

# READING FORCE

England & Wales · Charity number 1159890

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2015-01-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 10 Homersham Road  
Kingston upon Thames  
KT1 3PN

**Phone** 07566 200 299

**Email** [info@readingforce.org.uk](mailto:info@readingforce.org.uk)

**Website** [www.readingforce.org.uk](http://www.readingforce.org.uk)

## Activities

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**Objects:** THE FOLLOWING OBJECTS ARE FOR THE PUBLIC BENEFIT FOR ALL BRITISH ARMED FORCES FAMILIES AND CHILDREN LIVING IN THE UK AND OVERSEAS:-1) TO ADVANCE EDUCATION BY ENCOURAGING FAMILIES TO READ TOGETHER FOR PLEASURE AND TALK ABOUT A BOOK BY PROVIDING ADVICE AND ASSISTANCE AND MATERIALS TO SUPPORT SHARED READING ACTIVITIES; AND2) TO PROMOTE AND PROTECT GOOD HEALTH BY USING READING AS A MEANS OF MITIGATING STRESS AND INCREASING COMMUNICATION AND GOOD FAMILY RELATIONSHIPS FOLLOWING SEPARATION DUE TO TRAINING, DEPLOYMENT, POSTINGS AND MOBILITY.

**Activities:** We help improve communication within families experiencing the unique challenges of Forces life whether at home together or separated by tours of duty or postings, by encouraging shared reading and scrapbook/journaling. It is a fun and practical activity for all British Forces families living in the UK and overseas, reservists, veterans, and their close and extended families including grandparents

## Classification

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- **How:** Provides Services, Other Charitable Activities
- **What:** Education/training, Other Charitable Purposes
- **Who:** Children/young People, Other Defined Groups

## Geography

- **Area of benefit:** UK AND OVERSEAS
- Akrotiri
- Brunei
- Canada
- Cyprus
- Dhekelia
- Falkland Islands
- Germany
- Gibraltar
- Italy
- Northern Ireland
- Scotland
- Throughout England And Wales

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-06-30 | £437,592 | £291,250    | -      | -         |
| 2024-06-30 | £231,793 | £303,542    | -      | -         |
| 2023-06-30 | £218,979 | £283,736    | -      | -         |
| 2022-06-30 | £256,638 | £222,604    | -      | -         |
| 2021-06-30 | £288,455 | £151,166    | -      | -         |

## Trustees

| Name                                   | Role  | Appointed  |
|----------------------------------------|-------|------------|
| NICHOLAS WILLIAM NEVILLE JONES BA OXON | Chair | 2014-11-10 |
| Alison Hill                            |       | 2023-11-08 |
| Amanda Rowley                          |       | 2025-03-25 |
| Elizabeth Brown                        |       | 2026-02-03 |
| LINDSEY TAYLOR                         |       | 2014-11-10 |
| Louise Sarah Radakin                   |       | 2026-02-03 |
| Paul Collard BEM ACMA                  |       | 2025-04-01 |
| Rev Alison Baverstock                  |       | 2014-11-06 |
| SHAHID AZEEM                           |       | 2023-02-23 |
| Sarah Helen Bradshaw                   |       | 2026-02-03 |
| The Rt Hon the Lord David Blunkett     |       | 2020-09-30 |

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# Accounts

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**REGISTERED CHARITY NUMBER: 1159890**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2025  
FOR  
READING FORCE**

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

# **READING FORCE**

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# **READING FORCE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025**

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The trustees present their report with the financial statements of the charity for the year ended 30 June 2025. The trustees have adopted the provisions of 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 2019).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

Our constitution states that the purposes of Reading Force are:

1. To advance education by encouraging families to read together for pleasure and talk about a book by providing advice and assistance and materials to support shared reading activities.
2. To promote and protect good health by using reading as a means of mitigating stress and increasing communication and good family relationships following separation due to training, deployment, postings and mobility.

The activities carried out for the public benefit of the charity are for all British Armed Forces families and their children, including reservists, veterans and injured personnel, living in the UK and overseas.

The trustees always ensure that the strategies and activities we undertake are in line with our charitable objects and aims. Our long-term aim that shapes our annual activities is to extend and deepen the relationship we have with Forces personnel and families, to ensure our project reaches the awareness of all and invites them to become involved. We seek to support the social, emotional and mental wellbeing of the Forces community through shared-reading and effective communication.

#### **How we work**

Strategies we employ to achieve the charity's aims and objectives are to:

- Work with support workers of Forces families: schools; welfare and community organisations and other agencies and charities devoted to the support of the Forces
- Reach Forces families themselves to explain the benefits of Reading Force and support participation
- Influence policy makers and those offering financial and administrative support to the Forces community
- Act as a lobbying force to ensure the particular needs and issues of Forces families remain in the forefront of public consciousness

We offer and provide:

- Advice on the benefits of involvement in reading for pleasure
- Materials to support families taking part in Reading Force
- Related activities such as author tours in schools and weekend/holiday workshops in approved activity centres
- Related advice on policy through presentations at key forums and conferences

#### **Public benefit**

The trustees have had regard to the guidance issued by the Charity Commission on public benefit in planning these activities for the year and reviewed the guidance at trustee meetings.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025

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### OBJECTIVES AND ACTIVITIES

#### Achievement and performance

Reading Force has had a busy year.

We have continued to deliver our planned core service: providing family shared-reading initiatives for the tri-service Forces community (serving, veterans, reservists, injured personnel, bereaved families), proven to enhance the emotional, social, and mental wellbeing of Forces families. We get ongoing feedback that so many charities and other military facing organisations limit their support to those serving, or extend it for only a prescribed period after leaving. They may offer it only for current families, excluding those divided by relationship breakdown or divorce and those bereaved. Reading Force includes the whole military community, and the ongoing nature of what we offer is much appreciated. Military families are marked by the experience whatever their current situation, and we are proud to support them.

Family requests to take part in Reading Force have been rising, largely due - we observe- to rising uncertainty within the military community. World instability and the potential role of 'boots on the ground' within a 'coalition of the willing' have led military families to worry about what may happen to them, both those serving and their wider connections. They have, in increasing numbers, turned to us for support and encouragement- and access to the resources we provide. It is satisfying that our most common source of new applicants is now recommendation by other Forces families, which shows the extent to which we are reaching the military community.

#### How many military families we reach

This financial year we hit the milestone of reaching 250,000 Reading Force scrapbooks sent, worldwide. Over the previous year we saw an overall increase in engagement from 30,000 (2023) to 32,500 (24/25), which is slightly below our projected target of 39,500 (which was based on application figures during the previous year).

#### External grants were used to fund:

Production of bespoke materials (scrapbooks, teen journals, adult reading records, leaflets, letters, posters).

Distribution of over **6,000 children's books** (babies to age 18) with scrapbooks/journals for shared-reading, via online/postal requests, outreach events, competitions and prizes.

Distribution of **over 16,000 scrapbooks and teen journals** via 200+ welfare settings, charities and schools, and RF Ambassador outreach events and activities. The number of welfare settings involved with us is particularly impressive, as each centre represents an opportunity to reach their whole population of beneficiaries.

Provided **over 1,000 adult reading records** to veterans, spouses, and book club members to support reflection, thought processing, communication, and overall wellbeing.

Established **31 Reading Force book clubs** for nearly 400 Armed Forces community members

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025

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### OBJECTIVES AND ACTIVITIES

#### Activities delivered:

Delivered **three 'Introduction to Memoir Writing' events** with guest speakers, held in military museums across the UK, attended by c.100 beneficiaries (with further noting/sharing on related social media); providing guidance and inspiration to develop their own work for entry into our 2025 memoir writing competition.

This involvement, a new activity for Reading Force, drew on the research of our director, whose academic work on self-publishing and writing has identified significant benefits in wellbeing and positive mental health, for those involved. The three events organised were varied in geographical location (Winchester, London and Belfast). We are encouraged by the positive response from the community we serve, and keen to continue - possibly seeking related grants.

Established **31 accessible book clubs** (our highest total to date) online/in-person for nearly 400 Armed Forces community members (children, youth, veterans, spouses/partners). The clubs provide meaningful engagement, reduce isolation and increase wellbeing.

Ongoing monitoring of the book clubs has revealed them to be a particularly effective way of developing our beneficiaries. Feedback from questionnaires has shown that, unlike most people who join book clubs in civilian life, our joiners are not particularly keen on reading, and in general have not belonged to a book club before. They are far more motivated by a desire to connect with other/former military personnel.

**Ambassadors attended national and local events to showcase services**, build networks, and reach new beneficiaries, such as military family days before a unit is deployed. We have built up a reputation for being reliable and available, and extremely inclusive - all of which are much appreciated. We have sharpened our data monitoring through transferring information to a CRM system which enables better record-keeping and beneficiary contact, within the provisions of Data Protection Legislation.

**New publication of a Reading and Wellbeing Journal.** This was an updated and significantly expanded version of the Individual Reading Record produced in consultation with veterans in NI. Again working with the military community, we produced a new version that has won positive attention from both those involved in the process and those who have since received a copy.

#### Number of People Worked With

#### Estimated total beneficiaries:

**Over 5,100 children** received storybooks (29% repeat users) and shared-reading resources, extending impact to an estimated **15,300 individuals** including parents, siblings and extended family.

**Over 16,000 additional beneficiaries** supported through distributed scrapbooks and journals via over 200 welfare services, schools and organisations, and outreach events. We estimate a third of resources are used by an average of three people.

**Over 1,000 adults** (veterans and spouses/partners) received reading records, with 322 also participating in book clubs to support their wellbeing and foster social connection.

**READING FORCE**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 JUNE 2025**

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**FINANCIAL REVIEW**

**Financial Position**

Our results are in line with budget, total income was £437,592 (previous year: £231,793) an increase of 89% from the previous year with expenditure £291,250 (previous year £303,542) consistent with the previous year. This additional planned increase in income has allowed the charity to increase its reserves in line with its aim to provide stability for its future operations.

**Reserves policy**

The Charity aims to retain sufficient unrestricted reserves to enable it to carry out its activities for a period of six months in the unlikely event that no new funds become available.

With circumstances now being far more challenging to raise income, the charity has recently improved reporting to monitor expenditure according to income received (or in the pipeline). As part of the management reporting there is a three-year strategy forecast, an annual budget and monthly management reports. This allows the Trustees to measure the performance of the Charity and allow for any change of strategy on a timely basis.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025

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### FINANCIAL REVIEW

#### Budgets and Forecasts

Management reporting is vital to supporting the charity in achieving its goals; the adopted reports are part of the formal review process. The charity aims to retain sufficient unrestricted reserves to enable it to carry out its activities for a period of six months in the unlikely event that no new funds become available.

