



READING FAMILY AID
GROUP ANNUAL REPORT
AND ACCOUNTS

YEAR ENDED 30 APRIL 2020



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ACTIVITIES OF THE CHARITY

Our mission is to put a smile on the faces of disadvantaged children in the Reading area. We help children living with poverty and other disadvantages.

They may be young carers, for example; or living in a family affected by drug taking, physical abuse, chronic illness or disability; or they may have a disability or illness themselves.

We distribute toys at Christmas to children aged 0-16 through our Toys & Teens Appeal.

If our funds permit, we also provide outings throughout the year for children and their families who couldn't afford to go otherwise.



READING FAMILY AID CHAIR REPORT APRIL 30TH 2020

Overview

This year has been quieter than the previous year with no great changes to our structure and no major marketing enterprises although we did receive delivery of our lovely new gazebo and a pull up blind – all of which will allow people to identify us more easily.

It's been a year of two halves. From May to December 2019, a record amount raised at Earley Green Fair, a record number of children supplied with toys from the Toy Project and an increased number of events that we were involved in that raised more money and gave us more visibility in the community. From January to April 2020 the story was significantly different with our main activities being brought to a halt by Covid-19, although we have continued with some behind the scenes administrative and Toy Project computer system work, we have been unable to provide the outings we had planned.

Governance and Admin

During the year we have worked on developing our Admin handbook. This document defines all the admin policies and procedures and means that it is there as a reference for existing committee members and is a good introduction for new committee members along with our Governance Handbook. We have also worked on setting up the Info Drive with all archived documents and active documents and templates which can be accessed by all committee members. We decided to start to use Mailchimp for our newsletters and other supporters' communications and all supporters' contact details are now held there rather than in a database on our drive and new supporters are able to register to receive our newsletters on our website.

Outings

In May last year we had another very successful outing to Camp Mohawk. There were plenty of smiles on the children's and their parents' faces. One mum said the day had restored her belief that there was kindness in the world. Our thanks to the wonderful staff at Camp Mohawk and to the suppliers of the additional entertainment we provided.

July 25th was the hottest day of the year and that was the day we took four coachloads of families to Paulton's Park. Vivienne organised this event – her first with RFA. She reported afterwards "There was great fun to be had on all the rides and the mature trees in the beautiful garden gave welcome shade for picnics and a rest. Everyone came home tired, but happy after a great day out!" Many children said it was their best day ever!

Just after Christmas we provided tickets to the Cinderella panto to about 120 family members. Some to a standard performance and some to the relaxed performance. The feedback was that everyone had a fantastic time!

We had planned to take two coachloads to Odds Farm in the Easter holidays but unfortunately that had to be cancelled because of COVID 19. Sadly, it looks likely that there won't be any outings for the rest of 2020.

Fundraising.

Last Spring we attended the Forbury Fiesta, Winnersh Fete and Armed Forces Day. These were an opportunity to show off the new logo as well as raise funds and spread the word about what we do. Well done to Wendy for organising all these and to everyone that helped.

In August we had our usual 3 pitches at Earley Green Fair. It was a lovely warm and sunny day and it was very busy. We had a raffle instead of the usual tombola which made more than tombolas had in the past and, with our supporter Steve's donation from his jam and chutney sales, we made an astonishing £1312 – a record for the day!



In November a local theatre group, RBL, put on Macbeth for a couple of weeks and each evening patrons were asked to donate funds to be shared between us and one other charity. Our share was £942. Thank you very much to them.

In December the Wheelwright's Arms in Hurst held a Charity Carol Singing evening with readings, singing and cracker jokes! Some of the committee went along and joined in the activities. This raised £187.

In March we joined the Reading Charity Lottery and although we have put it on our blog and Facebook, we have not told our supporters about it as it seemed the wrong time to be asking supporters for funds with the ongoing Covid19 pandemic. Once we start activities again, we will publicise.

