

Student Community Action

Accounts for the year ended 31 December 2018

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Student Members		
Gabriela Sharp	President	
Hannah Kirwan	Vice President	
Emily Servante	Secretary	
Mark Harvey	Junior Treasurer	
Sarah Ashton	Publicity	
Mi Trink	Events	
Matilda Crowfoot	Community and Outreach	
Keiran Kejiou	Artistic Creative Officer	
Shannon Phillips	College Rep Officer	
Hazel Chan	College Rep Officer	
Katy Lewis	College Rep Officer	

Senior Members		
Joanna Haywood	Staff line manager	
Sue Long	Chair	
Joye Rosenstiel	Resigned 1st May 2018	
Paul Taylor	Senior Treasurer	
Anthony Wheeler		
Penny Wilson		
Dwight Patten	Joined April 2018	
Patricia Finnimore	Joined April 2018	
Katie Knight	Joined May 2018	
Josianne Chuisseau	Joined May 2018	

Manager Caroline Ward

Volunteer Administrator Suzanne Buttress

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 2018

Report of the Trustees

The trustees present their report and the accounts for the year ended 31 December 2018.

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 2018

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.

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%	£2,161
Other types of leave requiring cover: maternity, parental or adoption leave;	£2,883
Provision to cover loss of a regular funder	£7,000
A minimum level of reserves for day to day operation be held in the bank representing 1 month's running costs	£5,800

What would happen if we had a staff cost such as redundancy?

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

Wind down

How long would it take to run down 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.

In addition, and in terms of the lease for the Charity's premises, a sum equal to the rent for the required ten months' notice of termination, currently £2,787, shall be payable.

Accounts for the year ended 31 December 2018

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 £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.

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 Wind Down 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 £5,800 representing 1 month's running costs.

Summary

Identified Risk	Value assigned	Applies to Fund
Replacement of a break in annual funding	£7,000	Bank
Day to day minimum	£5,800	Bank
Sick leave	£2,161	Bank
Other types of leave, maternity, parental, adoption	£2,883	Bank
Redundancy	£5,766	Capital Fund
Lease	£2,787	Capital Fund
Wind Down running costs	£15,750	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 £17,844 of unrestricted funding in the bank. At year end 2018 we had £74,421 of unrestricted funds (page 7) and the Finance Group will be reviewing this.

Reviewing

This policy was last reviewed in the February 2015 and is due for a further review by the Finance Committee.

Accounts for the year ended 31 December 2018

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 2018 to June 2018 (first in post June 2017):

Thomas Hodson	President
	Vice President
Christiane Tan	Secretary
Robin Hedley	Junior Treasurer
Alice Whitehead	Publicity
Gabriela Sharp	Events
	Outreach and Community
	Artistic Creative Officer
Xiaoxi Zhu	College Rep Officer
Luxi Qiao	College Rep Officer
	College Rep Officer
Hannah Kirwan	Committee Member
Emily Servante	Committee Member

Members in post from June 2018 to December 2018 (first in post June 2018):

Gabriela Sharp
Hannah Kirwan
Emily Servante
Mark Harvey
Sarah Ashton
Mi Trinh
Matilda Crowfoot
Keiran Keijou
Shannon Phillips
Hazel Chan
Katy Lewis

Senior Members

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

Josianne Chuisseu		Dwight Patten	
Patricia Finnimore		Paul Taylor	Senior Treasurer
Joanna Haywood		Anthony Wheeler	
Katie Knight		Penny Wilson	
Sue Long	Chair		

This report was approved by the trustees on

and signed on their behalf.

Paul Taylor
Senior Treasurer

Accounts for the year ended 31 December 2018

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 2018, 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

Accounts for the year ended 31 December 2018

Statement of Financial Activities

		2018			2017
	Notes	Capital Fund	Restricted Funds (note 8)	Unrestricted Funds	Total Funds
		£	£	£	£
Income					
Grants		0	21,861	6,894	28,755
Donations		0	0	12,063	12,063
Other income		0	0	42,270	42,270
Investment income		0	0	1,738	1,738
Total Income	1	0	21,861	62,965	84,826
Expenditure					
Charitable expenditure	4				
Direct operating costs		0	29,057	39,492	68,549
Management and administration		0	0	6,000	6,000
Total Expenditure	2	0	29,057	45,492	74,549
Net income/(expenditure) and net movement in funds before gains and losses on investments		0	-7,196	17,473	10,277
Other Recognised Gains and Losses					
Realised gains/(losses) on investments	5	-5,089	0	0	-5,089
Net movement in funds		-5,089	-7,196	17,473	5,188
Reconciliation of Funds					
Total Funds Brought Forward		96,124	11,431	56,948	164,503
Total Funds Carried Forward		91,035	4,235	74,421	169,691

Statement of Total Recognised Gains and Losses

There were no recognised gains or losses for 2018 or 2017 other than those included in the Statement of Financial Activities.