Currently the charity has £64,155.26 of free reserves, representing approximately three months of operating expenditure, within the unrestricted fund totals shown in these accounts. The intention is to maintain this level of headroom, but this depends on results in the year ahead and the difficult climate for fundraising,

#### Learning from the Past Year

We are finding that all the grant giving bodies are reporting the same thing: significantly increased demand (with many applications written by AI but still requiring a response) and real difficulty in allocating funding.

We have increased efforts in looking more broadly for funding: from corporate sponsorships, philanthropic relationships, and public fundraising, including securing two London Marathon spots for the next four years.

Demand continues to rise; by end of Q1, our expenditure slightly exceeded forecast. We have adjusted our processes by limiting families to one request every six months to ensure fair distribution.

Rising costs (two postage increases in 2024 and increases in paper costs impacting publishers and packaging merchants) emphasised the need to build reserves for financial stability.

#### Significant Changes in Organisation or Beneficiaries

We responded to a significant demand due to global instability (e.g. Ukraine) and cost-of-living crisis affecting Forces families, most of whom are single-income households due to the service partner's mobility. Books are often an unaffordable luxury. Receiving a book that the child knows is theirs alone is particularly appreciated, and has been shown (within wider sector research) to correlate with an increased likelihood of getting involved in reading).

Responded to a significant rise in requests to set up book clubs (providing training to coordinators and three books per member), allocating additional budget to deliver double the planned number of clubs; high demand continues with a waiting list for new clubs.

Despite an increase in beneficiary numbers, the total fell short of forecast due to budget redistribution towards book clubs, as well as unexpected increases in delivery and book costs. In addition to improved tracking systems that now enable us to more accurately report on beneficiary usage.

We were joined by Lucy Fryer, as Veterans Ambassador, who is from a Naval background. Whereas we have always been tri-service, the recruitment an experienced individual from within the Naval community has led to an increased reach within Naval families and supporting organisations.

#### Achievements and awards

For the second year running we were shortlisted for the **NI Veterans Awards Project of the Year** securing the **Bronze Award**.

Shortlisted for **Military Family Charity of the Year** by 'Celebrating Forces Families'.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025

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### FINANCIAL REVIEW

Our founder and director received an **MBE for services to military charities** which she accepted on behalf of the charity as a whole.

**Invited to contribute to advisory panels**, advocating for beneficiaries based on their needs and feedback (e.g. we were asked to be on the advisory panel for the Armed Forces Covenant Award funded 'In Our Shoes' report; we were invited to be founder members of the Cobseo Children and Young People's Forum).

### Anticipated Income and Expenditure for Coming Year

The budget set for 2025-26 is in line with this year and already we have secured over sixty per cent of our income required. This will help us plan for the future.

### Key Priorities for the Coming Year

Sustain core project services for military families.

Ensure fair distribution of resources to military families.

### Additional Activities

Delivering a three-year AFCFT-funded project supporting military families on the move, with book clubs facilitating connection and networking (six new P/T staff delivering in three UK areas).

### Articles and feedback

We have had extensive coverage in the military press, including the Armed Forces families journals, BFBS (various stations) and other media. We get continuous feedback that what we do is appreciated and valued.

"I've said it many times before but will keep saying it. Setting up our book club with you guys has been phenomenal - it is still going strong and has had quite a profound effect on the members. Thank you." **RAF Widows.**

This reflects a wider situation that many clubs continue to run independently after our initial support so sustainability of our efforts is strong.

# **READING FORCE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

Reading Force was registered as a Charitable Incorporated Organisation in 2015 and is governed by its Constitution.

#### **Safeguarding policy**

Reading Force exists to support the well-being of tri-service British Forces children and families through shared-reading and increased communication. We believe that a child or young person should never experience abuse of any kind in any situation. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them. We are committed to anti-discriminatory practice and give equal priority to keeping all children and young people safe regardless of their age, disability, gender, race, religion or belief, sex or sexual orientation. Our child protection and safeguarding policy relates to all children up to and including age 18, and applies to all Reading Force staff, volunteers, and anyone working with the charity.

#### **Organisational structure**

The Board of Trustees currently has a membership of eleven people, one of whom acts as Chair. The Board is in regular communication and meets as required. The Board is responsible for the strategic direction and policy of the organisation and for robust governance and rigorous financial management. The Director holds the day-to-day responsibility for the operational management of the organisation. Team Managers are responsible for the day-to-day provision of services. Recommendations by the Director and Team Managers are referred to the full Board meeting for decision.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Where particular risks are identified and recorded, the Board oversee and review such matters and determine any appropriate actions. The following are deemed to be key risks for the Charity:

#### **Reliance on external funding**

The charity relies on the donations and grants provided by external funders and donors in order to continue to operate and provide its charitable services.

#### **Working with children**

The trustees recognise the possibility that as a charity working with children any risk of harm would need to be reported. Appropriate mitigations are in place as demonstrated in the Safeguarding policy section above.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Charity number**

1159890

#### **Principal address**

10 Homersham Road  
Kingston Upon Thames  
Surrey  
KT1 3PN

**READING FORCE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 JUNE 2025**

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**Trustees**

Rev'd Prof A M Baverstock MBE  
L Taylor  
N W N Jones  
The Rt. Hon. the Lord Blunkett  
L J Titcomb (resigned 31/12/2024)  
S Azeem  
C Flynn-MacLeod  
A Hill  
M Khokar  
P Collard (appointed 1/4/2025)  
A Rowley (appointed 25/3/2025)

**Independent Examiner**

Andrew A Clark  
Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

Approved by order of the board of trustees on 26 February 2026 and signed on its behalf by:

N W N Jones - Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF READING FORCE

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## **Independent examiner's report to the trustees of Reading Force**

I report to the charity trustees on my examination of the accounts of Reading Force (the Trust) for the year ended 30 June 2025.

## **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

## **Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Andrew A Clark

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

26 February 2026

# READING FORCE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2025

|                                    |       | Unrestricted          |                      | 2025                  | 2024                 |
|------------------------------------|-------|-----------------------|----------------------|-----------------------|----------------------|
|                                    |       | Total                 |                      | Restricted            | Total                |
|                                    | Notes | fund<br>£             | funds<br>£           | funds<br>£            | funds<br>£           |
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                       |                      |                       |                      |
| Donations and legacies             | 2     | 259,357               | 169,457              | 428,814               | 219,021              |
| Other trading activities           | 3     | 7,387                 | -                    | 7,387                 | 11,480               |
| Investment income                  | 4     | 1,330                 | -                    | 1,330                 | 1,292                |
| Other income                       |       | <u>61</u>             | <u>-</u>             | <u>61</u>             | <u>-</u>             |
| <b>Total</b>                       |       | <u>268,135</u>        | <u>169,457</u>       | <u>437,592</u>        | <u>231,793</u>       |
| <b>EXPENDITURE ON</b>              |       |                       |                      |                       |                      |
| Raising funds                      | 5     | 23,342                | -                    | 23,342                | 13,672               |
| <b>Charitable activities</b>       | 6     |                       |                      |                       |                      |
| Main purpose                       |       | <u>143,158</u>        | <u>124,750</u>       | <u>267,908</u>        | <u>289,870</u>       |
| <b>Total</b>                       |       | <u>166,500</u>        | <u>124,750</u>       | <u>291,250</u>        | <u>303,542</u>       |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>101,635</b>        | <b>44,707</b>        | <b>146,342</b>        | <b>(71,749)</b>      |
| <b>RECONCILIATION OF FUNDS</b>     |       |                       |                      |                       |                      |
| Total funds brought forward        |       | <u>40,505</u>         | <u>44,027</u>        | <u>84,532</u>         | <u>156,281</u>       |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>142,140</u></u> | <u><u>88,734</u></u> | <u><u>230,874</u></u> | <u><u>84,532</u></u> |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET 30 JUNE 2025

|                                              |       | Unrestricted          |                      | 2025                  | 2024                 |
|----------------------------------------------|-------|-----------------------|----------------------|-----------------------|----------------------|
|                                              |       | Total                 |                      | Restricted            | Total                |
|                                              | Notes | fund<br>£             | funds<br>£           | funds<br>£            | funds<br>£           |
| <b>FIXED ASSETS</b>                          |       |                       |                      |                       |                      |
| Tangible assets                              | 11    | 1,267                 | -                    | 1,267                 | 1,924                |
| <b>CURRENT ASSETS</b>                        |       |                       |                      |                       |                      |
| Cash at bank                                 |       | 145,966               | 88,734               | 234,700               | 90,333               |
| <b>CREDITORS</b>                             |       |                       |                      |                       |                      |
| Amounts falling due within one year          | 12    | (5,093)               | -                    | (5,093)               | (7,725)              |
| <b>NET CURRENT ASSETS</b>                    |       | <u>140,873</u>        | <u>88,734</u>        | <u>229,607</u>        | <u>82,608</u>        |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>142,140</u>        | <u>88,734</u>        | <u>230,874</u>        | <u>84,532</u>        |
| <b>NET ASSETS</b>                            |       | <u><u>142,140</u></u> | <u><u>88,734</u></u> | <u><u>230,874</u></u> | <u><u>84,532</u></u> |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET - continued 30 JUNE 2025

| <b>FUNDS</b>                            | 13 |                       |               |
|-----------------------------------------|----|-----------------------|---------------|
| Unrestricted funds:                     |    |                       |               |
| General fund                            |    | <b>142,140</b>        | 40,505        |
| Restricted funds:                       |    |                       |               |
| Aggie Weston - Storybook Waves          |    | <b>1,000</b>          | -             |
| Annington - FM Role                     |    | -                     | 6,919         |
| Veterans' Foundation - England & Wales  |    | <b>5,661</b>          | -             |
| Lest We Forget Association - Book clubs |    | <b>3,289</b>          | -             |
| Armed Forces Covenant Fund Trust -      |    | <b>13,865</b>         | -             |
| Serving Families On The Move            |    |                       |               |
| National Lottery NI                     |    | -                     | 7,108         |
| Veterans' Foundation - grants           |    | <b>12,500</b>         | -             |
| Veterans' Foundation - Veterans         |    | <b>10,842</b>         | 20,000        |
| Ambassador                              |    |                       |               |
| Lest We Forget - Ambassador             |    | -                     | 5,000         |
| Bolt Burdon Kemp - Competition          |    | <b>1,000</b>          | 5,000         |
| Annington Scotland Ambassador           |    | <b>27,577</b>         | -             |
| Hugh Fraser - Scotland Core Activities  |    | <b>8,000</b>          | -             |
| BFBS Big Salute                         |    | <b>5,000</b>          | -             |
|                                         |    | <u><b>88,734</b></u>  | <u>44,027</u> |
| <b>TOTAL FUNDS</b>                      |    | <u><b>230,874</b></u> | <u>84,532</u> |

The financial statements were approved by the Board of Trustees and authorised for issue on 26 February 2026 and were signed on its behalf by:

L Taylor - Trustee

N W N Jones - Trustee

The notes form part of these financial statements

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025

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### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

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 2019)', 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.

#### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

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

Fixtures and fittings                      - 33% on cost

#### **Taxation**

The charity is exempt from tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. DONATIONS AND LEGACIES

|           | 2025           | 2024           |
|-----------|----------------|----------------|
|           | £              | £              |
| Donations | 53,157         | 328            |
| Grants    | <u>375,657</u> | <u>218,693</u> |
|           | <u>428,814</u> | <u>219,021</u> |

Grants received, included in the above, are as follows:

|                                   | 2025           | 2024           |
|-----------------------------------|----------------|----------------|
|                                   | £              | £              |
| General                           | 169,457        | 87,250         |
| Army Central Fund                 | 15,000         | -              |
| Chelford House Fellowship - books | 3,000          | -              |
| NI Veterans                       | -              | 49,909         |
| Scotland & NE Ambassador          | -              | 25,000         |
| Reading Record redesign           | -              | 20,000         |
| Events at the NAM and Winchester  | -              | 10,000         |
| Office Administrator              | -              | 21,534         |
| Competition                       | -              | 5,000          |
| Garfield Weston                   | 20,000         | -              |
| Annington                         | 25,000         | -              |
| ABF                               | 18,000         | -              |
| Lest we forget                    | 94,000         | -              |
| National Lottery                  | 25,950         | -              |
| Stafford Trust                    | 3,250          | -              |
| Tim Wates                         | <u>2,000</u>   | <u>-</u>       |
|                                   | <u>375,657</u> | <u>218,693</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 3. OTHER TRADING ACTIVITIES

|                       | 2025         | 2024          |
|-----------------------|--------------|---------------|
|                       | £            | £             |
| Sponsorships          | 6,500        | 10,643        |
| Charitable activities | <u>887</u>   | <u>837</u>    |
|                       | <u>7,387</u> | <u>11,480</u> |

### 4. INVESTMENT INCOME

|                          | 2025         | 2024         |
|--------------------------|--------------|--------------|
|                          | £            | £            |
| Deposit account interest | <u>1,330</u> | <u>1,292</u> |

### 5. RAISING FUNDS

#### Raising donations and legacies

|                    | 2025          | 2024          |
|--------------------|---------------|---------------|
|                    | £             | £             |
| Grant applications | 11,671        | 10,683        |
| Evaluations        | <u>11,671</u> | <u>2,989</u>  |
|                    | <u>23,342</u> | <u>13,672</u> |

### 6. CHARITABLE ACTIVITIES COSTS

|              | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 7)<br>£ | Totals<br>£    |
|--------------|----------------------|---------------------------------------|----------------|
| Main purpose | <u>64,576</u>        | <u>203,332</u>                        | <u>267,908</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 7. SUPPORT COSTS

|              | Management<br>£ | Other<br>£    | Totals<br>£    |
|--------------|-----------------|---------------|----------------|
| Main purpose | <u>180,860</u>  | <u>22,472</u> | <u>203,332</u> |

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2025 nor the year ended 30 June 2024.

During the year one Trustee was reimbursed for properly incurred expenses totalling £63 on behalf of the Charity. (2024 - nil).

### 9. STAFF COSTS

|                                                   | 2025<br>£ | 2024<br>£ |
|---------------------------------------------------|-----------|-----------|
| Staff costs                                       |           |           |
| Total                                             | 199,716   | 195,033   |
| Less Direct costs                                 | 52,863    | 71,216    |
|                                                   | -----     | -----     |
| Net staff costs                                   | 146,853   | 123,817   |
|                                                   | -----     | -----     |
| Average monthly staff numbers -<br>administration | 8         | 7         |

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>fund<br>£ | Total<br>funds<br>£ | Restricted<br>funds<br>£ |
|-----------------------------------|---------------------------|---------------------|--------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                           |                     |                          |
| Donations and legacies            | 82,578                    | 136,443             | 219,021                  |
| Other trading activities          | 11,480                    | -                   | 11,480                   |
| Investment income                 | <u>1,292</u>              | <u>-</u>            | <u>1,292</u>             |
| <b>Total</b>                      | <u>95,350</u>             | <u>136,443</u>      | <u>231,793</u>           |
| <b>EXPENDITURE ON</b>             |                           |                     |                          |
| Raising funds                     | 13,672                    | -                   | 13,672                   |
| <b>Charitable activities</b>      |                           |                     |                          |
| Main purpose                      | <u>103,783</u>            | <u>186,087</u>      | <u>289,870</u>           |
| <b>Total</b>                      | <u>117,455</u>            | <u>186,087</u>      | <u>303,542</u>           |
| <b>NET INCOME/(EXPENDITURE)</b>   | (22,105)                  | (49,644)            | (71,749)                 |



# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

|                                    | Unrestricted<br>fund<br>£ | Total<br>funds<br>£ | Restricted<br>funds<br>£ |
|------------------------------------|---------------------------|---------------------|--------------------------|
| <b>RECONCILIATION OF FUNDS</b>     |                           |                     |                          |
| Total funds brought forward        | 62,610                    | 93,671              | 156,281                  |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>40,505</u>             | <u>44,027</u>       | <u>84,532</u>            |

### 11. TANGIBLE FIXED ASSETS

|                       | Fixtures<br>and<br>fittings<br>£ |
|-----------------------|----------------------------------|
| <b>COST</b>           |                                  |
| At 1 July 2024        | 4,219                            |
| Additions             | <u>800</u>                       |
| At 30 June 2025       | <u>5,019</u>                     |
| <b>DEPRECIATION</b>   |                                  |
| At 1 July 2024        | 2,295                            |
| Charge for year       | <u>1,457</u>                     |
| At 30 June 2025       | <u>3,752</u>                     |
| <b>NET BOOK VALUE</b> |                                  |
| At 30 June 2025       | <u>1,267</u>                     |
| At 30 June 2024       | <u>1,924</u>                     |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | 2025         | 2024         |
|------------------------------|--------------|--------------|
|                              | £            | £            |
| Trade creditors              | 1,263        | 3,896        |
| Taxation and social security | 1,970        | 1,970        |
| Other creditors              | <u>1,860</u> | <u>1,859</u> |
|                              | <u>5,093</u> | <u>7,725</u> |

### 13. MOVEMENT IN FUNDS

|                                                                 | At 1/7/24     | Net movement in funds | At 30/6/25     |
|-----------------------------------------------------------------|---------------|-----------------------|----------------|
|                                                                 | £             | £                     | £              |
| <b>Unrestricted funds</b>                                       |               |                       |                |
| General fund                                                    | 40,505        | 101,635               | 142,140        |
| <b>Restricted funds</b>                                         |               |                       |                |
| Aggie Weston - Storybook Waves                                  | -             | 1,000                 | 1,000          |
| Annington - FM Role                                             | 6,919         | (6,919)               | -              |
| Veterans' Foundation - England & Wales                          | -             | 5,661                 | 5,661          |
| Lest We Forget Association - Book clubs                         | -             | 3,289                 | 3,289          |
| Armed Forces Covenant Fund Trust - Serving Families On The Move | -             | 13,865                | 13,865         |
| National Lottery NI                                             | 7,108         | (7,108)               | -              |
| Veterans' Foundation - grants                                   | -             | 12,500                | 12,500         |
| Veterans' Foundation - Veterans Ambassador                      | 20,000        | (9,158)               | 10,842         |
| Lest We Forget - Ambassador                                     | 5,000         | (5,000)               | -              |
| Bolt Burdon Kemp - Competition                                  | 5,000         | (4,000)               | 1,000          |
| Annington Scotland Ambassador                                   | -             | 27,577                | 27,577         |
| Hugh Fraser - Scotland Core Activities                          | -             | 8,000                 | 8,000          |
| BFBS Big Salute                                                 | -             | 5,000                 | 5,000          |
|                                                                 | <u>44,027</u> | <u>44,707</u>         | <u>88,734</u>  |
| <b>TOTAL FUNDS</b>                                              | <u>84,532</u> | <u>146,342</u>        | <u>230,874</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                                                                 | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                                       |                            |                            |                           |
| General fund                                                    | 268,135                    | (166,500)                  | 101,635                   |
| <b>Restricted funds</b>                                         |                            |                            |                           |
| Aggie Weston - Storybook Waves                                  | 1,000                      | -                          | 1,000                     |
| Annington - FM Role                                             | -                          | (6,919)                    | (6,919)                   |
| Veterans' Foundation - England & Wales                          | 25,000                     | (19,339)                   | 5,661                     |
| Lest We Forget Association - Book clubs                         | 6,000                      | (2,711)                    | 3,289                     |
| Armed Forces Covenant Fund Trust - Serving Families On The Move | 19,000                     | (5,135)                    | 13,865                    |
| National Lottery NI                                             | 24,955                     | (32,063)                   | (7,108)                   |
| Veterans' Foundation - grants                                   | 25,000                     | (12,500)                   | 12,500                    |
| Veterans' Foundation - Veterans Ambassador                      | -                          | (9,158)                    | (9,158)                   |
| Lest We Forget - Ambassador                                     | -                          | (5,000)                    | (5,000)                   |
| Bolt Burdon Kemp - Competition                                  | -                          | (4,000)                    | (4,000)                   |
| Annington Scotland Ambassador                                   | 50,000                     | (22,423)                   | 27,577                    |
| Armed Forces Day                                                | 5,502                      | (5,502)                    | -                         |
| Hugh Fraser - Scotland Core Activities                          | 8,000                      | -                          | 8,000                     |
| BFBS Big Salute                                                 | 5,000                      | -                          | 5,000                     |
|                                                                 | <u>169,457</u>             | <u>(124,750)</u>           | <u>44,707</u>             |
| <b>TOTAL FUNDS</b>                                              | <u><u>437,592</u></u>      | <u><u>(291,250)</u></u>    | <u><u>146,342</u></u>     |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 13. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

|                                                                    | At 1/7/23<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30/6/24<br>£ |
|--------------------------------------------------------------------|----------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b>                                          |                |                                  |                    |
| General fund                                                       | 62,610         | (22,105)                         | 40,505             |
| <b>Restricted funds</b>                                            |                |                                  |                    |
| Annington - FM Role                                                | -              | 6,919                            | 6,919              |
| Armed Forces Covenant Fund Trust -<br>Serving Families On The Move | 29,140         | (29,140)                         | -                  |
| National Lottery NI                                                | 24,955         | (17,847)                         | 7,108              |
| Annington Outward Bound Trust                                      | 2,076          | (2,076)                          | -                  |
| Veterans' Foundation - grants                                      | 7,500          | (7,500)                          | -                  |
| Veterans' Foundation - Veterans<br>Ambassador                      | 20,000         | -                                | 20,000             |
| Lest We Forget - Ambassador                                        | 10,000         | (5,000)                          | 5,000              |
| Bolt Burdon Kemp - Competition                                     | -              | 5,000                            | 5,000              |
|                                                                    | <u>93,671</u>  | <u>(49,644)</u>                  | <u>44,027</u>      |
| <b>TOTAL FUNDS</b>                                                 | <u>156,281</u> | <u>(71,749)</u>                  | <u>84,532</u>      |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2025

