



**Me2 Club Annual Accounts  
2022-2023**

**Charity Registration: 1140812  
Company Registration: 7557636**

**Registered Address: Unit 9, Indigo House,  
Fishponds Road, Wokingham, RG41 2GY**

## **Objectives, Activities and Achievements**

### Mission

Our mission is to address the challenges of isolation and exclusion experienced by children and young people with additional needs and disabilities.

### Vision

Our vision is to champion the right for inclusion for all children and young people with additional needs and disabilities across Berkshire, through our partnerships with families, volunteers, activity leaders and other voluntary and statutory sector organisations.

### Offer

We support children and young people aged 5-19 years with additional needs and disabilities in the Wokingham and Reading Boroughs to take part in mainstream activities. We recruit and train volunteers to 'buddy' 1:1 with the children so they can join in and have fun. With our help children can access a wide range of activities including sports clubs, uniformed groups and drama classes, giving them a chance to build independence and vital life and social skills. We run family events throughout the year, which are available to children and young people who are supported by Me2 Club. We also run a SEND Youth Forum for young people aged between 8-25 years and their siblings every 6 weeks.

Our Core Service, Say YES Youth Forum and TeenW&Rd Club supported many children and young people over the past year. Some of the children and young people accessed more than one of these services. We are proud to support children, families and volunteers from a wide variety of backgrounds. Most of the children accessing our support were aged between 5-12 when mainstream activities are incredibly important for children to socialise and learn new skills. Most of our teenagers took part in our participation activities. Many of the children and young people we support across all our services have Autism. We do not require a diagnosis for our support as we know how difficult it can be to gain a diagnosis and we do not want this to be a barrier for children and young people to access our services.

The aim of the core service is to help the children access activities which they otherwise may be excluded from. We also hope to support the children to increase their confidence, independence and reduce their social isolation. The ultimate aim for some of the children accessing the service is to become independent enough to attend their activity without support from a volunteer.

Our Core Service supports children with additional needs at activities around Wokingham and Reading. This service enables children to attend uniform groups, swimming lessons, drama classes, sports clubs and martial arts. Each child is matched with a carefully selected, trained volunteer who attend with them each week to provide the individual support each child needs. This year we have supported 126 children and young people with 95 from Wokingham and 30 from Reading. After expanding our service to cover the entire Reading borough in 2019 we are building up our numbers in this area. This year we have taken 43 children off our waiting list with 28 of those coming from Reading and the remaining 16 from Wokingham.

Through having a volunteer to support them our children can gain confidence in themselves and their abilities. This is reflected in the information we gained from their volunteers and their parents. 100% of parents and carers reported an increase in their child's confidence, and 68% of those rated their child's increase in confidence a 4 or 5 indicating a significant change.

The majority of volunteers (67%) reported an increase in their matched child's confidence, 20% of those rated their child's confidence stayed the same which is a positive outcome for many of the

children, particularly those dealing with the ups and downs of life. The remaining 13% were unsure about how their matched child's confidence had changed, which may be due to them still getting to know their matched child. None of the volunteers in rated their child's confidence decreasing. Most of our parent carers (93%) rated their child had increased in their independence with 61% rating a 4 or 5 out of 5 indicating a significant increase in independence.

Almost all of our parents and carers (96%) said that their child increased in sociability and connectedness and 63% rated their child a 4 or 5 out of 5 indicating a significant increase in the child's sociability at the activity. This is an incredible increase for many of our children who may have been experiencing a high level of social isolation before starting with Me2 Club. The majority (54%) of our volunteers reported an increase in their matched child's sociability with others in the group, 35% of those rated their child's sociability with others in the group stayed the same. None of the volunteers rated their matched child decreased in sociability and 7% were unsure about how their matched child's sociability with others in the group had changed.

### **Legal and Administrative Information**

The organisation constituted itself as an unincorporated association on 17th March 2003 through the adoption of its constitution and registered as a Charity on 5th July 2004. The organisation transferred its activities to a Registered Charity and Company limited by guarantee (Me2 Club) and has worked under its new status since 1st April 2011. Me2 Club now has Charity Number 1140812 and Company Number 7557636.

