

## **Annual Report of the Trustees for the year ending September 30<sup>th</sup> 2021**

*'I feel I've changed quite a bit. I do feel more confident.  
My next challenge is to pass my theory test and driving test. I want to be able to read the  
questions myself, rather than having someone read them to me.'* Guy, new reader

### **Charitable activities**

Read Easy UK has had another strong year. In response to ongoing Covid-19 restrictions, our existing volunteers have continued to provide reading coaching remotely, when necessary, and the charity as a whole has continued to expand, launching more volunteer-led groups than in any previous year. To support this growth, we have increased our income and built our head office capacity to support our volunteers.

By the end of last year, we realised that Covid could be with us for some time and that we needed to encourage those volunteers who were less confident about using remote working methods. We therefore moved our usual autumn conference onto Zoom and used it as a platform to allow volunteers to share their successes. The conference was a 3-hour event, with over 160 attendees, and extremely well received.

Following the conference, we saw a definite growth in the confidence of many volunteers to experiment with remote coaching, and a steady increase in the numbers of Readers either starting or returning to coaching. Read Easy Nottingham, which was launched just after the pandemic began, has to date only enrolled and coached Readers using online methods, and by the end of the year had a cohort of 22 reading pairs working remotely. Although 79 Readers had not been able to resume coaching because of insurmountable problems, all groups were active again and, overall, the number of reading pairs was not far off pre-pandemic levels (463 as opposed to 503).

Given the difficulties of starting new groups during a pandemic, volunteer Pioneers also continued to be remarkably active. During the year, 24 new Pioneers were recruited, leading to 15 new groups being established, while four existing groups expanded their geographic reach. The overall increase, with one group closing, was from 33 to 47 affiliated groups. Seven of the new groups were in major conurbations in North West England. At the end of the year, 13 Pioneers were still working towards setting up new groups. The number of regions covered increased during the year from five to seven, with the appointment of two new Regional Advisers to cover London North & Region and London South & South East. As a result, by the end of September, nine new Pioneers had been recruited across these two regions alone.

Across the country, Read Easy had nearly 1100 volunteers. This included 361 Management Team members and 71 Coordinators, as various groups increased their number of Coordinators in order to support more Readers. These increases provide significant potential for future growth. In addition, there was a welcome, if modest, increase in overall diversity amongst volunteers, including significant growth in the number of younger people volunteering.



Read Easy's proactive approaches have helped to attract the funding needed to support growth. As well as funding the two new Regional Advisers, increased income has enabled us to strengthen our infrastructure. The Management Team was expanded with the appointment of a Head of Administration and Finance, and the head office administrative support team was increased to two, making a total of six head office staff including the Chief Executive. We also moved from an office in the Chief Executive's home to a new and bigger office nearby.

All staff continued to work on a part-time basis, allowing the maximum spread of skills or geographic coverage from the funds available. The team of freelance Trainers also increased from three to four during the year, and two new Trustees were appointed.

*'I didn't think that I would ever be able to read a book, but when I heard about Read Easy, I thought I would give it a go. I didn't think it would be as amazing as it is. I can now have a go at reading the newspaper which I have never done before. I was also given my first book for Christmas, which I have now read three pages of. My confidence has grown thanks to an amazing and patient teacher. It's really changed my life.'* Linda, new reader

### National publicity and website development

Throughout the year, Read Easy significantly raised its profile with Readers and volunteers being featured in national and local media. This included a very successful BBC Radio 4 appeal on Easter Sunday, as well as several features on BBC News online, Radio 5 Live and on national and local TV. To maximise the benefits of this publicity, we undertook a major rebuild of our website.

### Recruitment of new Chief Executive

Following the decision of Read Easy's founder and Chief Executive to step down at the end of March 2022, the Trustees spent some time in the early part of the year planning a careful process to recruit a new Chief Executive. The post was advertised during September 2021 in anticipation of an appointment being made in November.