Three of our committee decided to run in the Reading Half Marathon and started to fundraise for that. Unfortunately, it was postponed to later in the year although £840 has already been raised by these three - hopefully people won't want their donations returned!

Further funds and donations have been received from St James Place, Waitrose Green Tokens, Caversham Project Management, St Barnabas Church in Emmer Green, St Luke's Church, Microsoft, Workday and a host of smaller donators.

Toy Project

This year the Toy project broke all previous records. Last year was also a record year but this year the number of children was up by another 30% at 2,010. We filled 1028 bags for 895 families. 133 people requested toys on behalf of the families they support. We had just as many toys donated and they were generally of excellent quality, a good proportion being new.



We experimented with greener cloth sacks made out of old duvet covers. The sacks were made by members of the committee and other volunteers. Many in the community donated the duvet covers. While they were great to look at and were definitely 'green', they were heavy and difficult to handle in the preparation and management of them and we reluctantly decided not to continue using them. We will continue to look for better bags, rather than the black plastic ones we currently use although they are, at least, made from recycled material.



Charlie prepared a short training video for the volunteers that came to help. It went down very well and meant that we could accommodate much larger numbers of people all starting at the same time which meant that we made better progress on the sorting and packing in the mornings and allowed us to handle the increased number of requests.

We also started half a day earlier on the Sunday afternoon, which, again, worked very well and gave us more breathing space.

Publicity

The publicity Team is now up to full strength and full of ideas for the future. We started to do monthly newsletters but reluctantly decided to call a halt to them with the arrival of Covid-19. Once things start to return to normal, we will resume our communication to supporters and the public.

Various committee members visited clubs, societies, schools and companies spreading the word about the charity. All were well received, one even making it onto the local TV channel!

Committee

This year we welcomed several new committee members and we didn't lose any, which is very pleasing. Krista, Anna and Maria have all joined to work with Charlie on Publicity and Harini has re-joined us to take on the role of Fundraising Mgr. as well as help with the Toy Project.

All those that joined us last year have thrown themselves into our work and, of late, Sravanthi has taken on being Vice Chair and Laura has committed to take on the Secretary role when Bongiwe sadly leaves us after the AGM.

The Future

Last year I talked about how the charity had successfully evolved to embrace the increasing numbers of families in need as well as the technological, legal and regulatory changes that have been thrust upon us over the last 20 years.

This year a new challenge faced us in dealing with COVID 19. At this stage we don't know how it will affect us in the long term but already the committee is enthusiastic about altering the way they work and perhaps changing what we offer.

We hope that the pandemic will soon be over but if it isn't, I am confident that Reading Family Aid will continue to find a way to put smiles on the faces of the disadvantaged families of Reading.

FINANCIAL REPORT

1. Summary

Expenditure exceeded income in the year ended 30 April 2020 (2019/20) by £1,723.81 (2018/19 income exceeded expenditure £1,406.80). Total income and expenditure is set out in the table below. Further information is provided in sections 2 and 3.

	2019/20	2018/19	Change
	£	£	£
Total income	15,024.65	14,058.44	966.21
Total expenditure	(16,748.46)	(12,651.64)	(4,096.82)
(Deficit)/surplus	(1,723.81)	1,406.80	(3,130.61)

2. Income

The main components of income are set out in the table below.

Income	2019/20	2018/19	Increase/ (decrease)
	£	£	£
Funding	3,950.00	1,200.00	2,750.00
Local Giving donations	2,939.16	1,971.96	967.20
General/toy project donations	6,532.61	8,269.12	(1,763.51)
Fundraising and other	1,379.53	2,302.36	(922.83)
Sale of goods	223.35	315.00	(91.65)
Total	15,024.65	14,058.44	966.21

Total income in 2019/20 was £15,024.65, £966.21 higher than the previous year. Funding in 2019/20 was £3,950.00, £2,750.00 higher than the previous year. Funding was received from Toy Trust (£2,250.00), St James's Place (£1,000) and Reading Dispensary Trust (£700).

