

Student Community Action

Accounts for the year ended 31 December 2019

Contents and Charity Information

Contents	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8 to 12

Executive Committee

Student Members

Sarah Ashton	President
Katie Bennett	Vice President/Secretary
Mark Harvey	Junior Treasurer
Eleanor Turner	Publicity
Nicole Guo	Events
Emily Williams	College Rep Officer
Vanessa Chuang	College Rep Officer
Alex De-Lusignan-fan-moniz	College Rep Officer
Emily Servante	General SG Member

Senior Members

Sue Long	Chair (Resigned Nov 2019)
Anthony Wheeler	Chair (Appointed Nov 2019)
Joanne Haywood	Staff line manager (Appointed 2019)
Paul Taylor	Senior Treasurer (Appointed 2019)
Penny Wilson	(resigned Nov 2019)
Dwight Pattern	(appointed April 2018)
Patricia Finnimore	(appointed April 2018)
Katie Knight	(appointed May 2018)
Josianne Chuisseu	(appointed May 2018)

Manager

Caroline Ward (Since September 2009)

Volunteers and Projects Co-ordinator Administrator

Helen Vella Taylor (Since September 2019)

Principal Office

17 Mill Lane
Cambridge
CB2 1RX

Charity Registration Number

263361

Independent Examiner

Geoff Mann FCIE
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

Accounts for the year ended 31 December 2019

Report of the Trustees

The trustees present their report and the accounts for the year ended 31 December 2019.

The accounts comply with the Charities Act 2011 and 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) (effective 1 January 2015)

Statement of Trustees' Responsibilities

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to meet its objectives.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with charity law and 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.

Structure, Governance and Management

Governing document

Student Community Action was formed by a Constitution adopted on 28 November 1971 which was subsequently amended on 26 January 1981, 22 November 1998, 7 March 2002, and 11 March 2004, 9 March 2006, and was registered as a charity on 21 January 1972.

Appointment of trustees

New trustees are appointed by a majority of the trustees in office at that time.

Organisational structure

The trustees set out the general policy of the charity. The day to day affairs of the charity are run by the co-ordinators.

Accounts for the year ended 31 December 2019**Report of the Trustees****Objects and Activities**

The charity is established to 'promote any charitable purpose for the benefit of the community in the Cambridge area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness, and to promote amongst students in Cambridge the idea and practice of community service and community action in so far as it be legally charitable'.

Reserves Policy

The purpose of the Reserves Policy is to set out the reasoning behind and the method of calculating the reserves that the Charity should have. The Policy takes into account the regulation for Trustees to spend income within a reasonable time and to keep reserves as to prevent the Charity facing avoidable risk. The Policy identifies two sets of potential costs: costs associated with significant events that are not budgeted for, but would not prevent the continuing operation of the Charity; and costs associated with winding up the Charity, should its position become financially untenable. For the former, the Charity should retain sufficient cash reserves to cover the costs; the latter would be met from the Capital Fund.

Calculation of Reserves

The value that Trustees should constitute the Charity's Reserve has been calculated and agreed by reference to a formula based on risk assessment and wind-down period as shown below.

Risk Assessment for ongoing organisation

There are a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves.

Sickness - the probability of all staff being sick for their maximum entitlement in one year is very low so this reserve has been reduced to 50%	£3,588
Other types of leave requiring cover: maternity, parental or adoption leave;	£2,220
Provision to cover loss of a regular source of funding	£7,000
A minimum level of reserves for day-to-day operation to be held in the bank, representing 3 months' running costs	£15,750
Provision for the costs of implementing Strategic Plan 2020	£10,000
Buildings contingency - the risk of having to move from the current University property into property at commercial rates. 3 months' additional costs over the currently budgeted costs	£5,000

Winding up the Charity

How long would it take to wind up the organisation and how much would this cost?

Should the Charity's position become financially untenable then the organisation might face being wound up. The Trustees consider a period of 3 months sufficient to ensure all services are closed and allocate an appropriate amount of running costs, £15,750 to the reserves policy accordingly.