### Fundraising and finance

It is encouraging that during this year Read Easy UK was able to continue to attract new funding and significantly increase its income to ensure its sustainable growth.

**Results:** The total incoming resources for the year October 2020–September 2021 amounted to £384,804 (2019-20: £280,743), all of which has been or will be used for the running and expansion of the charity. Expenditure amounted to £289,816 (2019-20: £203,580).

The increased expenditure for the year was in line with expectations and was crucial to support planned growth and predicted activities. In particular, there was an increase in staffing levels from 5 to 7.4 fte. In addition, a significant amount was invested in the rebuilding of the Read Easy website in order to maximise the benefits of both the BBC Radio 4 Appeal and future publicity and fundraising opportunities. There was also a one-off investment in the recruitment process for our new Chief Executive to ensure we were able to find the best possible person to lead the charity on to its next stage of development.

**Donations:** Income over the last year has been made up of grants from a range of trusts and foundations, individual donations and the annual subscriptions and training income from Read Easy UK's affiliated groups. We are particularly grateful to the following:



29th May 1961 Charitable Trust	Patrick & Helena Frost Foundation
Alice Ellen Cooper Dean Charitable Foundation	Ros and Alan Haigh
CHK Charities Ltd	Schroder Charity Trust
Dovedale Foundation	Sobell Foundation
Dulverton Trust	Society of the Holy Child Jesus
EJ Thompson Memorial Fund	Susanna Peake Charitable Trust
Grocers' Charity	Swire Charitable Trust (discretionary grant fund)
John Coates Charitable Trust	Tesco Bags of Help
John Laing Charitable Trust	TS Eliot Foundation
Julia and Hans Rausing Trust	Unwin Charitable Trust
Lightbulb Trust	Valentine Charitable Trust
National Lottery Covid-19 Fund	Vandervell Foundation
Notgrove Trust	

**Reserves policy:** Funds are held to meet the projected costs of the charity for a period of six to nine months. This policy is reviewed annually by the Trustees.

**Investment policy:** The charity funds its activities on a regular basis and as such is not involved with investment activities. Reserves are invested in interest bearing accounts to provide maximum income but with short-term access.

**Risk review:** The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate these risks. These procedures are reviewed annually to ensure they still meet the needs of the charity.

### **Progress against strategic plan and goals for the coming year**

In August and September 2021, the Trustees and Management Team took time to review progress against the previous year's strategic plan and to create further detailed goals for the next three years. All key goals for the last year (as outlined in last year's annual report) had been met or exceeded and there were no areas of concern.

#### **Key goals for the year October 2021 – September 2022 include:**

1. Appoint a new Chief Executive;
2. Appoint a part-time Regional Adviser to allow Read Easy to expand its services into North East England;
3. Increase the combined number of affiliated and Pioneer groups around the country from 60 to 81;
4. Launch a pilot project in Cornwall to test the feasibility of one management team covering an entire county using remote coaching methods for outlying rural areas;
5. Begin development of a new CRM system to streamline processes and increase efficiency across the organisation;
6. Strengthen collaboration with other literacy and adult education organisations, to increase effectiveness and influence national policy on literacy at all levels;
7. Develop productive relationships at a national level with other organisations and businesses who can refer staff or clients to Read Easy;





8. Continue to raise public awareness of the extent of adult reading difficulties and reduce the stigma of not being able to read.

A full breakdown of our goals, targets and measures for the coming year is contained in our strategic plan.

*'The biggest change in my life is my self-confidence. I now just think 'What's the worst that can happen?' and I have a go. I used 'pay at the pump' for the first time the other day – I would never have done that before because I'd be worried I couldn't read the instructions on the screen. If you can't read, don't be ashamed, just go out and ask for help'. Steve, new reader*

### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2016 and the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

The charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2016) and that an independent examination is required.