### 13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                                                                    | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                                          |                            |                            |                           |
| General fund                                                       | 95,350                     | (117,455)                  | (22,105)                  |
| <b>Restricted funds</b>                                            |                            |                            |                           |
| Annington - FM Role                                                | 25,000                     | (18,081)                   | 6,919                     |
| Bolt Burdon Kemp - writing<br>competition                          | 5,000                      | (5,000)                    | -                         |
| Armed Forces Covenant Fund Trust -<br>Serving Families On The Move | 1,534                      | (30,674)                   | (29,140)                  |
| National Lottery NI                                                | 49,909                     | (67,756)                   | (17,847)                  |
| Annington Outward Bound Trust                                      | -                          | (2,076)                    | (2,076)                   |
| Veterans' Foundation - grants                                      | 20,000                     | (27,500)                   | (7,500)                   |
| Veterans' Foundation - Veterans<br>Ambassador                      | 20,000                     | (20,000)                   | -                         |
| Lest We Forget - Ambassador                                        | -                          | (5,000)                    | (5,000)                   |
| National lottery heritage                                          | 10,000                     | (10,000)                   | -                         |
| Bolt Burdon Kemp - Competition                                     | 5,000                      | -                          | 5,000                     |
|                                                                    | <u>136,443</u>             | <u>(186,087)</u>           | <u>(49,644)</u>           |
| <b>TOTAL FUNDS</b>                                                 | <u>231,793</u>             | <u>(303,542)</u>           | <u>(71,749)</u>           |

### 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2025.

### 15. RESTRICTED FUNDS

All restricted funds have conditions on their use defined by the organisation making the grant. These conditions are complied with by the charity and the movements on these funds are disclosed in these financial statements.

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2025

|                                       | 2025<br>£      | 2024<br>£      |
|---------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>          |                |                |
| <b>Donations and legacies</b>         |                |                |
| Donations                             | 53,157         | 328            |
| Grants                                | <u>375,657</u> | <u>218,693</u> |
|                                       | 428,814        | 219,021        |
| <b>Other trading activities</b>       |                |                |
| Sponsorships                          | 6,500          | 10,643         |
| Charitable activities                 | <u>887</u>     | <u>837</u>     |
|                                       | 7,387          | 11,480         |
| <b>Investment income</b>              |                |                |
| Deposit account interest              | 1,330          | 1,292          |
| <b>Other income</b>                   |                |                |
| Other income                          | <u>61</u>      | <u>-</u>       |
| <b>Total incoming resources</b>       | 437,592        | 231,793        |
| <b>EXPENDITURE</b>                    |                |                |
| <b>Raising donations and legacies</b> |                |                |
| Grant applications                    | 11,671         | 10,683         |
| Evaluations                           | <u>11,671</u>  | <u>2,989</u>   |
|                                       | 23,342         | 13,672         |
| <b>Charitable activities</b>          |                |                |
| Distribution and delivery             | 15,985         | 23,789         |
| Sundries                              | 101            | -              |
| Books                                 | 20,762         | 21,097         |
| Production of materials               | 13,367         | 38,639         |
| Events                                | -              | 272            |
| Competition                           | 1,833          | 1,709          |
| Raising awareness and marketing       | <u>12,528</u>  | <u>5,029</u>   |
|                                       | 64,576         | 90,535         |

This page does not form part of the statutory financial statements

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2025

|                                              | 2025<br>£             | 2024<br>£              |
|----------------------------------------------|-----------------------|------------------------|
| <b>Support costs</b>                         |                       |                        |
| <b>Management</b>                            |                       |                        |
| Wages                                        | 174,604               | 181,361                |
| Pensions                                     | 1,770                 | -                      |
| Professional fees                            | 3,029                 | 2,017                  |
| Depreciation of tangible and heritage assets | <u>1,457</u>          | <u>1,181</u>           |
|                                              | <b>180,860</b>        | <b>184,559</b>         |
| <b>Other</b>                                 |                       |                        |
| Telephone                                    | 8,241                 | 5,283                  |
| Postage and stationery                       | 3,592                 | 3,098                  |
| Travel and subsistence                       | <u>10,639</u>         | <u>6,395</u>           |
|                                              | <u><b>22,472</b></u>  | <u><b>14,776</b></u>   |
| Total resources expended                     | <u><b>291,250</b></u> | <u><b>303,542</b></u>  |
| <b>Net income/(expenditure)</b>              | <u><b>146,342</b></u> | <u><b>(71,749)</b></u> |

This page does not form part of the statutory financial statements

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# Accounts

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## Document Details

|                   |                                       |
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| <b>Filename:</b>  | Readingforce 2024 annual accounts.pdf |
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## Signature Details

|                           |                                                                          |
|---------------------------|--------------------------------------------------------------------------|
| <b>Name:</b>              | Camille Campbell-Wild                                                    |
| <b>Email:</b>             | camille@readingforce.org.uk                                              |
| <b>Date &amp; Time:</b>   | 27/02/2025 09:39:10 AM (GMT)                                             |
| <b>IP Address:</b>        | 94.2.103.247                                                             |
| <b>Signing Statement:</b> | Camille Campbell-Wild agrees and approves the contents of this document. |

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**REGISTERED CHARITY NUMBER: 1159890**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024  
FOR  
READING FORCE**

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

# READING FORCE

## CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

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# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

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The trustees present their report with the financial statements of the charity for the year ended 30 June 2024. The trustees have adopted the provisions of 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 2019).

### OBJECTIVES AND ACTIVITIES

#### Objectives and aims

Our constitution states that the purposes of Reading Force are:

1. To advance education by encouraging families to read together for pleasure and talk about a book by providing advice and assistance and materials to support shared reading activities.
2. To promote and protect good health by using reading as a means of mitigating stress and increasing communication and good family relationships following separation due to training, deployment, postings and mobility.

The activities carried out for the public benefit of the charity are for all British Armed Forces families and their children, including reservists, veterans and injured personnel, living in the UK and overseas.

The trustees always ensure that the strategies and activities we undertake are in line with our charitable objects and aims. Our long-term aim that shapes our annual activities is to extend and deepen the relationship we have with Forces personnel and families, to ensure our project reaches the awareness of all and invites them to become involved. We seek to support the social, emotional and mental wellbeing of the Forces community through shared-reading and effective communication.

#### How we work

Strategies we employ to achieve the charity's aims and objectives are to:

- Work with support workers of Forces families: schools; welfare and community organisations and other agencies and charities devoted to the support of the Forces
- Reach Forces families themselves to explain the benefits of Reading Force and support participation
- Influence policy makers and those offering financial and administrative support to the Forces community
- Act as a lobbying force to ensure the particular needs and issues of Forces families remain in the forefront of public consciousness

We offer and provide:

- Advice on the benefits of involvement in reading for pleasure
- Materials to support families taking part in Reading Force
- Related activities such as author tours in schools and weekend/holiday workshops in approved activity centres
- Related advice on policy through presentations at key forums and conferences

#### Public benefit

The trustees have had regard to the guidance issued by the Charity Commission on public benefit in planning these activities for the year and reviewed the guidance at trustee meetings.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

---

### OBJECTIVES AND ACTIVITIES

#### Achievement and performance

This has been an important year for Reading Force. We have seen a significant growth in demand, mostly through personal recommendation, and a rise in our income due to an increased focus on fundraising. Both are trends that we are keen to see further develop in the next financial year.

As regards our organisational reach, the figures in the table below show the number of resources circulated, and to whom. They exclude Reading Force Book Club totals:

| <b>2023-24</b> | <b>Resource</b>        |
|----------------|------------------------|
| 5,243          | Books to families      |
| 190            | Books to organisations |
| 11,861         | Scrapbooks shared      |
| 3,069          | Teen Journals shared   |
| 1,006          | Reading Records shared |

Our total income for the financial year July 2023 to June 2024 was £230,955, a 5% rise of £11,977 on the previous financial year. On the reporting year overall, however, the organisation had a net deficit of income over expenditure on activities amounting to £(71,749). For the previous year (2022-23) there was a deficit on activities of £(64,757). These deficits have however been covered by built up reserves over the prior three years (2020 to 2022) during which period net income over expenditure on activities amounted to £196,783.

#### 2023-24

|     |                                 |
|-----|---------------------------------|
| 31  | Book clubs                      |
| 381 | Book club members               |
| 7   | Online book clubs               |
| 24  | Face-to-face book clubs         |
| 342 | Books posted                    |
| 0/4 | Kindle/Audible                  |
| 17  | Book clubs expected to continue |
| 41  | Scrapbooks shared               |
| 57  | Teen journals shared            |
| 383 | Reading Records shared          |

Of the 24 face-to-face book clubs, 12 were in England, 6 in Scotland, 4 in Northern Ireland and 2 were overseas (Brunei and Gibraltar).

The main reasons for an increase in expenditure over income were:

- A rise in applications from military personnel and their families to take part in and to benefit from Reading Force, largely as a result of word of mouth; so military families recommending us to each other.
- An increase in events attended by ambassadors and consequently more military families reached, although this needs to be offset against the cost of reaching these events.
- An increase in despatch costs: printing and paper have both risen significantly, as have postage and fulfilment costs.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

---

### OBJECTIVES AND ACTIVITIES

Our spend on distribution/delivery and production of materials went up by 41% during the period. Royal Mail planned increased normally take place every March/April, though in the past financial year there was an additional increase in October 2023. As we are a virtual organisation, with no physical offices, we rely a lot on the postal service for delivery, and these increases impact us significantly.

Our overhead costs also rose due to a change of organisational structure, which led to the recruitment and training of a Fundraising Manager and an Accounts Executive from October 2023. This led to an overlap of wages from October to December 2023. We have seven paid staff and two who volunteer their services. Total organisational PAYE for staff members was seven for most of the year. Total wages bill was £195,033, an average of £16,253 per month. This represents a 6% increase on last year's costs. In addition, staff have opted into the pension for the first time this year, and there has been capital expenditure to resource the new staff (Northern Ireland Ambassador, E&W Ambassador and the Fundraising Manager) with laptops and phones and the purchase of a Sage License fee for the software used (this had previously been gifted by the partner of a staff member who has now left).

