

Annual Report of the Trustees for the year ending September 30th, 2022

"I have been going to Read Easy for two years. I have more confidence and I don't feel ashamed anymore. It's just like they say, it's never too late to learn. I would not have done it without Read Easy." Steve – Reader, Read Easy Bridport

Overview

Read Easy UK (REUK) supports adults learning to read. Our vision is for everyone in the UK to have the literacy skills they need to realise their potential and live life to the full. We are the only national charity providing this service - free, confidential, one-to-one reading coaching by trained volunteers, working in locally run groups across the country.

The past year has seen our services grow dramatically. We have more than doubled the number of readers being coached, and the number of volunteer groups across the country has increased by 35 per cent, with particularly strong growth in London. We have trained more than 1,000 volunteers, and the BBC documentary *Jay Blades Learning to Read at 51* led to an exponential increase in enquiries from Readers and potential volunteers.

This rapid expansion was particularly encouraging in what has also been a year of transition for REUK. Eleven years after setting up the first Read Easy group, our Founder and CEO, Ginny Williams-Ellis, retired in February. Ginny developed REUK from one group in Dorset to 81 groups across England, helping to change the lives of thousands of people, and we were delighted when her achievements were honoured with the award of an MBE. On behalf of all REUK's staff, volunteers and readers, past and present, the Trustees thank Ginny for her vision, hard work and integrity.

Our new chief executive, Carla Priddon, was appointed in November 2021 following a rigorous interview process, and after a six-week handover with Ginny, took over the leadership role officially in April. Carla has extensive experience of charity management and has settled into her new role quickly and successfully.

"On this journey I'll be meeting people who can't read, for whatever reason, and hopefully helping them. I'd love this film to inspire the millions of other adults in the same situation as me."

Jay Blades, MBE, Reader with Read Easy

Our developments, achievements, and impact in 2021/22:

During the year we:

- Helped 948 Readers to learn to read, up from 463 the previous year.
- Supported 81 volunteer groups nationally, up from 60 the previous year.
- Expanded in London – from 9 groups to 18.



- Worked with 1,400 volunteers who together gave more than 218,400 hours of their time to help people learn to read.
- Increased our remote coaching for readers, including pioneering projects in Nottingham and Cornwall.
- Achieved primetime BBC coverage with *Jay Blades Learning to Read at 51* – [Jay Blades' journey of learning to read – BBC](#) – which helped to increase awareness, reduce stigma and encourage potential readers to seek help.
- Celebrated the award of an MBE to REUK Founder Ginny Williams-Ellis.
- Delivered training to 1,210 volunteer reading coaches.
- Developed an Equality, Diversity and Inclusion strategy, with clear plans for measurable actions in 2022-23 and beyond.
- Began working in partnership with other literacy charities, corporate organisations, and research institutions, to continue improving our efficiency and sharing best practice.

"I find Volunteering to be a great way of being involved in something I believe benefits others. Giving some of my time and using some of my skills is really satisfying and a very tangible way of supporting an essential charity. I find I also learn new skills, meet new people, and enjoy the commitment and satisfaction that comes with being part of a scheme and group that clearly makes a difference."

Finn – Venue Organiser for Read Easy Shropshire Hills

Fundraising and finance

During the year, REUK managed to grow sustainably by attracting new income and drawing on reserves and a modest development fund brought forward from the previous year.

Results: Total income was £275,476 (2020-21: £384,804), all of which has been, or will be, used for the running and expansion of the charity. Income in 2020-21 was high, due in part to the Radio 4 Appeal which was a one-off event. This year's total was always expected to be lower, and the situation was exacerbated by unexpectedly high turnover of fundraising staff for personal reasons and a bleak national economic climate.

Expenditure was £396,041 (2020-21: £289,816). This increase was crucial to support planned growth and was partly funded by the modest development fund created to support the charity through a time of transition and development. This growth included an increase in staffing levels from 7.4 to 9 FTE, and all three senior team members moving from 0.8 FTE to full time. The team of freelance Trainers also increased from four to six during the year, to match the growth in reading coach numbers. These staffing levels provide stability and will ensure that REUK has the resources and infrastructure needed to meet our charitable objectives and to grow sustainably.

Overall, the Trustees consider financial performance during the year to have been a good outcome in difficult circumstances. They continue to monitor the situation closely and believe that the appointment of a new Head of Trusts Fundraising in early 2023, with further recruitment in the fundraising team planned, will significantly boost income in the year ahead.

Volunteers:

In addition to employing full and part time staff, REUK is also reliant on the support of approximately 1,400 regular volunteers who help Readers in their local communities. The Trustees are hugely grateful for this support, without which the Charity could not function.