Signed on behalf of the trustees by:

Mr PJ Mugford  
Trustee

Mr CJ Bale  
Trustee

29 January 2022

## Read Easy UK

### **Financial statements**

**For the year ended 30 September 2021**

Charity number 1151288

# Read Easy UK

## Legal and administrative information

**Registered charity number:** 1151288

**Principal address:** Unit 3  
Batsford Estate Yard  
Batsford  
Moreton-in-Marsh  
Gloucestershire  
GL56 9QF

**Trustees:** Mr J Hunt – resigned 10 October 2021  
Mr P Gee  
Ms P Koulouri – appointed 26 July 2021  
Ms C O’Connor – appointed 26 July 2021  
Mr P Espinasse  
Ms JE Peerless  
Mrs L Aspey – resigned 21 October 2020  
Mr CJ Bale  
Ms H Ayles  
Mr PJ Mugford

**Chief Executive:** Mrs V J Williams-Ellis

**Bankers:** CAF Bank Limited  
25 Kings Hill Avenue  
West Malling  
Kent  
ME19 4JC

**Independent examiner:** Sophia Maynell FCA  
Tayabali Tomlin  
Kenton House  
Oxford Street  
Moreton-in-Marsh  
Gloucestershire  
GL56 0LA

## Read Easy UK

### Independent Examiner's Report to the Trustees of Read Easy UK

We report on the financial statements of the charity for the year ended 30 September 2021 which are set out on pages 7 to 13.

This report is made solely to the charity's trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the charity's trustees that we have done so, and state those matters we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our work or for this report.

#### Respective responsibilities of the council members and reporting Accountants

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 our responsibility to:

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

#### Basis of opinion

Our examination was carried out in accordance with 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 for an audit, and consequently we do not express an audit opinion on the accounts.

#### Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 130 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the requirements of the Act; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sophia Maynell FCA  
Tayabali Tomlin  
Kenton House  
Oxford Street  
Moreton-in-Marsh  
GL56 0LA

29 January 2022

# Read Easy UK

## Statement of Financial Activities

*For the year ended 30 September 2021*

	Unrestricted fund	Restricted funds	2021 Total funds	2020 Total funds
<b>Incoming resources</b>				
<i>Incoming resources from generated funds:</i>				
Voluntary income	274,997	94,000	368,997	250,309
Affiliation fees and subscriptions	3,800	-	3,800	7,792
Investment income	37	-	37	19
Training income	11,324	-	11,324	6,160
Furlough grant	646	-	646	16,463
<b>Total incoming resources</b>	<b>290,804</b>	<b>94,000</b>	<b>384,804</b>	<b>280,743</b>
<b>Resources expended</b>				
Cost of generating funds:				
Fundraising activities	(1,209)	-	(1,209)	(442)
Governance	(2,113)	-	(2,113)	(1,795)
Charitable activities:				
Volunteer support costs	(204,087)	(78,089)	(282,176)	(192,772)
Administration costs	(4,318)	-	(4,318)	(8,571)
<b>Total resources expended</b>	<b>(211,727)</b>	<b>(78,089)</b>	<b>(289,816)</b>	<b>(203,580)</b>
<b>Net movement in funds</b>	<b>79,077</b>	<b>15,911</b>	<b>94,988</b>	<b>77,163</b>
<b>Reconciliation of funds</b>				
Unrestricted funds brought forward	169,006	20,422	189,428	112,265
<b>Total funds carried forward</b>	<b>248,083</b>	<b>36,333</b>	<b>284,416</b>	<b>189,428</b>



# Read Easy UK

## Balance Sheet

At 30 September 2021

	Note	2021 £	2020 £
<b>Tangible assets</b>	2	9,219	2,909
<b>Current assets</b>			
Debtors	3	9,956	4,578
Cash at bank		271,702	188,490
<b>Creditors: amounts falling due within one year</b>	4	<u>(6,461)</u>	<u>(6,549)</u>
<b>Net current assets</b>		275,197	186,519
<b>Total assets less current liabilities</b>		<u>284,416</u>	<u>189,428</u>
<b>Represented by:</b>			
<b>General reserve</b>			
Balance brought forward		189,428	112,265
Surplus for the year		94,988	77,163
<b>Balance carried forward</b>	5, 6	<u>284,416</u>	<u>189,428</u>