We have taken action to increase our income by appointing a Fundraising Manager, two days a week, who is working in close consultation with our Director. Creation of a schedule of applications, research into possible additional sources of funding, including those outside the military that have empathy towards it, and amendments to the arrangements for delivery of stock are all having a positive impact on the balancing of beneficiaries and income to support our costs in the year ahead.

### Highlights of the year have included

1. The expansion of our board of patrons, with the addition of military supporter and award-winning actor Dame Penelope Keith; Carnegie Award winning author (author of I Coriander) Sally Gardner and bestselling author, primarily for boys, Tom Palmer.
2. Mariam Khokar, Headteacher of the Alexander First School, a primary school within an Army housing estate in Windsor, also joined us as a trustee. She had long used Reading Force as a means of involving military parents in supporting their children, as well as developing their own literacy.
3. The organisation of a very successful event for military families with our patron Sir Michael Morpurgo at the National Army Museum (June 2024). This included a number of trails organised within the museum, a demonstration of artefacts and a question and answer and signing session with Sir Michael. The event was extremely popular, and the basis of a National Lottery funded film made by professional film-maker Mike Doxford.
4. The opportunity for our director to present at the key Forces-supporting group of The Surrey Military Partnership; the first time they have had an external speaker. Those present included the local MP, the Lord Lieutenant, the High Sheriff, and various local employers with an interest in looking after the military population, including reservists, veterans as well as the serving military and their families. This presentation was negotiated and secured by our trustee Shahid Azeem who is a member of the partnership.
5. Bronze winners within the category of Family Support within the Northern Ireland Military Awards. This was particularly significant given RF's relatively recent arrival in NI.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

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### OBJECTIVES AND ACTIVITIES

6. The planning and development of a staff support network at Kingston University with our director appointed as chair. This attracted high level interest, including a guest speaker from London Higher, and was also filmed as part of the resulting output from Mike Doxford.

7. An all-staff, trustee and patron development day, highlighting successes, failures and opportunities, with goal-setting and scheduling of progress-checking. The involvement of cross-organisational staff and support led to objective review and future planning which were marked for future reporting back.

8. The planning for a session on the writing of military memoir, for delivery through military museums, with strong interest from the sector as a whole. Support for this secured from the National Lottery.

9. Consistent featuring in the Forces Families media, with regular blogs and reviews.

10. The publication of related research, in peer reviewed journals.

11. The beginning of work with the Akrotiri Military Base in Cyprus, with a view to planning a whole community programme of events and an associated bid for funding. This began with the establishment of the first RF book club on Cyprus, the recruitment of a RF Ambassador (a serving officer in the RAF), and a series of presentations in the local HIVE.

12. An invitation to our director to consider involvement in a review of the 2020 research into military families 'In our shoes', commissioned and published by Andrew Selous MP. The invitation was to be part of an advisory panel of those involved with the welfare of military families, which would include several key decision makers within Forces support, and the Bishop to the Armed Forces, as well as several well established researchers within the military support sector.

### Trustee and patron involvement

We decided to separate the role of Director from Chair of the Trustees, and Lindsey Taylor, longstanding member of the Board of trustees became Chair, for an agreed period of a year. Our board of trustees has eight people, all with a special interest in military children and we have also built up a number of patrons who affirm what we do by association, offer suggestions for our wider availability, and can be contacted for supporting endorsements.

### Involvement in research

Reading Force has always been grounded in research, into the demonstrable value of literacy, of book-sharing and the associated benefits of improved physical and mental health associated. We have continued to monitor the experience of our users, as well as related trends that need wider investigation, marrying our director's various involvements and mapping these onto RF goals and outcomes. During this reporting year feedback from our beneficiaries on the pathways of military spouses within the employment market caught our attention, as did the value of memoir writing for all those involved with the military; both are to receive further attention within Reading Force.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

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### OBJECTIVES AND ACTIVITIES

#### Looking to the future

These accounts report on a period during which growth in organisational activity and staffing has been driven by demand. Reading Force has increased its presence within the military and veteran communities by appointing new ambassadors in response to the widening appeal and application of the charity. The current climate for charities is difficult, but after a period of refocussing we are supported by much more effective reporting structures, and we see operational efficiency as a key organisational objective. We are grateful to all our supporters and those who help steer the organisation.

Rev'd Professor Alison Baverstock MBE

Founder and Director of Reading Force

### FINANCIAL REVIEW

#### Principal funding sources

##### Funders

Funding remains a challenge. Our costs have risen - in particular our book buying costs, due to demand and to the rise in book costs, and this in turn has impacted the amount of funding we are seeking. However, we are proud to receive the support and generous donations and grants from ABF The Soldiers' Charity, Annington, Armed Forces Covenant Fund Trust, Bolt Burdon Kemp LLP, Chelford House Christian Fellowship Trust, Royal Navy and Royal Marines Charity with Greenwich Hospital, The Gibraltar Heritage Trust, Lest We Forget Association, The National Lottery Communities Fund (Northern Ireland), and the Veterans' Foundation.

We are grateful for all this support and shared vision in honouring the Armed Forces Covenant and delivering a service proven to be a great benefit to Forces families and veterans' families. We remain committed to continuing to offer the Reading Force shared reading initiative to support all serving Forces families, reservists and veterans.

#### Reserves policy

The Charity aims to retain sufficient unrestricted reserves to enable it to carry out its activities for a period of six months in the unlikely event that no new funds become available.

The Charity has always been focussed on using most of its income in delivering the services they provide. For example, in the last five years (2020 to 2024) the net income generated was £61,127 with the charity receiving £1,150,542 of income and having expenditure of £ (1,089,415).

With circumstances now being far more challenging to raise income, the charity has recently improved reporting to monitor expenditure according to income received (or in the pipeline). As part of the management reporting there is a three-year strategy forecast, an annual budget and monthly management reports. This allows the Trustees to measure the performance of the Charity and allow for any change of strategy on a timely basis.

Currently the Charity has approximately three months of unrestricted funds.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

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### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

Reading Force was registered as a Charitable Incorporated Organisation in 2015 and is governed by its Constitution.

#### Safeguarding policy

Reading Force exists to support the well-being of tri-service British Forces children and families through shared-reading and increased communication. We believe that a child or young person should never experience abuse of any kind in any situation. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them. We are committed to anti-discriminatory practice and give equal priority to keeping all children and young people safe regardless of their age, disability, gender, race, religion or belief, sex or sexual orientation. Our child protection and safeguarding policy relates to all children up to and including age 18, and applies to all Reading Force staff, volunteers, and anyone working with the charity.

#### Organisational structure

##### Structure

The Board of Trustees currently has a membership of eight people, one of whom acts as Chair. The Board is in regular communication and meets as required. The Board is responsible for the strategic direction and policy of the organisation and for robust governance and rigorous financial management. The Director holds the day-to-day responsibility for the operational management of the organisation. Team Managers are responsible for the day-to-day provision of services. Recommendations by the Director and Team Managers are referred to the full Board meeting for decision.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Where particular risks are identified and recorded, the Board oversee and review such matters and determine any appropriate actions. The following are deemed to be key risks for the Charity:

1. Reliance on external funding - The charity relies on the donations and grants provided by external funders and donors in order to continue to operate and provide its charitable services.
2. Working with children - the trustees recognise the possibility that as a charity working with children any risk of harm would need to be reported. Appropriate mitigations are in place as demonstrated in the Safeguarding policy section above.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Charity number

1159890

#### Principal address

10 Homersham Road  
Kingston Upon Thames  
Surrey  
KT1 3PN

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

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### **Trustees**

Rev'd Professor A M Baverstock MBE

L Taylor

J A Lloyd (resigned 30/11/2023)

N W N Jones

The Rt Hon. The Lord Blunkett

L J Titcomb (resigned 31/12/2024)

S Azeem

C Flynn-MacLeod

A Hill (appointed 8/11/2023)

M Khokar (appointed 8/3/2024)

### **Independent Examiner**

Andrew A Clark

Carter & Coley

Chartered Accountants

3 Durrant Road

Bournemouth

Dorset

BH2 6NE

Approved by order of the board of trustees on 6 February 2025 and signed on its behalf by:

L Taylor - Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF READING FORCE

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## **Independent examiner's report to the trustees of Reading Force**

I report to the charity trustees on my examination of the accounts of Reading Force (the Trust) for the year ended 30 June 2024.

## **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

## **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Andrew A Clark

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

6 February 2025

# READING FORCE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2024

|                                    | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                           |                          |                             |                             |
| Donations and legacies             | 2     | 82,578                    | 136,443                  | 219,021                     | 181,326                     |
| Other trading activities           | 3     | 11,480                    | -                        | 11,480                      | 37,076                      |
| Investment income                  | 4     | <u>1,292</u>              | <u>-</u>                 | <u>1,292</u>                | <u>577</u>                  |
| <b>Total</b>                       |       | <u>95,350</u>             | <u>136,443</u>           | <u>231,793</u>              | <u>218,979</u>              |
| <b>EXPENDITURE ON</b>              |       |                           |                          |                             |                             |
| Raising funds                      | 5     | 13,672                    | -                        | 13,672                      | 9,426                       |
| <b>Charitable activities</b>       | 6     |                           |                          |                             |                             |
| Main purpose                       |       | <u>103,783</u>            | <u>186,087</u>           | <u>289,870</u>              | <u>274,310</u>              |
| <b>Total</b>                       |       | <u>117,455</u>            | <u>186,087</u>           | <u>303,542</u>              | <u>283,736</u>              |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>(22,105)</b>           | <b>(49,644)</b>          | <b>(71,749)</b>             | <b>(64,757)</b>             |
| <b>RECONCILIATION OF FUNDS</b>     |       |                           |                          |                             |                             |
| Total funds brought forward        |       | <u>62,610</u>             | <u>93,671</u>            | <u>156,281</u>              | <u>221,038</u>              |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>40,505</u></u>      | <u><u>44,027</u></u>     | <u><u>84,532</u></u>        | <u><u>156,281</u></u>       |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET 30 JUNE 2024

|                                                  | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|--------------------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                              |       |                           |                          |                             |                             |
| Tangible assets                                  | 11    | 1,924                     | -                        | 1,924                       | 941                         |
| <b>CURRENT ASSETS</b>                            |       |                           |                          |                             |                             |
| Cash at bank                                     |       | 46,306                    | 44,027                   | 90,333                      | 178,370                     |
| <b>CREDITORS</b>                                 |       |                           |                          |                             |                             |
| Amounts falling due within one year              | 12    | (7,725)                   | -                        | (7,725)                     | (23,030)                    |
| <b>NET CURRENT ASSETS</b>                        |       | <u>38,581</u>             | <u>44,027</u>            | <u>82,608</u>               | <u>155,340</u>              |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>40,505</u>             | <u>44,027</u>            | <u>84,532</u>               | <u>156,281</u>              |
| <b>NET ASSETS</b>                                |       | <u>40,505</u>             | <u>44,027</u>            | <u>84,532</u>               | <u>156,281</u>              |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET - continued 30 JUNE 2024