Donations through Local Giving increased by £967.20, reflecting donations received to sponsor three of our members. General/toy project donations were lower by £1,763.12. The number of donations was a little higher in 2019/20. However, no donation exceeded £1,000.00, whilst in 2018/19 there were single donations of £2,000.00 and £1,834.13.

Fundraising and other income decreased by £922.83 to £1,379.53. A raffle in 2018/19 raised £924.00. The Earley Green Fair raised £81.39 more than the previous year, up to £810.85, however Winnersh Fete was down by £163.40.

3. Expenditure

The main components of expenditure are set out in the table below.

Expenditure	2019/20	2018/19	Increase/ (decrease)
	£	£	£
Summer outing	8,389.40	5,193.60	3,195.80
Gazebo, T Shirts, buckets and banner	904.10	-	904.10
Pantomime	2,623.50	2,413.00	210.50
Toy project	1,283.85	1,103.96	179.89
Liability insurance	468.16	397.60	70.56
Room hire/storage	1,488.66	1,453.70	34.96
Camp Mohawk	1,320.00	1,782.00	(462.00)
Other	270.79	307.78	(36.99)
Total	16,748.46	12,651.64	4,096.82

Total expenditure in 2019/20 was £16,748.46, £4,096.82 higher than the previous year. The increase arises primarily from higher expenditure on the summer outing, which was £3,195.80 higher than in 2018/19. Further information is provided in the table below.

Summer outing expenditure	2019/20	2018/19	Increase/ (decrease)
	£	£	£
Entrance fees	4,914.00	1,248.00	3,666.00
Coaches	3,425.00	3,775.00	(350.00)
Parking/mileage	50.40	170.60	(120.20)
Total	8,389.40	5,193.60	3,195.80

In 2019 the summer outing was to Paultons Park; in 2018 to Bournemouth. The entrance fees to Paultons Park were much higher than the fees for the activities in Bournemouth. This increase was partially offset by lower coach costs. Four coaches were booked for the 2019 summer outing, compared with five for the trip to Bournemouth in 2018.

In 2019/20 £904.10 was spent on a branded gazebo, T shirts, buckets and banner, which are used to raise the charity's profile at fundraising events.

Total Toy Project expenses were £1,283.85 in 2019/20, an increase of £179.89 from the previous year.

Further information is provided in the table below. We received specific donations to fund the food for those helping and for batteries.

Toy Project expenditure	2019/20	2018/19	Increase/ (decrease)
	£	£	£
Selection boxes	170.00	-	170.00
Toys, gifts and batteries	158.90	69.20	89.70
Food for helpers	139.05	47.90	91.15
Contribution for use of hall	250.00	200.00	50.00
Van insurance and fuel	318.54	301.56	16.98
Bags for delivery	247.36	246.00	1.36
Labels, rubber bands and stationery	-	239.30	(239.30)
Total	1,283.85	1,103.96	179.89

The increases in expenditure were partially offset by lower costs for the trip to Camp Mohawk, down by £462.00 to £1,320.00. We did not have the same range of entertainment on the 2019 trip that we had in 2018 (e.g. face painter, magic show).

4. Funds

The movement in funds is set out in the table below. A significant proportion of our expenditure normally arises in the first quarter of the year when the Camp Mohawk and summer outings take place. We therefore aim to have higher level of funds in place at the financial year end in order to fund these activities.

	2019/20	2018/19
	£	£
Funds at start of year	19,096.62	17,689.82
Expenditure in year	(16,748.46)	(12,651.64)
	2,348.16	5,038.18
Income raised during the year	15,024.65	14,058.44
Total	17,372.81	19,096.62

5. Looking forward

Funds are in place for activities currently planned throughout 2020/21. However, we will need to raise further funds during the year to fund trips planned for 2021, with the added challenge that our normal summer fundraising activities cannot take place due to the restrictions to prevent the spread of Covid-19.