The Charity employs two members of staff, both of whom would require redundancy payments in the event that the Charity were to cease operating. The Trustees therefore consider it prudent to retain reserves of £5,766 for the payment of this.

Accounts for the year ended 31 December 2019

Report of the Trustees

Capital Fund

This fund includes monies raised to form permanent retained capital for the benefit of the Charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £24,702 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

The Trustees agree that in the event of the winding up of the organisation, the costs of meeting the lease and three months' wind down should be made from this amount before dispersing the balance under the terms of the Wind Up clause within the Constitution.

Cash Flow Reserves

The Trustees therefore agree that the Reserves necessary to meet the minimum operation of the Charity should consist of the sum shown in the Risk Assessment plus an amount of 3 months' running costs to cover any winding-up period.

In addition, the Trustees agree that a minimum level of Reserves for day-to-day operation be held in the bank to the value of £15,750 representing 3 months' running costs.

Summary

Identified Risk	Value assigned	Applies to Fund
Sick leave	£3,588	Bank
Other types of leave, maternity, parental, adoption	£2,220	Bank
Loss of a regular source of funding	£7,000	Bank
Day-to-day minimum cash reserve	£15,750	Bank
Strategic Plan costs 2020	£10,000	Bank
Buildings contingency	£5,000	Bank
Wind Down running costs	£15,750	Capital Fund
Redundancy	£5,766	Capital Fund

Monitoring

The Finance Group will monitor the Bank Balance in accordance with this Policy and report any relevant matters to the Trustees.

The reserves policy requires £43,558 of unrestricted funding in the bank. At year end 2019 we had £81,965 of unrestricted funds (page 7) and the Finance Group will be reviewing this.

Reviewing

This policy was last reviewed in November 2019

Accounts for the year ended 31 December 2019

Report of the Trustees

Investment Powers

These are governed by the Constitution which states that the trustees are given the power ' to undertake and execute any Charitable Trusts which may further the attainment of the Organisation.'

Achievements

A full report on these can be found in the Handbook.

Trustees

Student Members

Student members are appointed by the board of trustees to take up their post for one academic year, beginning at the end of each academic year.

Members in post from January 2019 to June 2019 (first in post June 2018):

Gabriela Sharp	President
Hannah Kirwan	Vice President
Emily Servante	Secretary
Mark Harvey	Junior Treasurer
Sarah Ashton	Publicity
Mi Trinh	Events
Matilda Crowfoot	Outreach and Community
Keiran Keijou	Artistic Creative Officer
Shannon Phillips	College Rep Officer
Hazel Chan	College Rep Officer
Katy Lewis	College Rep Officer
	General SG Member

Members in post from June 2019 to December 2019 (first in post June 2019):

Sarah Ashton
Katie Bennett
Katie Bennett
Mark Harvey
Eleanor Turner
Nicole Guo
Emily Williams
Vanessa Chuang
Alex De-Lusignan-fan-moniz
Emily Servante

Senior Members

Senior members are appointed by the board of trustees for a period of three years.

Josianne Chuisseu	(appointed June 2018)	
Patricia Finnimore	(appointed June 2018)	
Joanne Haywood	(appointed March 2019)	
Katie Knight	(appointed June 2018)	
Dwight Pattern	(appointed June 2018)	
Paul Taylor	(appointed March 2019)	Senior Treasurer
Anthony Wheeler	(appointed June 2018)	Acting Chair since November 2019)

This report was approved by the trustees on Monday 9th March 2020 and signed on their behalf.

Paul Taylor
Senior Treasurer

Accounts for the year ended 31 December 2019

Independent Examiner's Report

To the Trustees of Student Community Action

I report on the accounts of the charity for the year ended 31 December 2019, which are set out on pages 6 to 12.

