also teach clients how to use these devices, either in our drop in clubs, called Digital drop-ins, or in their own homes. We call the volunteers who provide training "digital buddies".

Catbytes is put in touch with clients for our service by organisations that support people who are likely to be digitally excluded. These include organisations that support the elderly, people with mental health difficulties, refugees, isolated individuals and homeless people. We call these organisations referrers.

We also support local organisations, such as community centres and local charities, with a range of IT related issues. These include provision of equipment, troubleshooting, support with setting up and hosting websites and installing wifi.

At the end of 2021, we made a funding application to Lewisham Council for main grant funding, under the title Digital Access For All. This application was successful. It was made in



conjunction with Lewisham Local, a Lewisham based volunteering organisation. The terms of this application require Catbytes to be the delivery partner in a programme to expand our digital drop ins across the borough. The funding enabled us to recruit a new staff member, Nanssi Philippe.

Since Nanssi joined, we increased the number of digital drop-ins in the borough to 10. This has enabled us to deliver over 1000 buddying sessions of two hours each, to over 300 unique individuals. Our website now enables us to record who attends each session for the purpose of more accurate monitoring.

We have continued to donate laptops, smartphones and tablets. We distributed 330 during this year. We have increased the number of organisations that refer to us by 58. Now all referrers can make referrals through our website. We have increased our volunteer numbers by 27.

We gave 75 desktop computers to organisations based in the borough. We built two websites for local community organisations.

We have partnered with James Stevens of SPC.org. James is an expert in building intranet networks for local community projects. With his help we improved the Wifi quality of four community centres in the borough.

We collaborated with a local training school called Collabta, who support young NEET people to develop professional skills. One of our volunteers, John, trained a young man to write code to program arduinos. The training was carried out at our centre in Forest Hill.

We ran a film event for the Lewisham Borough of Culture year. The event show cased films made by senior citizens who are members of the Stanstead Lodge club in Catford. There were 50 attendees at the event, including the Mayor, Brenda Dacres, who gave a speech.

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

Catbytes' stakeholders are organisations or individuals based in the borough of Lewisham, or in some cases the adjacent boroughs, Greenwich, Southwark, Bromley and Croydon.

Many of our clients come to our digital drop-ins which help people learn basic internet skills. Consultation with them is carried out by personal interaction. We are concerned to make sure that learners enjoy the experience they have with us and find it worthwhile. Any complaints they have about volunteers are followed up by discussion with the volunteers. So far there have been few, and it has been possible to handle them without any formal disciplinary procedure.

We have over 60 referrer organisations who make requests for us to support clients, either to obtain a device, or to learn how to use one, or both. In order to do this, the referrer organisations register on our website <https://catbytes.community>. Once logged in, a referrer can make requests on behalf of their client which Catbytes processes.

The volunteers at the techy tea clubs are an important asset. We maintain a close personal relationship with them. Any comments or complaints made are taken very seriously, and are

followed up by the director. We provide free DBS checks and organise one social activity a year. This year we have introduced a volunteer induction pack. It includes the policies that we believe the volunteers should be familiar with, and a general introduction to our purpose and vision.

This year we have introduced digital drop-ins that are being managed by the staff remotely. We monitor attendance and get feedback from the buddies at the drop-ins. We have made sure we keep constant contact with the buddies. One of the techniques we use is setting up a WhatsApp group for each drop-in. There is also a general WhatsApp group for buddies.

Ewart Community Hall has been the venue for many of the Techy Tea clubs. We have a close relationship with them, and they have not charged us for use of their facility. They recognise what we are doing is for the benefit of the community.

The monitoring guidelines for the Digital Access For All project were made with and approved by a council representative. We have quarterly appraisals of our success in meeting our agreed targets. We are working closely with Lewisham Local in carrying out the work of this project. Their role is to manage relations between organisations who are interested in digital inclusion in Lewisham. An example of how they do this is holding meetings describing the work that is being carried out, in order to increase engagement with it.

We are also a member of a number of panels in Lewisham relating to digital inclusion. These include the Data Poverty Action Alliance, led by Phoenix Community Housing, and Lewisham Local's consultative group which is working with Lewisham Council to form its digital strategy for Lewisham.

We have strengthened our relationship with key referral partners, and have started referring to them in some cases. For example, the 999 club, a homelessness support charity refer to us for laptops for their clients. We now also refer beneficiaries of our service to them if we think they are at risk of homelessness.

### **PART 3 – DIRECTORS' REMUNERATION**

Damian Griffiths received £6,026 between 1/2/22 and 31/1/23

There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed.

### **PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION**

No transfer of assets other than for full consideration has been made.

**PART 5 – SIGNATORY (Please note this must be a live signature)**

Signed Damian Griffiths (DD/MM/YY)  
Date 07/09/2023

**Please note that it is a legal requirement for the date format to be provided in full throughout the CIC34 report.**

*Office held: Director*

Damian Griffiths	
68 Viney Road	
London SE13 7BA	
Tel 07939 288079	
DX Number	DX Exchange

**When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:**

Companies House, Crown Way, Cardiff, CF14 3UZ

**(N.B. Please enclose a cheque for £15 payable to Companies House)**