### **Registered Address**

Unit 9, Indigo House, Fishponds Road, Wokingham, Berkshire RG41 2GY

### **The following Directors (who are also Trustees) served during the year**

Lucy Morris, **Chair (retired 31/08/22)**

Sonia Aulak, **Chair (appointed 31/08/22)**

Simon Crawford, **Treasurer**

Katherine Sims, **Secretary**

Sue Woodcock

Giles Cross

### **Advisors to the Board**

No Advisors to the Board served during the financial year 2022/23.

### **Bankers**

HSBC Bank plc, 1-2 Market Place, Wokingham, Berkshire, RG40 1AL

Newbury Building Society, Broad Street, Wokingham, RG5 3JJ

### **Independent Examiner**

Victoria Butters

### **Reserves and Designated Funds**

Me2 Club's policy is to ensure reserves are maintained in order to protect and sustain the core service. The level of reserves are set to allow services, should they need to be withdrawn, to be done so in a sensitive timeframe to ensure minimal impact. This is important for the health and wellbeing of the children and families we support and to allow for time to adjust to the loss of our services. This transition period of withdrawing services also aims to support activity leaders to make adjustments to ensure they can still accommodate the Me2 Club child.

The level of reserves set is also important to provide assurance to members of staff and to those with whom we undertake commitments of the reliability of Me2 Club as an employer and business partner respectively.

The current optimum reserve level is set at 6 months predicted fixed core service spend. The level of reserves required to cover these costs will be assessed annually by the CEO and Treasurer while preparing the annual budget for the following year and will be re-assessed if the structure or circumstances change significantly.

The time period and level of reserve are set to allow a reasonable period to withdraw sensitive services should the charity have to close due to lack of funding. Given the nature of the children Me2 Club support (additional needs including learning disabilities and autism), time and attention would be needed to allow for appropriate endings. A regular update of the Reserves Policy takes place to enable the setting of the correct contingency/reserve level.

In these circumstances and with these considerations in mind, the Trustees believe that it is vital to have a policy of careful cash management and to maintain an appropriate reserve level. The reserve is currently set at an optimum level of 6 months predicted fixed core service spend (£90,000 for 2022/2023) which reflects the increase in charity expenditure in line with the recent growth.

The Charity's financial options are discussed at every Board meeting and there is a contingency plan in place if cash flow falls below 9 months fixed spend.

### **Investment Policy**

Two bank accounts are used, one to cover day-to-day expenses and the other offering a higher rate of interest to maximise investment potential. In addition, Me2 Club continues to hold an account with The Newbury Building Society to ensure funds allocated to future work gain a higher rate of interest whilst remaining secure.

The investment of Me2 Club funds is regularly reviewed to ensure the security of funds whilst achieving the best available rate of interest.

### **Risk Review**

The Directors have considered the main current risks to which the Charity is exposed, and a detailed organisation risk analysis has been carried out.

There are two significant external risks to the charity's operations;

- 1) Staff retention. CEO and sole Fundraiser resigned in August 2022 and September 2022, a transition plan was put in place to manage operational and fundraising activities until new members of staff were appointed. Whilst service delivery was unaffected, reduced fundraising activities resulted in an income deficit as evidenced in accounts.
- 2) Funding. Funding remains a significant risk to the charity and is exacerbated due to the increasingly competitive nature of Trust and Foundations grants. A fundraising plan is in place to manage this risk. The Board of Trustees continue to carefully monitor income and expenditure against the organisations budget.

Internal risks are minimised through the implementation of effective financial controls and Trustee and Staff responsibilities. A Trustee induction process has been established to support this.

Safeguarding risks have been considered and Me2 Club works to best practice in all areas of safeguarding including training for Trustees, Staff and Volunteers. We have comprehensive Safeguarding Policies and Procedures in place, including policies on the use of Social Media. Me2 Club, adheres to best practice, has a comprehensive list of policies and procedures including, Equality, Diversity and Inclusion, Data Protection, Financial Rules, Risk, Confidentiality, Health and Safety. A Safeguarding review took place in the year to identify specific threats and opportunities within the charity and an appropriate plan developed to drive continuous improvement.

Risk assessments are written and reviewed before each Me2 Club activity (family parties, community events, teen groups). Staff have been trained in completing dynamic risk assessments during the actual events. Trustees have updated and authorised the contingency plan.