Signed on behalf of the trustees by:

Mr PJ Mugford  
Trustee

Chris Bale

Mr CJ Bale  
Trustee

29 January 2022

# Read Easy UK

## Notes to the Financial Statements

### 1 Accounting policies

#### *Basis of preparation*

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

#### *Tangible fixed assets*

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer and office equipment – 25% on reducing balance

#### *Incoming resources*

All incoming resources are included in the statement of financial activities when they are receivable and the amount can be quantified with reasonable accuracy.

#### *Resources expended*

Resources expended are recognised in the period in which they are incurred. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly and those of an indirect nature necessary to support them.

#### *Investments*

Investments are valued annually at market value. Gains or losses are taken to the Statement of Financial Activities. Investment income has been taken into account on an accruals basis.

# Read Easy UK

## Notes to the Financial Statements (continued)

*For the year ended 30 September 2021*

	£	£
<b>2 Tangible fixed assets</b>		
	<b>Computer &amp; Office Equipment</b>	<b>Total</b>
<b>Cost</b>		
At 1 October 2020	8,746	8,746
Additions	9,383	9,383
Disposals	-	-
At 30 September 2021	<u>18,129</u>	<u>18,129</u>
<b>Depreciation</b>		
At 1 October 2020	5,837	5,837
Charge for year	3,073	3,073
Eliminated on disposal	-	-
At 30 September 2021	<u>8,910</u>	<u>8,910</u>
<b>Net book values</b>		
At 30 September 2021	<u>9,219</u>	<u>9,219</u>
At 30 September 2020	<u>2,909</u>	<u>2,909</u>
<b>3 Debtors: amounts falling due within one year</b>		
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other debtors	9,956	4,578
	<u>9,956</u>	<u>4,578</u>

# Read Easy UK

## Notes to the Financial Statements (continued)

*For the year ended 30 September 2021*

### 4 Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	6,461	6,549
	<u>6,461</u>	<u>6,549</u>

### 5 Unrestricted Funds

#### *General unrestricted fund*

	£
At 1 October 2020	<u>119,006</u>
Incoming resources	290,804
Outgoing resources	(203,346)
At 30 September 2021	<u>206,464</u>

#### *Organisation development fund*

	£
At 1 October 2020	<u>50,000</u>
Incoming resources	-
Outgoing resources	(8,381)
At 30 September 2021	<u>41,619</u>

### 6 Restricted Funds

#### *General restricted fund*

	£
At 1 October 2020	<u>-</u>
Incoming resources	31,500
Outgoing resources	(31,500)
At 30 September 2021	<u>-</u>

# Read Easy UK

## Notes to the Financial Statements (continued)

*For the year ended 30 September 2021*

### 6 Restricted Funds (continued)

<i>North West Region</i>	£
At 1 October 2020	<u>20,422</u>
Incoming resources	-
Outgoing resources	(20,422)
At 30 September 2021	<u>-</u>
<i>Central West Region</i>	£
At 1 October 2020	<u>-</u>
Incoming resources	12,500
Outgoing resources	(1,042)
At 30 September 2021	<u>11,458</u>
<i>South West Region</i>	£
At 1 October 2020	<u>-</u>
Incoming resources	10,000
Outgoing resources	(10,000)
At 30 September 2021	<u>-</u>
<i>London and South East Region</i>	£
At 1 October 2020	<u>-</u>
Incoming resources	40,000
Outgoing resources	(15,125)
At 30 September 2021	<u>24,875</u>

# Read Easy UK

## Notes to the Financial Statements (continued)

*For the year ended 30 September 2021*

### **7 Trustees' expenses**

During the year no payments were made to trustees except in respect of direct reimbursement of expenses for which vouchers were provided.