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|                                                       |    |                      |                |
|-------------------------------------------------------|----|----------------------|----------------|
| <b>FUNDS</b>                                          | 13 |                      |                |
| Unrestricted funds:                                   |    |                      |                |
| General fund                                          |    | <b><u>40,505</u></b> | <u>62,610</u>  |
| Restricted funds:                                     |    |                      |                |
| Annington - FM Role                                   |    | <b>6,919</b>         | -              |
| AFCFT - Sustaining Support - England & Wales veterans |    | -                    | 29,140         |
| National Lottery NI                                   |    | <b>7,108</b>         | 24,955         |
| Annington Outward Bound Trust                         |    | -                    | 2,076          |
| Veterans' Foundation - Book Clubs                     |    | -                    | 7,500          |
| Veterans' Foundation - Veterans Ambassador            |    | <b>20,000</b>        | 20,000         |
| Lest We Forget - Ambassador                           |    | <b>5,000</b>         | 10,000         |
| Bolt Burdon Kemp - Competition                        |    | <b><u>5,000</u></b>  | <u>-</u>       |
|                                                       |    | <b><u>44,027</u></b> | <u>93,671</u>  |
|                                                       |    | <hr/>                | <hr/>          |
| <b>TOTAL FUNDS</b>                                    |    | <b><u>84,532</u></b> | <u>156,281</u> |

The financial statements were approved by the Board of Trustees and authorised for issue on 6 February 2025 and were signed on its behalf by:

L Taylor - Trustee

N W N Jones - Trustee

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

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### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

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 2019)', 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.

#### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

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

Fixtures and fittings                      - 33% on cost

#### **Taxation**

The charity is exempt from tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

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### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. DONATIONS AND LEGACIES

|           | 2024           | 2023           |
|-----------|----------------|----------------|
|           | £              | £              |
| Donations | 328            | 2,356          |
| Grants    | <u>218,693</u> | <u>178,970</u> |
|           | <u>219,021</u> | <u>181,326</u> |

Grants received, included in the above, are as follows:

|                                   | 2024           | 2023           |
|-----------------------------------|----------------|----------------|
|                                   | £              | £              |
| General                           | 87,250         | 90,970         |
| Chelford House Fellowship - books | -              | 3,000          |
| Book clubs                        | -              | 30,000         |
| NI Veterans                       | 49,909         | -              |
| Scotland & NE Ambassador          | 25,000         | 25,000         |
| England and Wales Veterans        | -              | 30,000         |
| Reading Record redesign           | 20,000         | -              |
| Events at the NAM and Winchester  | 10,000         | -              |
| Office Administrator              | 21,534         | -              |
| Competition                       | <u>5,000</u>   | <u>-</u>       |
|                                   | <u>218,693</u> | <u>178,970</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

### 3. OTHER TRADING ACTIVITIES

|                       | 2024          | 2023          |
|-----------------------|---------------|---------------|
|                       | £             | £             |
| Sponsorships          | 10,643        | 35,000        |
| Charitable activities | 837           | 2,076         |
|                       | <u>11,480</u> | <u>37,076</u> |

### 4. INVESTMENT INCOME

|                          | 2024         | 2023       |
|--------------------------|--------------|------------|
|                          | £            | £          |
| Deposit account interest | <u>1,292</u> | <u>577</u> |

### 5. RAISING FUNDS

#### Raising donations and legacies

|                    | 2024          | 2023         |
|--------------------|---------------|--------------|
|                    | £             | £            |
| Grant applications | 10,683        | 6,125        |
| Evaluations        | <u>2,989</u>  | <u>3,301</u> |
|                    | <u>13,672</u> | <u>9,426</u> |

### 6. CHARITABLE ACTIVITIES COSTS

|              | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 7)<br>£ | Totals<br>£    |
|--------------|----------------------|---------------------------------------|----------------|
| Main purpose | <u>90,535</u>        | <u>199,335</u>                        | <u>289,870</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

### 7. SUPPORT COSTS

|              | Management<br>£ | Other<br>£    | Totals<br>£    |
|--------------|-----------------|---------------|----------------|
| Main purpose | <u>184,559</u>  | <u>14,776</u> | <u>199,335</u> |

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2024 nor the year ended 30 June 2023.

During the year no Trustee was reimbursed for properly incurred expenses on behalf of the Charity. (2023 - One Trustee - £992).

### 9. STAFF COSTS

|                                                   | 2024<br>£      | 2023<br>£      |
|---------------------------------------------------|----------------|----------------|
| Staff costs                                       |                |                |
| Total                                             | 195,033        | 195,266        |
| Less Direct costs                                 | 71,216         | 69,533         |
| Net staff costs                                   | <u>123,817</u> | <u>125,733</u> |
| Average monthly staff numbers -<br>administration | 7              | 6              |

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|---------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                           |                          |                     |
| Donations and legacies            | 62,231                    | 119,095                  | 181,326             |
| Other trading activities          | 35,000                    | 2,076                    | 37,076              |
| Investment income                 | <u>577</u>                | <u>-</u>                 | <u>577</u>          |
| <b>Total</b>                      | <u>97,808</u>             | <u>121,171</u>           | <u>218,979</u>      |
| <b>EXPENDITURE ON</b>             |                           |                          |                     |
| Raising funds                     | 9,426                     | -                        | 9,426               |
| <b>Charitable activities</b>      |                           |                          |                     |
| Main purpose                      | <u>165,054</u>            | <u>109,256</u>           | <u>274,310</u>      |
| <b>Total</b>                      | <u>174,480</u>            | <u>109,256</u>           | <u>283,736</u>      |
| <b>NET INCOME/(EXPENDITURE)</b>   | (76,672)                  | 11,915                   | (64,757)            |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

|                                    | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------|---------------------------|--------------------------|---------------------|
| <b>RECONCILIATION OF FUNDS</b>     |                           |                          |                     |
| Total funds brought forward        | 139,282                   | 81,756                   | 221,038             |
|                                    | <hr/>                     | <hr/>                    | <hr/>               |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>62,610</u>             | <u>93,671</u>            | <u>156,281</u>      |

### 11. TANGIBLE FIXED ASSETS

|                       | Fixtures<br>and<br>fittings<br>£ |
|-----------------------|----------------------------------|
| <b>COST</b>           |                                  |
| At 1 July 2023        | 2,055                            |
| Additions             | <u>2,164</u>                     |
| At 30 June 2024       | <u>4,219</u>                     |
| <b>DEPRECIATION</b>   |                                  |
| At 1 July 2023        | 1,114                            |
| Charge for year       | <u>1,181</u>                     |
| At 30 June 2024       | <u>2,295</u>                     |
| <b>NET BOOK VALUE</b> |                                  |
| At 30 June 2024       | <u>1,924</u>                     |
| At 30 June 2023       | <u>941</u>                       |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | 2024         | 2023          |
|------------------------------|--------------|---------------|
|                              | £            | £             |
| Trade creditors              | 3,896        | 5,157         |
| Taxation and social security | 1,970        | 2,821         |
| Other creditors              | 1,859        | 15,052        |
|                              | <u>7,725</u> | <u>23,030</u> |

### 13. MOVEMENT IN FUNDS

|                                                       | At 1/7/23      | Net movement in funds | At 30/6/24    |
|-------------------------------------------------------|----------------|-----------------------|---------------|
|                                                       | £              | £                     | £             |
| <b>Unrestricted funds</b>                             |                |                       |               |
| General fund                                          | 62,610         | (22,105)              | 40,505        |
| <b>Restricted funds</b>                               |                |                       |               |
| Annington - FM Role                                   | -              | 6,919                 | 6,919         |
| AFCFT - Sustaining Support - England & Wales veterans | 29,140         | (29,140)              | -             |
| National Lottery NI                                   | 24,955         | (17,847)              | 7,108         |
| Annington Outward Bound Trust                         | 2,076          | (2,076)               | -             |
| Veterans' Foundation - Book Clubs                     | 7,500          | (7,500)               | -             |
| Veterans' Foundation - Veterans Ambassador            | 20,000         | -                     | 20,000        |
| Lest We Forget - Ambassador                           | 10,000         | (5,000)               | 5,000         |
| Bolt Burdon Kemp - Competition                        | -              | 5,000                 | 5,000         |
|                                                       | <u>93,671</u>  | <u>(49,644)</u>       | <u>44,027</u> |
| <b>TOTAL FUNDS</b>                                    | <u>156,281</u> | <u>(71,749)</u>       | <u>84,532</u> |

## READING FORCE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

#### 13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                                                          | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|----------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                                |                            |                            |                           |
| General fund                                             | 95,350                     | (117,455)                  | (22,105)                  |
| <b>Restricted funds</b>                                  |                            |                            |                           |
| Annington - FM Role                                      | 25,000                     | (18,081)                   | 6,919                     |
| Bolt Burdon Kemp - writing<br>competition                | 5,000                      | (5,000)                    | -                         |
| AFCFT - Sustaining Support - England<br>& Wales veterans | 1,534                      | (30,674)                   | (29,140)                  |
| National Lottery NI                                      | 49,909                     | (67,756)                   | (17,847)                  |
| Annington Outward Bound Trust                            | -                          | (2,076)                    | (2,076)                   |
| Veterans' Foundation - Book Clubs                        | 20,000                     | (27,500)                   | (7,500)                   |
| Veterans' Foundation - Veterans<br>Ambassador            | 20,000                     | (20,000)                   | -                         |
| Lest We Forget - Ambassador                              | -                          | (5,000)                    | (5,000)                   |
| National lottery heritage                                | 10,000                     | (10,000)                   | -                         |
| Bolt Burdon Kemp - Competition                           | 5,000                      | -                          | 5,000                     |
|                                                          | <u>136,443</u>             | <u>(186,087)</u>           | <u>(49,644)</u>           |
| <b>TOTAL FUNDS</b>                                       | <u>231,793</u>             | <u>(303,542)</u>           | <u>(71,749)</u>           |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