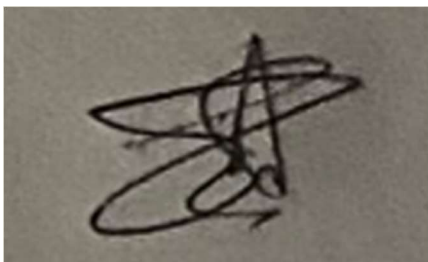
### **Trustee Responsibilities for the Financial Statements**

Charity and Company Law require the Trustees, who are also the Directors of Me2 Club, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Company at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis, unless it is inappropriate to assume that the Charity will continue in business

The Trustees are responsible for keeping financial records, which disclose with reasonable accuracy at any time the financial position of the Charity and that enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence must take reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board on the 19/12/2023.

A handwritten signature in black ink, appearing to be 'Sonia Aulak', written on a light-colored background.

Sonia Aulak, Chair/Director for and on behalf of the Trustees of Me2 Club

## Independent examiner's report to the trustees of Me2 Club Charitable Company ('the Company')

Charity registration number: 1140812

Company registration number: 7557636

I report to the trustees on my examination of the accounts of the Company for the year ended 31/03/2023.

### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

**Signed:** Victoria Butters

**Date:** 15<sup>th</sup> December 2023

**Name:** Victoria Butters

**Address:** Holy Brook Associates Ltd,  
Curious Lounge, 1st Floor, Pinnacle Building,  
Tudor Road, Reading, England, RG1 1NH

## Statement of Financial Activities

### Income and expenditure account for the year end 31<sup>st</sup> March 2023

	Notes	Unrestricted funds	Restricted funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
<b>Incoming resources</b>					
Voluntary income	2	24,390	136,546	160,936	244,096
Investment income	2	671	0	671	224
Other incoming resources	2	0	0	0	10,000
<b>Total Incoming resources</b>		<b>25,061</b>	<b>136,546</b>	<b>161,607</b>	<b>254,320</b>
<b>Resources expended</b>					
Costs of generating voluntary income	3	9,258	4,349	13,607	19,605
Charitable activities	3	74,460	139,749	214,209	208,552
Governance costs*	3	2,925	0	2,925	4,291
<b>Total resources expended</b>		<b>86,643</b>	<b>144,098</b>	<b>230,741</b>	<b>232,448</b>
<b>Net movement in funds</b>		<b>(61,582)</b>	<b>(7,552)</b>	<b>(69,134)</b>	<b>21,873</b>
<b>Total funds brought forward</b>	11	<b>161,613</b>	<b>41,535</b>	<b>203,148</b>	<b>181,275</b>
<b>Total funds carried forward</b>		<b>100,031</b>	<b>33,983</b>	<b>134,014</b>	<b>203,148</b>

Balance sheet as at 31<sup>st</sup> March 2023

	Notes	Unrestricted funds	Restricted funds	Total Funds 2023	Total Funds 2022
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7	-	-	-	-
<b>Current assets</b>					
Cash at bank and in hand		106,514	33,983	140,498	204,677
Debtors	9	-	-	-	-
<b>Total current assets</b>		<b>106,514</b>	<b>33,983</b>	<b>140,498</b>	<b>204,677</b>
Creditors: amounts falling due within one year	10	6,484	-	6,484	1,529
<b>Net current assets</b>		<b>100,031</b>	<b>33,983</b>	<b>134,014</b>	<b>203,148</b>
<b>Net assets</b>		<b>100,031</b>	<b>33,983</b>	<b>134,014</b>	<b>203,148</b>
<b>Income funds</b>					
Restricted funds			33,983	<b>33,983</b>	<b>41,535</b>
Designated Funds - Reserves		90,000		<b>90,000</b>	<b>90,000</b>
Unrestricted funds		10,031		<b>10,031</b>	<b>71,613</b>
<b>Total funds</b>		<b>100,031</b>	<b>33,983</b>	<b>134,014</b>	<b>203,148</b>

For the year ending 31/03/23 the company was entitled to exemption from 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 directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and preparation of accounts. These accounts have been prepared with the provisions applicable to companies subject to the small companies regime.