Accounts for the year ended 31 December 2018

Balance Sheet

	Notes	2018		2017	
		£	£	£	£
Fixed Assets					
Tangible assets	4		0		0
Investments	5		91,035		96,124
			-----		-----
			91,035		96,124
Current Assets					
Debtors	6	4,899		3,557	
Cash at bank and in hand		81,533		67,390	
		-----		-----	
Total Current Assets		86,432		70,947	
Liabilities					
Creditors falling due within one year	7	7,776		2,568	
		-----		-----	
Net Current Assets			78,656		68,379
			-----		-----
Net Assets			169,691		164,503
			-----		-----
The Funds of the Charity					
Capital Fund	1		91,035		96,124
Restricted Income Funds	8		4,235		11,431
Unrestricted Income Funds			74,421		56,948
			-----		-----
Total Charity Funds			169,691		164,503
			-----		-----

Approved by the trustees on

and signed on their behalf.

Paul Taylor
Senior Treasurer

Accounts for the year ended 31 December 2018

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
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Accounts for the year ended 31 December 2018

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 2018

Notes to the Accounts

2	Total Expenditure	Costs of generating funds £	2018 Charitable expenditure £	Total expenditure £	2017 Total expenditure £
	Accountancy	0	516	516	504
	Activities	0	1,226	1,226	1,958
	Copying	0	148	148	84
	DBS checks	0	26,982	26,982	21,812
	Insurance	0	610	610	609
	Light and heat	0	430	430	645
	Miscellaneous expenses	0	1,488	1,488	1,111
	Office supplies	0	305	305	1,190
	Postage	0	316	316	168
	Publicity	0	0	0	182
	Recruitment	0	818	818	1,128
	Rent and service charge	0	6,562	6,562	8,510
	Repairs	0	581	581	15
	Salaries (note 3)	0	33,931	33,931	32,757
	Telephone	0	285	285	538
	Training	0	16	16	57
	Transport	0	335	335	406
		----- 0	----- 74,549	----- 74,549	----- 71,674

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:	2018 £	2017 £
Wages and salaries	32,938	31,695
Other pension costs	993	1,062
	----- 33,931	----- 32,757

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 2018

Notes to the Accounts

4	Tangible Fixed Assets		Office equipment			
			Restricted Funds £	Unrestricted Funds £	Total Funds £	
	Cost	Balance at 1 January 2018 and 31 December 2018	6,516	3510	10,026	
			-----	-----	-----	
	Depreciation	Balance at 1 January 2018 and 31 December 2018	6,516	3,510	10,026	
			-----	-----	-----	
	Net Book Value	At 1 January 2018 and 31 December 2018	0	0	0	
			-----	-----	-----	
5	Fixed Assets Investments		2018		2017	
			Cost	Market value	Cost	Market value
			£	£	£	£
	National Savings Income Bonds		2,000	2,000	2,000	2,000
	Responsible Sterling Bond Fund		12,518	12,571	12,518	13,290
	Responsible UK Equity Growth Fund		79,720	76,464	79,720	80,834
			-----	-----	-----	-----
			94,238	91,035	94,238	96,124
			-----	-----	-----	-----
	Market value at beginning of year			96,124		2,000
	Additions in the year			0		92,238
	Net gain/(loss) on disposal/revaluation			(5,089)		1,886
	Disposal proceeds			0		0
				-----		-----
	Market value at end of year			91,035		96,124
				-----		-----
6	Debtors				2018	2017
					£	£
	Other debtors				0	646
	Prepayments				2,000	2,102
	Trade debtors				2,899	809
					-----	-----
					4,899	3,557
					-----	-----

Accounts for the year ended 31 December 2018

Notes to the Accounts

7	Creditors falling due within one year	2018 £	2017 £
	Accruals	516	504
	Other creditors	202	164
	Payments received in advance	6,606	1,900
	Social security and other taxes	452	0
		-----	-----
		7,776	2,568
		-----	-----

8	Restricted Funds	Brought Forward £	Receipts £	Payments £	Carried Forward £
	Big Siblings				
	BBC Children in Need	3,150	6,000	9,150	0
	Cambridge City Council	1,000	1,600	1,600	1,000
	Cambs Community Foundation	0	2,500	1,666	834
	Bounce				
	BBC Children in Need	1,000	2,000	3,000	0
	Cambridge City Council	1,000	1,600	1,600	1,000
	Craftroom				
	BBC Children in Need	555	1,500	2,055	0
	Cambridge City Council	300	600	600	300
	GOALS				
	High Sherrifs	2,468	0	2,468	0
	Cambs County Council	0	961	160	801
	Homework Help				
	BBC Children in Need	548	1,500	2,048	0
	Lightbulb				
	BBC Children in Need	555	1,500	2,055	0
	Cambridge City Council	300	600	600	300
	TESL				
	BBC Children in Need	555	1,500	2,055	0
		-----	-----	-----	-----
		11,431	21,861	29,057	4,235
		-----	-----	-----	-----

9	Analysis of Net Assets by Funds	Investments	Net current assets	Total
		£	£	£
	Capital Fund	91,035	0	91,035
	Restricted Funds	0	4,235	4,235
	Unrestricted Funds	0	74,421	74,421
		-----	-----	-----
		91,035	78,656	169,691
		-----	-----	-----

10 **Commitments**

As at 31 December 2018 the charity had annual commitments under non cancellable operating leases for land and buildings as follows:

	2018 £	2017 £
In less than 1 year	0	0
Between 1 and 5 years	4,000	8,000
	-----	-----