Donations: Income during the year was made up of grants from a range of trusts and foundations, individual donations and the annual subscriptions and training income from REUK's affiliated groups.

We are particularly grateful to the following:

29 th May 1961	Lord Faringdon Charitable Trust
Alice Ellen Cooper Dean Charitable Foundation	Man Charitable Trust
Anonymous Donor Trust	Notgrove Trust
Dovedale Foundation	Patrick & Helena Frost Foundation
Dulverton Trust	Ros and Alan Haigh
Ecclesiastical	Schroder Charity Trust
EJ Thompson Memorial Fund	Sharegift
GEMs Book Club	Sobell Foundation
Girdler's Charity	Society of the Holy Child Jesus
Grocer's Charity	Susanna Peake Charitable Trust
Ideas Exchange	Unwin Charitable Trust
John Coates Charitable Trust	Valentine Charitable Trust
John Laing Charitable Trust	Vandervell Foundation
The Lightbulb Trust	Wates Family Enterprise Trust

Reserves policy: The Trustees have always ensured that the Charity has sufficient funds in reserve to withstand any shortfall in income or unforeseen expenditure, and this approach was maintained throughout the year. In addition, in view of our ambitious plans and the difficult economic climate, the Trustees have recently approved a formal Reserves Policy. The Charity now aims to hold sufficient cash to cover at least three months' operating costs, and Trustees hope to increase this to six months' cover by 2026.

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

Public Benefit: The Trustees note the Charity Commission's guidance on the need for charities to deliver a public benefit, and believe that the achievements outlined above, as well as our ambitious plans to help more adults learn to read in the years ahead, show how we are meeting this need.

Risk review: The Trustees have conducted a review of the major risks to which the charity is exposed, and processes and systems have been established to mitigate these risks. All identified risks are monitored closely by the CEO and senior staff and are reviewed by Trustees on a quarterly basis.

"I want to become something, to make an impact and to do the right thing – and I want to encourage other people like me to come forward and seek help too. Most importantly, I want to see the smiles on my children's faces when I read to them. It's such a massive achievement for me and nothing makes me happier."

Jonathan – Reader.



Strategic Plan

In August and September 2022, the Trustees and Management Team reviewed progress against the year's strategic plan. All the key goals for 2021/22 (as outlined in last year's annual report) had been met or exceeded.

New targets were agreed (see below), and in 2022/23 a new three-year plan will be developed.

Aims and ambitions for 2022/23

REUK has always been committed to delivering an excellent service to adults who want to learn to read, and that remains our top priority. In support of that goal, the charity is working hard to develop diverse and sustainable sources of income, and to raise awareness nationally about the importance of adult literacy and how it can be improved.

To achieve these goals, in 2022/23 we will:

- Support over 1,000 Readers for the first time.
- Increase the number of volunteer groups from 81 to 99.
- Achieve full England coverage, with a new Regional Advisor appointed for the North-East and Yorkshire.
- Increase opportunities for digital learning, to help more Readers.
- Develop partnerships with other literacy charities, to increase our impact.
- Increase our awareness and advocacy work.
- Improve our efficiency by further developing our systems and processes.
- Implement our new Equality, Diversity and Inclusion strategy.
- Strengthen our evaluation processes.
- Diversify our income sources.

Trustees are mindful that, although problems stemming from the pandemic eased during the year, economic prospects are bleak and REUK is likely to face challenges as it continues to expand and help more readers. A period of consolidation is likely, but the Trustees are confident that the charity is well positioned to continue providing its much-needed services.

"It's the best feeling in the world to be able to read with your children."

Sarah - Graduate 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;

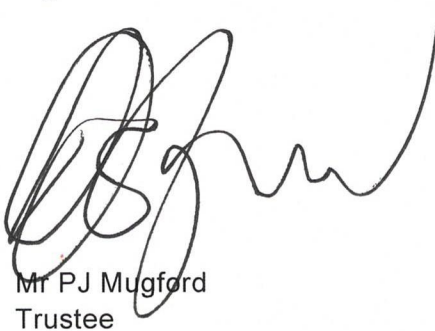


- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

29th April 2023



Ms P Koulouri
Trustee

Read Easy UK

Financial statements

For the year ended 30 September 2022

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 P Gee - resigned Ms P Koulouri Ms C O'Connor Mr P Espinasse Ms JE Peerless Mr CJ Bale Ms H Ayles Mr PJ Mugford
Chief Executive:	Ms C Priddon
Bankers:	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JC
Independent examiner:	Asad Noorani 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 2022 which are set out on pages 9 to 15.

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.