These accounts were approved by the executive committee on 19<sup>th</sup> December 2023 and signed on its behalf by:



Simon Crawford Treasurer



## **Notes forming part of the financial statements**

### **1. Accounting policies**

- The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.
- There has been no change to the accounting policies since last year and no changes have been made to accounts for previous years.
- Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- Incoming resources from investments are included when receivable.
- Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT that cannot be recovered.
- Unrestricted funds are grants receivable for the objects of the charity without further specified purpose and are available as general funds.
- Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to this fund.
- Fixed assets are capitalised and depreciated over a period of 3 years on straight line basis. If the cost is equal to or less than £1000, the whole cost is written off in the year of purchase.

## 2. Analysis of incoming resources

<b>Voluntary income</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Trusts and Grants	4,000	132,821	<b>136,821</b>	175,685
Town & Parish Councils	-	3,725	<b>3,725</b>	6,998
Community Donations	8,501	-	<b>8,501</b>	9,117
Individual Donations	2,162	-	<b>2,162</b>	11,823
Fundraising Events	3,733	-	<b>3,733</b>	29,356
Corporate Funding	5,994	-	<b>5,994</b>	9,298
Gift aid	-	-	-	1,822
<b>Total</b>	<b>24,390</b>	<b>136,546</b>	<b>160,936</b>	<b>244,096</b>
<b>Investment Income</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Building Society interest	427	-	<b>427</b>	<b>219</b>
Bank interest	244	-	<b>244</b>	<b>5</b>
<b>Total</b>	<b>671</b>	-	<b>671</b>	<b>224</b>
<b>Incoming resources from charitable activities</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Statutory grants for activities	-	-	-	10,000
<b>Total</b>	-	-	-	<b>10,000</b>
<b>Total Income</b>	<b>25,061</b>	<b>136,546</b>	<b>161,607</b>	<b>254,320</b>

### 3. Total resources expended

<b>Costs of generating voluntary income</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>	Total 2022 £
<i>Fundraising - Purchases</i>	190		190	86
<i>Fundraising - Costs</i>	151	3,105	3,257	3,902
<i>Fundraising - Salaries, Pension &amp; NI*</i>	8,916	1,244	10,160	15,617
<b>Total resources expended</b>	<b>9,258</b>	<b>4,349</b>	<b>13,607</b>	19,605

<b>Costs of activities In furtherance of the charity's objectives</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>	Total 2022 £
<i>Salaries, Pension &amp; NI</i>	66,037	114,769	180,807	172,837
<i>Employee travel costs</i>	957	590	1,548	1,727
<i>Employee training</i>	296	2,168	2,464	573
<i>Other staff costs and recruitment</i>	526	850	1,376	1,201
<i>DBS checks</i>	-	935	935	1,181
<i>Volunteer training and expenses</i>	-	851	851	714
<i>Other expenses</i>	234	86	320	71
<i>Family &amp; Children Events</i>	1,133	1,420	2,553	265
<i>Childrens activities</i>	168	-	168	597
<i>Bank charges</i>	72	-	72	22
<i>Days Away</i>	-	-	-	-
<i>Teenage Meet Up</i>	117	-	117	331
<i>Office Accommodation</i>	1,906	10,350	12,256	14,129
<i>Telephone, IT, mail and stationery costs</i>	2,064	7,368	9,432	14,556
<i>Office equipment</i>	-	328	328	220
<i>Advertising</i>	949	34	983	127
<b>Total resources expended</b>	<b>74,460</b>	<b>139,749</b>	<b>214,209</b>	208,552

<b>Governance costs</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>	Total 2023 £
<i>Insurance costs</i>	973	-	973	929
<i>Professional Fees (Independent Examiner**, accountancy, payroll and HR)</i>	1,953	-	1,953	3,362
<b>Total resources expended</b>	<b>2,925</b>	-	<b>2,925</b>	4,291
<b>Total costs</b>	<b>86,643</b>	<b>144,098</b>	<b>230,741</b>	232,448

\* FDO salary is allocated between fundraising and business development.

\*\*An independent examination fee of £380+VAT (£457 gross) was payable in respect of reporting on the accounts. The same firms now supplies bookkeeping and accounts preparation services to the charity and in addition fees of £1,190+VAT (£1,428 Gross) were paid to the firm for these services during the year.

#### 4. Grants made

The charity did not make any grants or donations during the financial year.