Respective Responsibilities of the Trustees and the 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 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act,
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

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 the 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 accounting records in accordance with section 130 of the Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Geoff Mann FCIE
Geoff Mann Limited

Dee House
Highworth Avenue
Cambridge
CB4 2BQ
10th March 2020

Accounts for the year ended 31 December 2019

Statement of Financial Activities

		2019			2018
	Notes	Capital Fund	Restricted Funds (note 8)	Unrestricted Funds	Total Funds
		£	£	£	£
Income					
Grants		0	21,937	8,706	30,643
Donations		0	0	6,969	6,969
Other income		0	0	26,450	26,450
Investment income		0	0	1,686	1,686
Total Income	1	0	21,937	43,811	65,748
Expenditure					
Charitable expenditure	4				
Direct operating costs		0	24,472	30,267	54,739
Management and administration		0	0	6,000	6,000
Total Expenditure	2	0	24,472	36,267	60,739
Net income/(expenditure) and net movement in funds before gains and losses on investments		0	-2,535	7,544	5,009
Other Recognised Gains and Losses					
Realised gains/(losses) on investments	5	7,667	0	0	7,667
Net movement in funds		7,667	-2,535	7,544	12,676
Reconciliation of Funds					
Total Funds Brought Forward		91,035	4,235	74,421	169,691
Total Funds Carried Forward		98,702	1,700	81,965	182,367

Statement of Total Recognised Gains and Losses

There were no recognised gains or losses for 2019 or 2018 other than those included in the Statement of Financial Activities.

Accounts for the year ended 31 December 2019

Balance Sheet

	Notes	2019		2018	
		£	£	£	£
Fixed Assets					
Tangible assets	4		0		0
Investments	5		98,702		91,035
			-----		-----
			98,702		91,035
Current Assets					
Debtors	6	1,724		4,899	
Cash at bank and in hand		83,258		81,533	
		-----		-----	
Total Current Assets		84,982		86,432	
Liabilities					
Creditors falling due within one year	7	1,317		7,776	
		-----		-----	
Net Current Assets			83,665		78,656
			-----		-----
Net Assets			182,367		169,691
			-----		-----
The Funds of the Charity					
Capital Fund	1		98,702		91,035
Restricted Income Funds	8		1,700		4,235
Unrestricted Income Funds			81,965		74,421
			-----		-----
Total Charity Funds			182,367		169,691
			-----		-----

Approved by the trustees on Monday 9th March 2020 and signed on their behalf.

Paul Taylor
Senior Treasurer

Accounts for the year ended 31 December 2019

Notes to the Accounts

1 Accounting Policies

(a) Basis of Preparation of Accounts

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) (Effective 1 January 2015) - (Charities SORP (FRS 102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Student Community Action 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(s).

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

(b) Income

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(c) Expenditure

Includes all expenditure incurred by the charity other than that which has been capitalised.

(d) Operating Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

(e) Tangible Fixed Assets

The charity has a policy to write off any capital items which cost less than £500.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Office equipment	20% straight line basis
------------------	-------------------------

Accounts for the year ended 31 December 2019

Notes to the Accounts

(f) **Fixed Asset Investments**

Investments held for the long term to generate income or capital growth are carried at market value as fixed assets.

(g) **Debtors**

Trade debtors and other debtors are recognised at their settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(h) **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(i) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

(j) **Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £17,035 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

(k) **Cash Flow Satatements**

The charity qualifies as a small entity as outlined in Financial Reporting Standard No.1, and has used the exemption provided by that document under which it is not required to include a cash flow statement as part of its accounts.

Accounts for the year ended 31 December 2019

Notes to the Accounts

2	Total Expenditure	Costs of generating funds £	2019 Charitable expenditure £	Total expenditure £	2018 Total expenditure £
	Accountancy	0	528	528	516
	Activities	0	2,097	2,097	1,226
	Copying	0	0	0	148
	DBS checks	0	16,587	16,587	26,982
	Insurance	0	617	617	610
	Light and heat	0	0	0	430
	Miscellaneous expenses	0	1,127	1,127	1,488
	Office supplies	0	406	406	305
	Postage	0	257	257	316
	Recruitment	0	636	636	818
	Rent and service charge	0	4,006	4,006	6,562
	Repairs	0	1,152	1,152	581
	Salaries (note 3)	0	32,686	32,686	33,931
	Telephone	0	86	86	285
	Training	0	35	35	16
	Transport	0	519	519	335
		-----	-----	-----	-----
		0	60,739	60,739	74,549
		-----	-----	-----	-----

3 Staff Costs

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them.