Asad Noorani FCA
Tayabali Tomlin
Kenton House
Oxford Street
Moreton-in-Marsh
GL56 0LA

29 April 2023

Read Easy UK

Statement of Financial Activities

For the year ended 30 September 2022

	Unrestricted fund	Restricted funds	2022 Total funds	2021 Total funds
Incoming resources				
<i>Incoming resources from generated funds:</i>				
Voluntary income	177,290	50,000	227,290	368,997
Affiliation fees and subscriptions	12,550	-	12,550	3,800
Investment income	251	-	251	37
Training income	35,216	-	35,216	11,324
Sundry income	169	-	169	646
Total incoming resources	225,476	50,000	275,476	384,804
Resources expended				
Cost of generating funds:				
Fundraising activities	(1,168)	-	(1,168)	(1,209)
Governance	(2,448)	-	(2,448)	(2,113)
Charitable activities:				
Volunteer support costs	(277,218)	(77,166)	(354,384)	(282,176)
Administration costs	(38,041)	-	(38,041)	(4,318)
Total resources expended	(318,875)	(77,166)	(396,041)	(289,816)
Net movement in funds	(93,399)	(27,166)	(120,565)	94,988
Reconciliation of funds				
Total funds brought forward	248,083	36,333	284,416	189,428
Total funds carried forward	154,684	9,167	163,851	284,416

Read Easy UK

Balance Sheet

At 30 September 2022

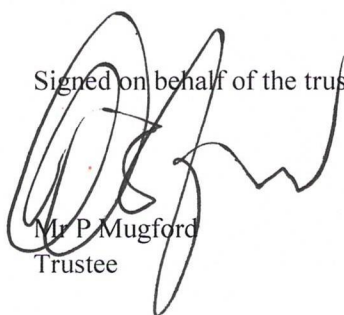
	Note	2022 £	2021 £
Tangible assets	2	11,668	9,219
Current assets			
Debtors	3	12,946	9,956
Cash at bank		150,533	271,702
Creditors: amounts falling due within one year	4	<u>(11,296)</u>	<u>(6,461)</u>
Net current assets		152,183	275,197
Total assets less current liabilities		<u>163,851</u>	<u>284,416</u>

Represented by:

General reserve

Balance brought forward		284,416	189,428
(Deficit) / Surplus for the year		(120,565)	94,988
Balance carried forward	5, 6	<u>163,851</u>	<u>284,416</u>

Signed on behalf of the trustees by:



Mr P Mugford
Trustee

29 April 2023



Ms P Koulouri
Trustee

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 2022

	£	£
2 Tangible fixed assets		
	Computer & Office Equipment	Total
Cost		
At 1 October 2021	18,129	18,129
Additions	6,338	6,338
Disposals	-	-
At 30 September 2022	<u>24,467</u>	<u>24,467</u>
Depreciation		
At 1 October 2021	8,910	8,910
Charge for year	3,889	3,889
Eliminated on disposal	-	-
At 30 September 2022	<u>12,799</u>	<u>12,799</u>
Net book values		
At 30 September 2022	<u>11,668</u>	<u>11,668</u>
At 30 September 2021	<u>9,219</u>	<u>9,219</u>
3 Debtors: amounts falling due within one year		
	2022	2021
	£	£
Other debtors	12,946	9,956
	<u>12,946</u>	<u>9,956</u>

Read Easy UK

Notes to the Financial Statements (continued)

For the year ended 30 September 2022

4 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other creditors	11,296	6,461
	<u>11,296</u>	<u>6,461</u>

5 Unrestricted Funds

General unrestricted fund

	£
At 1 October 2021	<u>206,464</u>
Incoming resources	225,476
Outgoing resources	(309,591)
At 30 September 2022	<u>122,349</u>

Organisation development fund

	£
At 1 October 2021	<u>41,619</u>
Incoming resources	-
Outgoing resources	(9,284)
At 30 September 2022	<u>32,335</u>

6 Restricted Funds

General restricted fund

	£
At 1 October 2021	<u>-</u>
Incoming resources	30,000
Outgoing resources	(25,000)
At 30 September 2022	<u>5,000</u>

Read Easy UK

Notes to the Financial Statements (continued)

For the year ended 30 September 2022

6 Restricted Funds (continued)

South Region

£

At 1 October 2021	<u>-</u>
Incoming resources	20,000
Outgoing resources	(15,833)
	<u>4,167</u>

At 30 September 2022

Central West Region

£

At 1 October 2021	<u>11,458</u>
Incoming resources	-
Outgoing resources	(11,458)

At 30 September 2022

London and South East Region

£

At 1 October 2021	<u>24,875</u>
Incoming resources	-
Outgoing resources	(24,875)

At 30 September 2022

Read Easy UK

Notes to the Financial Statements (continued)

For the year ended 30 September 2022

7 Employees

The average number of employees during the year was 14 (2021 - 12).

8 Trustees' expenses

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