### 13. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

|                                                       | At 1/7/22<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30/6/23<br>£ |
|-------------------------------------------------------|----------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b>                             |                |                                  |                    |
| General fund                                          | 139,282        | (76,672)                         | 62,610             |
| <b>Restricted funds</b>                               |                |                                  |                    |
| Annington - FM Role                                   | 7,320          | (7,320)                          | -                  |
| AFCFT - Force for change - Book clubs                 | 8,602          | (8,602)                          | -                  |
| AFCFT - Positive Pathways - NI                        | 21,733         | (21,733)                         | -                  |
| Bolt Burdon Kemp - writing competition                | 3,962          | (3,962)                          | -                  |
| Lest We Forget Association - Book clubs               | 10,000         | (10,000)                         | -                  |
| AFCFT - Sustaining Support - England & Wales veterans | 30,139         | (999)                            | 29,140             |
| National Lottery NI                                   | -              | 24,955                           | 24,955             |
| Annington Outward Bound Trust                         | -              | 2,076                            | 2,076              |
| Veterans' Foundation - Book Clubs                     | -              | 7,500                            | 7,500              |
| Veterans' Foundation - Veterans Ambassador            | -              | 20,000                           | 20,000             |
| Lest We Forget - Ambassador                           | -              | 10,000                           | 10,000             |
|                                                       | <u>81,756</u>  | <u>11,915</u>                    | <u>93,671</u>      |
| <b>TOTAL FUNDS</b>                                    | <u>221,038</u> | <u>(64,757)</u>                  | <u>156,281</u>     |

## READING FORCE

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024

#### 13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                                                       | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                             |                            |                            |                           |
| General fund                                          | 97,808                     | (174,480)                  | (76,672)                  |
| <b>Restricted funds</b>                               |                            |                            |                           |
| Annington - FM Role                                   | -                          | (7,320)                    | (7,320)                   |
| AFCFT - Force for change - Book clubs                 | -                          | (8,602)                    | (8,602)                   |
| AFCFT - Positive Pathways - NI                        | -                          | (21,733)                   | (21,733)                  |
| Bolt Burdon Kemp - writing competition                | 5,000                      | (8,962)                    | (3,962)                   |
| Lest We Forget Association - Book clubs               | -                          | (10,000)                   | (10,000)                  |
| AFCFT - Sustaining Support - England & Wales veterans | 29,140                     | (30,139)                   | (999)                     |
| National Lottery NI                                   | 24,955                     | -                          | 24,955                    |
| Annington Outward Bound Trust                         | 2,076                      | -                          | 2,076                     |
| Veterans' Foundation - Book Clubs                     | 30,000                     | (22,500)                   | 7,500                     |
| Veterans' Foundation - Veterans Ambassador            | 20,000                     | -                          | 20,000                    |
| Lest We Forget - Ambassador                           | 10,000                     | -                          | 10,000                    |
|                                                       | <u>121,171</u>             | <u>(109,256)</u>           | <u>11,915</u>             |
| <b>TOTAL FUNDS</b>                                    | <u>218,979</u>             | <u>(283,736)</u>           | <u>(64,757)</u>           |

#### 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2024.

## **READING FORCE**

### **NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2024**

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#### **15. RESTRICTED FUNDS**

All restricted funds have conditions on their use defined by the organisation making the grant. These conditions are complied with by the charity and the movements on these funds are disclosed in these financial statements.

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2024

|                                       | 2024<br>£      | 2023<br>£      |
|---------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>          |                |                |
| <b>Donations and legacies</b>         |                |                |
| Donations                             | 328            | 2,356          |
| Grants                                | <u>218,693</u> | <u>178,970</u> |
|                                       | 219,021        | 181,326        |
| <b>Other trading activities</b>       |                |                |
| Sponsorships                          | 10,643         | 35,000         |
| Charitable activities                 | <u>837</u>     | <u>2,076</u>   |
|                                       | 11,480         | 37,076         |
| <b>Investment income</b>              |                |                |
| Deposit account interest              | <u>1,292</u>   | <u>577</u>     |
| <b>Total incoming resources</b>       | <b>231,793</b> | <b>218,979</b> |
| <b>EXPENDITURE</b>                    |                |                |
| <b>Raising donations and legacies</b> |                |                |
| Grant applications                    | 10,683         | 6,125          |
| Evaluations                           | <u>2,989</u>   | <u>3,301</u>   |
|                                       | 13,672         | 9,426          |
| <b>Charitable activities</b>          |                |                |
| Distribution and delivery             | 23,789         | 14,802         |
| Books                                 | 21,097         | 16,324         |
| Production of materials               | 38,639         | 36,304         |
| Book club books and distribution      | -              | 2,051          |
| Events                                | 272            | 2,226          |
| Competition                           | 1,709          | 1,723          |
| Raising awareness and marketing       | 5,029          | 5,819          |
| Support - postage & stationery        | -              | 788            |
| Book club administration              | -              | 13,286         |
| Regional Ambassadors                  | <u>-</u>       | <u>56,247</u>  |
|                                       | <b>90,535</b>  | <b>149,570</b> |

This page does not form part of the statutory financial statements

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2024

|                                              | 2024<br>£       | 2023<br>£       |
|----------------------------------------------|-----------------|-----------------|
| <b>Support costs</b>                         |                 |                 |
| <b>Management</b>                            |                 |                 |
| Wages                                        | 181,361         | 111,048         |
| Professional fees                            | 2,017           | 1,717           |
| Depreciation of tangible and heritage assets | <u>1,181</u>    | <u>686</u>      |
|                                              | 184,559         | 113,451         |
| <b>Other</b>                                 |                 |                 |
| Telephone                                    | 5,283           | 3,659           |
| Postage and stationery                       | 3,098           | 1,504           |
| Sundries                                     | -               | 160             |
| Travel and subsistence                       | <u>6,395</u>    | <u>5,966</u>    |
|                                              | <u>14,776</u>   | <u>11,289</u>   |
| Total resources expended                     | <u>303,542</u>  | <u>283,736</u>  |
| <b>Net expenditure</b>                       | <u>(71,749)</u> | <u>(64,757)</u> |

This page does not form part of the statutory financial statements

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# Accounts

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**REGISTERED CHARITY NUMBER: 1159890**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2023  
FOR  
READING FORCE**

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

# **READING FORCE**

## **CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023**

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# READING FORCE

## CHAIR'S REPORT

### FOR THE YEAR ENDED 30 JUNE 2023

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**This has been a significant year for Reading Force (RF).** We emerged from the pandemic, during which demand for RF resources had been consistently strong, with a validated sense of the important role we can and do play in the lives of military families.

We have responded by: managing increased demand; developing a more formal structure for our operation and improving our organisational efficiency; expanding the breadth and depth of what we do; involving new colleagues, at all levels, and considering how we are to be funded in future.

Although these developments have taken place within a difficult economic climate, when individual disposable income is under pressure, opportunities for public charitable giving have reduced and organisational budgets are being closely monitored, I believe we are now in a strong position to face the future.

#### **Responding to increased demand**

Demand for our materials has increased and pleasingly (as we have learned from monitoring, through ongoing questionnairing and feedback both digitally and through our ambassadors) this comes primarily through military families recommending us to each other. Our range of high-quality resources draws consistently positive feedback, and offering access through social media, particularly Facebook and LinkedIn (the latter has been a significant area of growth), is consistently raising our profile within the Forces world.

With more families seeking our support, we have also been victims of our own success. Our total income over the reporting period was £218,979 (2022 £256,638). Our total expenditure was £283,736 (2022 £222,604).

While facing a reduced income, we did manage to give out roughly the same number of books over the past financial year but at cost that was £4,000 lower; this was due to effective negotiation on prices and buying larger quantities from a smaller range of publishing houses. It should be noted that we always buy the books we send out, albeit at significantly reduced prices, as a point of principle. We believe that publishers should be paid for the resources we donate as the income they receive from us supports the maintenance and development of what they produce, on which we in turn rely.

Our main expenditure variable, in comparison with the last reporting year, is wages, on which we spent £195,266 (2022 £136,905). There were no significant increases in the cost of distribution or delivery of our materials as we made no significant changes to formatting.

#### **A revised organisational structure**

Increased demand led to pressure on what had been fairly informal management structures and methods of communication, which had expanded from a long-standing team of four into a team of eight.

During this reporting period we put a lot of consideration into the need for revised structures to meet our needs, to avoid duplication of tasks and ensure clearer lines of reporting and accountability. Our trustees were closely involved in the development of our plans.

# READING FORCE

## CHAIR'S REPORT

### FOR THE YEAR ENDED 30 JUNE 2023

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Through our discussions we decided to build in greater organisational connectivity and so encourage fluidity of ideas. We formalised our structures, implementing regular online leadership team meetings and line-manager meetings, a monthly all-staff meeting and much wider organisational sourcing of ideas. We decided to organise our first strategy day to review our operation, with the plan for this to be led by trustees rather than staff, to promote objectivity.

Expanding the breadth and depth of what we offer

#### **1. The range of services offered by Reading Force**

The bedrock of what we do remains family scrapbooks sent to military families, either at home or through their school. But the range of our activities has also broadened, and new initiatives begun in the previous reporting period have become firmly established and are now growing.

The book clubs we set up during lockdown are growing, with increasing demand for membership. Active monitoring has shown us that the profile of those joining is different from patterns within civilian book clubs in wider society. Those applying to Reading Force tend to join in order to link with others from a military background, rather than to read per se. It follows that given the significant benefits that come from being readers, as evinced through a range of related research, our opportunity to reach those in the Forces whose reading habit is not strong, is a really significant one.

#### **2. Complete coverage of the UK**

It had been a long-term ambition of the founder to offer Reading Force in Northern Ireland, and work towards this began in 2021, with significant progress in this reporting period. We received a significant grant from the National Lottery Communities Fund (Northern Ireland) which began in January 2023, for work with veterans in the province.

In NI, military status, past or present, is not publicly acknowledged, and even within families the information that someone is in the Forces may not be shared. It follows that due to security considerations, our method of operation in NI must be different from the rest of the UK, as we cannot operate through schools - rather through military units, social service support and relevant charities.

The award, which began in January 2023 (thus two payments of £25,000 were received within this reporting period) enabled the appointment of a NI ambassador and an extensive programme of outreach in the province. The project has been very well received, and we have followed our usual *modus operandi* by seeking to collaborate with organisations and support services already working with the military, offering them a useful additional resource for those they serve. Reading Force has been welcomed and is now firmly embedded within NI.

#### **3. Keeping research at the heart of what we do**

Monitoring and analysing our impact consistently underpins what we do. We continue to reflect on our effectiveness and capture involvement in various ways: through scrapbooks returned to us for affirmation and comment; through feedback to our ambassadors; through intermediaries we work with (e.g. the various military charities with whom we collaborate) and through formal market research. We routinely ask recipients to fill out simple questionnaires that record their involvement and are heartened both by their comments on how they benefit, and their affirmation of what we offer.

# **READING FORCE**

## **CHAIR'S REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2023**

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During the reporting period we developed a further range of questionnaires to monitor involvement. Our plan is now to build on this programme with formal academic analysis of our progress and impact, in order to disseminate our effectiveness through publication and relevant conferences. In the wider economic and business environment, where corporate social responsibility needs to be evidenced rather than just felt, this is timely and appropriate.