#### 5. Staff costs and numbers

	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Number of employees at peak (FTE)	7.3	8.2
Gross wages and salaries	174,905	173,091
Employer's National Insurance costs	9,416	10,259
Pension contributions	6,646	5,106
<b>Total resources expended</b>	<b>190,967</b>	<b>188,455</b>

No employee was paid over £60,000 in the year

#### 6. Trustees and other related parties

No payments were made to Trustees excepting reimbursement of any specific out-of-pocket expenses incurred in support of Me2 Club activities

No trustee or connected person received any remuneration during the year.

There were no related party transactions made by the charity.

#### 7. Tangible fixed assets

The charities policy is to capitalise any individual assets over £1000 as we deem this to be a material value for our purposes.

The charity has no fixed assets or items being depreciated at this time. All items have been expensed in year of purchase.

#### 8. Investment assets

The charity held no investment assets at any time during the financial year-ended 31 March 2023.

## 9. Debtors and prepayments

Amounts falling due within one year	This year	Last year
	£	£
Deferred and Accrued income	-	-
Money owed by Pension provider	-	-
<b>TOTAL</b>	-	-

## 10. Creditors and accruals

Amounts falling due within one year	This year £	Last year £
Accruals @ Yr End - Expenses	457	457
HMRC and Pension owing	6,027	1,072
<b>TOTAL</b>	<b>6,484</b>	<b>1,529</b>

## 11. Movement in funds

Year Ended 31st March 2023	At 1st April 2022	Incoming Resources £	Outgoing Resources £	At 31st March 2023
<b>Restricted funds</b>				
Bailey Thomas	1,667		1,667	-
Barbara Ward Children's Charity	-	5,000	5,000	-
BBC Children in Need - grant 1	915		915	-
BBC Children in Need - YSA	-	4,772	4,772	-
Berkshire Community Foundation	1,750		1,750	-
Children in Need - Core Service	-	47,444	34,684	12,759
David Brownlow Charitable Foundation	4,000		4,000	-
Department for Work and Pensions	-	4,259	4,259	-
The Edmund Godson Charity	417	1,000	1,417	-
Garfield Weston Foundation	15,000	15,000	15,000	15,000
Greenham Common Trust	-	1,000	1,000	-
Leathersellers' Company Charitable Fund	2,500	15,000	15,000	2,500
Masonic Charitable Foundation	-	3,000	3,000	-
Persimmon	-	3,650	3,650	-
Reading Borough Council	1,500	5,000	5,000	1,500

Shanly Foundation	1,500		1,500	-
Sir Jules Thorn Charitable Trust	-	3,000	3,000	-
St James's Place Charitable Foundation	2,000		2,000	-
Stevenson Family Charitable Trust	-	500	500	-
Syder Foundatoin	1,000		1,000	-
The Childwick Trust	-	5,000	5,000	-
The Earley Charity	-	5,000	5,000	-
The Fence Club	-	4,000	4,000	-
The Gordon Palmer Memorial Trust	625	500	1,125	-
The National Lottery Community Fund	7,500		7,500	-
The Woodroffe Benton Foundation	-	1,000	1,000	-
Town and Parish Councils	1,162	6,421	5,360	2,223
Trees of the David	-	1,000	1,000	-
True Colours	-	5,000	5,000	-
<b>Total Restricted Funds</b>	<b>41,535</b>	<b>136,546</b>	<b>144,098</b>	<b>33,983</b>
Unrestricted Funds	71,613	25,061	86,643	10,031
Designated Funds - Reserves**	90,000	-	-	90,000
<b>Unrestricted and Designated Funds - Subtotal</b>	<b>161,613</b>	<b>25,061</b>	<b>86,643</b>	<b>100,031</b>
<b>Total Funds</b>	<b>203,148</b>	<b>161,607</b>	<b>230,741</b>	<b>134,014</b>

*\*\* Designated reserves are re-assessed each year and are set to allow a reasonable period to withdraw sensitive services should the charity have to close due to lack of funding. The reserve is currently set at an optimum level of approximately 6 months predicted fixed core service spend.*

## 12. Other information

- The charity does not have any material commitments not provided for in the accounts.
- The charity has not given any guarantees to third parties.
- The charity has not granted or been granted any loans.
- The charity did not make any ex-gratia payments during the year.

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