Reading Family Aid Group

Income and Expenditure Report

	Year ended 30 April 2020 £	Year ended 30 April 2019 £
Income		
Donations		
General (including toy project)	6,532.61	8,269.12
Local Giving (incl Fundraising and Gift Aid)	2,939.16	1,971.96
	<u>9,471.77</u>	<u>10,241.08</u>
Funding		
Reading Dispensary Trust	700.00	1,000.00
Gordon Palmer Memorial Trust	-	200.00
St James Place	1,000.00	-
Toy Trust	2,250.00	-
	<u>3,950.00</u>	<u>1,200.00</u>
Fundraising		
Raffle	-	924.00
Forbury Gardens	110.00	118.00
World Armed Forces Day	40.00	-
Earley Green Fair	810.85	729.46
Winnersh fete	166.00	329.40
	<u>1,126.85</u>	<u>2,100.86</u>
Sale of Goods		
Toy project items	223.35	315.00
Other Income		
Deposit Account Interest	42.18	34.75
Gift Aid on donations made directly to us	210.50	166.75
	<u>252.68</u>	<u>201.50</u>
Total Income	<u>15,024.65</u>	<u>14,058.44</u>
Expenditure		
Toy Project		
General expenses	954.95	1,034.76
Chocolate selection boxes, toys & batteries	328.90	69.20
Pantomime	2,623.50	2,413.00
Summer outing	8,389.40	5,193.60
Camp Mohawk outing	1,320.00	1,782.00
Admin & general expenses	135.16	171.82
Gazebo, T shirts, buckets and banner	904.10	-
Local Giving subscriptions	96.00	96.00
Room hire/storage	1,488.66	1,453.70
Liability Insurance	468.16	397.60
Website	39.63	39.96
Total Expenditure	<u>16,748.46</u>	<u>12,651.64</u>
(Deficit)/surplus of income over expenditure	<u>(1,723.81)</u>	<u>1,406.80</u>

Reading Family Aid Group

Balance Sheet

	As at 30 April 2020 £	As at 30 April 2019 £
Balance at Bank		
Barclays Current Account	1,806.82	3,972.81
Barclays Deposit Account	15,565.99	15,123.81
Total Assets	17,372.81	19,096.62
Funds at beginning of year	19,096.62	17,689.82
Excess of expenditure over income	(1,723.81)	1,406.80
Funds at end of year	17,372.81	19,096.62

Prepared by: D Berry, Treasurer

Date: 15 June 2020

Independent Examiner's Statement

I have examined the accounts for the year ended 30 April 2020. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act 2011 or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Julian Pearce

Date: 15 June 2020

Notes to the accounts

Basis of preparation

The accounts are prepared on the receipts and payments basis.

Funds

Total funds at 30 April 2020 are £17,372.81 . £1,000.00 has been donated towards the cost of a summer outing and £700 towards the cost of a Camp Mohawk trip. All other funds are unrestricted. It is currently planned to use almost all of the existing funds to finance activities in the year ending 30 April 2021, including purchase of toys during the summer, the 2020 Christmas activities, an outing at Easter 2021 and ongoing costs.

TRUSTEES

Chair - Ruth Perkins

Vice Chair - Sravanthi Yellapragada
(appointed 6 April 2020)

Secretary - Bongwiwe Msimango

Treasurer - David Berry

Other

Vera Box

Roslyn Heinze

Wendy Howell

Valerie Sansom

May Smith

Sallie Wall



Governing Document

Reading Family Aid Group operates in accordance with its constitution adopted on 21 April 1993, as amended on 16 June 2004 and 19 July 2016. UK Charity Commission registration number: 1022144

Charity Commission for England and Wales Public Benefit Guidance

The trustees have had due regard to the public benefit guidance issued by the Charity Commission for England and Wales.

Registered Address

61 Woodcote Road, Caversham, Reading, RG4 7EX

