

Bringing Words to Life Ltd

Financial Statements

For the Year Ended

31 August 2021



Company Registration No. 08366070

Charity Registration No. 1151661

Legal and Administrative Information:

Name: Bringing Words to Life Limited

Company No. 08366070

Charity No. 1151661

Trustees: Stuart Jackson (Chair)
Emma Barnett
Beth Khalil (Treasurer)
Jeremy Barnett

Directors: Stuart Jackson
Emma Barnett
Jeremy Barnett

Registered Address: 16 Summerdale
Shotley Bridge
Consett
Co. Durham
DH8 0ET

Bank: Lloyds Bank PLC
44 Front Street
Whickham
Tyne and Wear
NE16 4DS

Structure: Bringing Words to Life Ltd is a Company limited by guarantee (Company No. 08366070) and a registered Charity (Charity No.1151661).

Senior Contact: Melanie Cornish-Fleet – Chief Executive Officer.

Independent Examiner: Darren Thompson
44 Witton Drive
Spennymoor
Co. Durham
DL16 6LU

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Trustees' Report:

The aim of the charity is:

- To advance the education of the public, particularly but not exclusively those residing in Gateshead and surrounding area by developing key literacy skills with the aim of advancing education and employment prospects and life skills.

Achievements and Performance:

Over the last year, Bringing Words to Life, have continued to deliver a wide range of literacy workshops in schools and with community groups.

Over the last year Bringing Words to Life has continued to deliver a wider range of activities in and around the North East, as well as working with a number of schools in Manchester.

- We worked with 408 young people across four different settings in Newcastle and Gateshead.
- We provided tutoring support for three young people who had been excluded from school through Gateshead Council.
- We ran a Christmas Poetry competition which involved five schools.
- Over 578 articles were written through the support of our programmes.
- We employed two young people through the Kickstart programme.
- We provided volunteer opportunities for 13 young people.
- Covid-19 had an immense impact on our delivery as schools closed and our programmes ceased running. However, this time was used for reflection and adaptation, and we were able to deliver remotely in the 20/21 financial year.

Plans for the future:

- We continued to develop one of our key programmes as a stand-alone resource through funding from the EDP. This will be available nationally.

Risk Management:

The Trustees are examining the major risks, which the organisation faces in relation to external factors, governance, and internal operations of the organisation. They are considering the likelihood and the impact of risks and reviewing what systems should be in place to control and reduce those risks.

Reserves Policy:

It is the policy of the charity to try and build up unrestricted funds, which are free reserves of the organisation, to a level that equates to approximately 3 months unrestricted expenditure. This would provide sufficient funds to cover the management and administration support costs and any emergencies that may arise from time to time.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity, which enables them to ascertain the financial position of the company and enable them to comply with applicable law. The Directors/Trustees are also responsible for the safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees' Responsibilities:

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy the financial position of the charity which enables them to ascertain the financial position of the company and enable them to comply with applicable law.

The Trustees are also responsible for the safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

For the year ending 31/8/2021 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 for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Trustees and signed on their behalf by:

Signed: EM Barnett Name: EM Barnett
Position: DIRECTOR

Signed: E Khalil Name: E KHALIL
Position: DIRECTOR

Independent Examiners Report:

I report on the financial statements of Bringing Words to Life Ltd for the year ended 31st August 2021, which are set out on pages 7-9.

Respective responsibilities of Trustees and Examiner:

The charity's trustees (who are also the directors of the company for the purposes of company law) 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(2) of the Charities Act 2011, and an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination; it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- Follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act: and
- State whether particular matters have come to my attention.

Basis of examiner's statement:

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison 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 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 the course of the examination, no matter has come to my attention:

1. Which gives me 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 accounting requirements of the 2011 Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: D W Thompson

Date: 10/5/2022

Darren Thompson
44 Witton Drive
Spennymoor
Co. Durham DL16 6LU

Bringing Words to Life Ltd

Statement of Financial Activities

1 September 2020 – 31 August 2021

		Restricted	Unrestricted	2021	2020
	Notes	£	£	£	£
Incoming Resources:					
Grants	3	55,159.00	3,000.00	58,159.00	7,638.00
Sales	4	-	11,460.00	11,460.00	15,838.00
Other income		-	-	-	4,000.00
Total Incoming Resources:		55,159.00	14,460.00	69,619.00	27,476.00
Resources Expended:					
Premises costs		-	-	-	464.00
Insurance		-	223.00	223.00	280.00
Office costs	5	-	4,628.00	4,628.00	2,564.00
Travel expenses		-	1,291.00	1,291.00	-
Staffing costs	6	43,573.00	-	43,573.00	-
Sessional worker costs		826.00	2,114.00	2,940.00	24,007.00
Professional fees		3,200.00	1,400.00	4,600.00	-
Loan repayments		-	-	-	771.00
Bank charges		-	-	-	-
Other costs		7,560.00	-	7,560.00	45.00
Total Resources Expended:		55,159.00	9,656.00	64,815.00	28,131.00
Surplus/Deficit for the period:		0.00	4,804.00	4,804.00	(655.00)
Funds brought forward 1st September 2020:		0.00	1,769.00	1,769.00	2,424.00
Funds carried forward 31st August 2021:		0.00	6,573.00	6,573.00	1,769.00

Statement of Assets and Liabilities

as at 31 August 2021

		2021	2020
	Notes	£	£
Current assets:			
Cash at bank and in hand		6,573.00	1,769.00
Debtors	7	4,825.00	30,105.00
Total current assets:		11,398.00	31,874.00
Liabilities:			
Loans	8	5,156.00	5,156.00
HMRC	9	691.00	-
Total liabilities:		5,847.00	5,156.00
Net assets:		5,551.00	26,718.00
The funds of the charity:			
Restricted funds		4,825.00	18,705.00
Unrestricted funds		726.00	8,013.00
Total funds:	10	5,551.00	26,718.00

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit for the year in question 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 for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed: EM Barnett Name: EM BARNETT
Position: DIRECTOR

Signed: E Khalil Name: E KHALIL
Position: DIRECTOR

**Notes to the Financial Statements
for the year ended 31st August 2021**

1	The accounts are prepared on the receipts and payments basis in accordance with the Statement of Recommended Practice, Accounting, and Reporting by Charities.
2	Bringing Words to Life is a Registered Charity (Charity No. 1151661) and a Company Limited by Guarantee (Company No.08366070).
3	<p>This includes:</p> <ul style="list-style-type: none"> • Community Foundation £2,500.00 • JJ Charitable Trust £5,000.00 • SSE £11,400.00 • EDF £32,355.00 • Kickstart £6,904.00
4	Income generated through contracts and service level agreements.
5	Office costs include stationery and consumables.
6	<p>This includes:</p> <p>Wage costs £43,540.00</p> <p>Pension costs £33.00</p>
7	<p>Monies outstanding due to the charity:</p> <ul style="list-style-type: none"> • £4,825.00 – EDP
8	Loan repayments deferred to next financial year as part of COVID-19 support.
9	<p>This includes:</p> <ul style="list-style-type: none"> • Outstanding Tax and NI due to HMRC.
10	Funds available to the charity.