The staff costs were:	2019 £	2018 £
Wages and salaries	31,832	32,938
Other pension costs	854	993
	-----	-----
	32,686	33,931
	-----	-----

The average weekly number of staff employed by the charity during the year was as follows:

Co-ordinators	1	1
Administrator	1	1
	-----	-----
	2	2
	-----	-----

Accounts for the year ended 31 December 2019

Notes to the Accounts

4	Tangible Fixed Assets		Office equipment			
			Restricted Funds £	Unrestricted Funds £	Total Funds £	
	Cost	Balance at 1 January 2019 and 31 December 2019	6,516	3,510	10,026	
			-----	-----	-----	
	Depreciation	Balance at 1 January 2019 and 31 December 2019	6,516	3,510	10,026	
			-----	-----	-----	
	Net Book Value	At 1 January 2019 and 31 December 2019	0	0	0	
			-----	-----	-----	
5	Fixed Assets Investments		2019		2018	
			Cost	Market value	Cost	Market value
			£	£	£	£
	National Savings Income Bonds		2,000	2,000	2,000	2,000
	Responsible Sterling Bond Fund		12,518	15,932	12,518	12,571
	Responsible UK Equity Growth Fund		79,720	80,770	79,720	76,464
			-----	-----	-----	-----
			94,238	98,702	94,238	91,035
			-----	-----	-----	-----
	Market value at beginning of year			91,035		96,124
	Additions in the year			0		0
	Net gain/(loss) on disposal/revaluation			7,667		(5,089)
	Disposal proceeds			0		0
				-----		-----
	Market value at end of year			98,702		91,035
				-----		-----
6	Debtors				2019	2018
					£	£
	Prepayments				0	2,000
	Trade debtors				1,724	2,899
					-----	-----
					1,724	4,899
					-----	-----

Accounts for the year ended 31 December 2019

Notes to the Accounts

7	Creditors falling due within one year	2019 £	2018 £
	Accruals	528	516
	Other creditors	0	202
	Payments received in advance	500	6,606
	Social security and other taxes	289	452
		-----	-----
		1,317	7,776
		-----	-----

8	Restricted Funds	Brought Forward £	Receipts £	Payments £	Carried Forward £
	Big Siblings				
	BBC Children in Need	0	7,000	7,000	0
	Cambridge City Council	1,000	1,400	2,200	200
	Cambs Community Foundation	834	1,400	1,534	700
	Bounce				
	BBC Children in Need	0	3,437	3,437	0
	Cambridge City Council	1,000	1,900	2,400	500
	Craftroom				
	BBC Children in Need	0	1,500	1,500	0
	Cambridge City Council	300	600	600	300
	GOALS				
	Cambs County Council	801	0	801	0
	Homework Help				
	BBC Children in Need	0	1,500	1,500	0
	Lightbulb				
	BBC Children in Need	0	1,500	1,500	0
	Cambridge City Council	300	200	500	0
	TESL				
	BBC Children in Need	0	1,500	1,500	0
		-----	-----	-----	-----
		4,235	21,937	24,472	1,700
		-----	-----	-----	-----

9	Analysis of Net Assets by Funds	Investments £	Net current assets £	Total £
	Capital Fund	98,702	0	98,702
	Restricted Funds	0	1,700	1,700
	Unrestricted Funds	0	81,965	81,965
		-----	-----	-----
		98,702	83,665	182,367
		-----	-----	-----

10 **Commitments**

As at 31 December 2019 the charity had annual commitments under non cancellable operating leases for land and buildings as follows:

	2019 £	2018 £
In less than 1 year	0	0
Between 1 and 5 years	4,000	4,000
	-----	-----