#### **Staffing**

##### **1. Recruitment of staff**

We expanded to a team of seven PAYE staff members, with the addition of staff members responsible for book clubs and our central administrative hub, and we have two additional members of staff giving their time. This is a rise of approximately £58,000 compared to the previous year. The director of Reading Force does not charge for her time, and we were joined in this reporting period by a newly retired finance director (recruited from one of our sponsors), who also generously donates his time.

Reasons for the increase in staffing costs include the arrival of a key team member to be our Office Administrator and operate an online hub every day of the week. This colleague joined the team in November 2022 and prior to that, and during her induction process, other team members worked extra hours to establish her in role. We have found this central hub, available every day, to be a huge asset. Her role, both in the nature of the way it is structured, and her practical way of carrying it out, has improved operational clarity, reduced duplication of tasks and improved organisational efficiency.

We have received specific support for staffing particular roles. We received a grant from the National Lottery Community Fund (Northern Ireland) for the role of the NI Ambassador. The Armed Forces Covenant Fund Trust (AFCFT Sustaining Support) provided financial support towards two staff roles (Veterans' Ambassador and Office Administrator). We have also received grants from Lest We Forget Association and Veterans' Foundation for our Veterans' Ambassador role for 2023/24 (so this is not yet spent).

Looking forward, we are comfortable with the current size of Reading Force and do not plan to expand our staffing further. Rather we plan to increase our reach through establishing collaborating relationships with other organisations who support the same beneficiaries, and thus securing wider reach for our organisation for low additional financial outlay.

#### **Trustees and patrons**

We also sought to improve the support and wider reputation of what we do through increased patron and trustee involvement.

In 2022 we gained a new trustee, and on his advice sought to raise the profile of what we do by developing more public support for our charity. He suggested that we recruit the support of high-profile patrons. We took his advice and now have a team of six patrons, all highly relevant to a charity that encourages reading (four are very well-known writers), to the educational opportunities we support and the importance of reaching military children through schools (we include the former headteacher of the secondary school in Aldershot that was crucial to our establishment) and those keen to support the significant contribution that the military make to wider society (a prominent actor/presenter who is very committed to Forces welfare).

# **READING FORCE**

## **CHAIR'S REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2023**

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#### **Funding**

Funding remains our most consistent issue as we seek to maintain a free service to military families. The climate for this is difficult, with economic conditions meaning that more families are looking to us for support, and at the same time organisations that have funded us in the past are under pressure with more applications to manage, with charitable budgets facing greater scrutiny.

While we remain grateful for all donations, our long-term ambition is to develop our reserves, and to seek core funding that is not restricted to how it can be used.

For the reporting period we received restricted funds of £119,095 which amounts to 66% of income. Restricted funds include:

- Veterans' Foundation grant £30,000 for book clubs
- Annington, who fund the RF ambassador in Scotland and the north of England
- The National Lottery Communities Fund (NI), which supports RF in Northern Ireland
- AFCFT Sustaining Support - we received a final grant instalment for two staff roles

Our unrestricted income (i.e. core funding) in the reporting period was £62,231, which made up 34% of our income.

Looking to the future, we began to consider a more formal structure for our funding sourcing, with the possible employment of a Fundraising Manager, to identify and oversee opportunities.

#### **Looking to the future**

We end this reporting period with our structures and processes in better shape, and our vision for the future clarified. We continue to feel valued for what we do, and the most consistent message received by us from those we support is of appreciation. The following quotations come from responses to our ongoing Reading Force survey, managed online:

'We think Reading Force is amazing, we found out about it before my husband's deployment and have found it really helpful to have something to focus our conversation as my 4 year-old struggled to adjust to talking to Daddy on a video call. It has also been educational. Thank you!'

'This is such a fabulous organisation and the surprise of new books really brightens all of our days, especially when Daddy is away during the week or deployed for several months. It makes us feel supported as a forces family and reminds us of that support every time we reread the books. Thank you!'

I close by thanking our staff, trustees and patrons for their commitment to the charity, and state again that we approach our future with confidence.

Rev'd Professor Alison Baverstock, Chair of Trustees  
12 December 2023

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2023**

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The trustees present their report with the financial statements of the charity for the year ended 30 June 2023. The trustees have adopted the provisions of 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 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

Our constitution states that the purposes of Reading Force are:

1. To advance education by encouraging families to read together for pleasure and talk about a book by providing advice and assistance and materials to support shared reading activities.
2. To promote and protect good health by using reading as a means of mitigating stress and increasing communication and good family relationships following separation due to training, deployment, postings and mobility.

The activities carried out for the public benefit of the charity are for all British Armed Forces families and their children, including reservists, veterans and injured personnel, living in the UK and overseas.

The trustees always ensure that the strategies and activities we undertake are in line with our charitable objects and aims. Our long-term aim that shapes our annual activities is to extend and deepen the relationship we have with Forces personnel and families, to ensure our project reaches the awareness of all and invites them to become involved. We seek to support the social, emotional and mental wellbeing of the Forces community through shared-reading and effective communication.

##### **How we work**

Strategies we employ to achieve the charity's aims and objectives are to:

- Work with support workers of Forces families: schools; welfare and community organisations and other agencies and charities devoted to the support of the Forces
- Reach Forces families themselves to explain the benefits of Reading Force and support participation
- Influence policy makers and those offering financial and administrative support to the Forces community
- Act as a lobbying force to ensure the particular needs and issues of Forces families remain in the forefront of public consciousness

We offer and provide:

- Advice on the benefits of involvement in reading for pleasure
- Materials to support families taking part in Reading Force
- Related activities such as author tours in schools and weekend/holiday workshops in approved activity centres
- Related advice on policy through presentations at key forums and conferences

##### **Public benefit**

The trustees have had regard to the guidance issued by the Charity Commission on public benefit in planning these activities for the year and reviewed the guidance at trustee meetings.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2023

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### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

Forces families offered Reading Force and resources report positively on the experience:

"Archie enjoyed the story and read it to his dad (away on training) via WhatsApp, as well as his brother and sister."

"I can express my feeling about what I liked about the book. I also like it because it helps me calm down when I am stressed about something that has happened in the day."

#### Giving books to Forces children

With the cost-of-living crisis, UK military commitments related to war in Ukraine and other associated military activity in this reporting year, we have seen a significant increase in book requests from families. Within families who purchase books (and we know many do not), reduced spending capacity means books buying is often one of the first things to be cut. In our communications to families, we have signposted them to local libraries, charity shops, book swaps, and of course, encouraged them to request their Reading Force books and resources. This has involved an increase in RF working time spent on selecting, packing and despatching books. Currently we have maintained our capacity to pack an individually chosen title for each child.

This year we posted over 3,700 books, scrapbooks and journals directly to Forces children, from babies to teens and young adults, at home. An additional 600 books and scrapbooks were given to Forces children at family events or by welfare outreach workers, as a valuable additional resource, to support the families they are working with.

Throughout the year we ran book giveaways on social media including: Friday/weekend selections; at Christmas through our annual ABC Advent Book Calendar (giving books to families every day in the build up to Christmas - a challenging time for many Forces families), and on World Book Day in March we ran a book giveaway marathon. Feedback from families about the giveaways is positive - the surprise factor is enjoyed by children and young people and it is a fun way to promote reading for pleasure.

"I love everything offered by Reading Force and how much you bring families together over the love of storytelling and reading together. It's amazing!" Drumfork Community Centre

"Elizabeth enjoyed the book so much that she bought two more in the series with her own money. Thank you for sending us the book to share. We loved it and it finally got Elizabeth into reading chapter books." Mum

"I loved the book. Thank you for sending it to me. It was my favourite book by far!" Elizabeth

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2023

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Our primary aim is, through involvement in shared reading, to improve communication and support connectedness within military serving and veteran families (with both immediate and extended family), and we observe this taking place through feedback and scrapbook analysis. These books are used in a variety of ways: shared together at home with parents and siblings; read over video calls to deployed parents, and vice versa depending on children's ages; with cousins, aunts, uncles and grandparents when on holiday or visiting them, or over the phone; reading the book independently at home, then talking about it with the rest of the family who have also read it independently; reading a chapter aloud a day. While taking part in shared-reading, the project gives a boost to everyone's literacy, which cross-disciplinary research has consistently shown is a proven benefit to the development of effective individuals.

Military families routinely experience separations, often at short notice, due to training, deployment and moves, and this can be an anxious time for everyone, particularly children. Books can be shared during absences, and help to combat separation anxiety and the tensions associated with moving home and school. Sharing books also works well during good times as a joint family activity, providing continuity and shared experience contributing to overall wellbeing. As highlighted in previous reports, we know from research by The National Literacy Trust that children owning books has a significant and direct impact on their attitude to reading, raised literacy ability, and reading confidence. The NLT's 'Children and young people's reading in 2023' report however shows concerning trends:

- Just 2 in 5 (43.4%) children and young people aged 8 to 18 said they enjoyed reading in their free time in 2023. This is the lowest level since we first asked the question in 2005.
- There has been a 26% decrease in the number of children and young people aged 8 to 18 who read daily in their free time since 2005 (decreasing from 38.1% to 28.0%).
- Nearly three times as many children and young people who perceived their reading environment to be supportive said they enjoyed reading compared with those who perceived it to be less supportive (63.9% vs. 25.4%), while twice as many read daily in their free time (41.7% vs. 17.7%)

Children 'reading for pleasure' is the single most important factor for children becoming readers, and as ever we are resolutely determined to get books into the hands of Forces children. We continue to monitor our efforts and the associated impact through surveys, the outcomes of which are published in academic journals, and through seeking feedback directly from families:

"We do read a lot - but this made us talk about the book more than we normally do. I am a teacher and a parent and I think Reading Force is fab."

"Thank you for all you do; it is truly amazing the way you promote reading and its ability to build bonds."  
With our core focus on providing books, we are very grateful to the Chelford House Christian Fellowship Trust for continuing their generous grant towards the cost of books for the 8th year running.

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2023**

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#### **Resources for Forces families**

During this reporting period over 21,000 signature Reading Force scrapbooks were given to families for them to complete together. In addition to being sent out with posted books, these were distributed via around 300 organisations including schools, welfare and other charities supporting Forces families, at author events, pre-deployment briefings and family days. We offer families two kinds of scrapbook - one for young children up to and including those aged seven, and one for children aged eight to eighteen, thereby involving children of all ages and encouraging shared reading between siblings, as well as between parents and children. Every scrapbook contains a 'free book' postcard, which families are invited to post and then receive a book, for each child, to share and use to begin their Reading Force activity. Each year our certificate, awarded to families who have completed and submitted their scrapbook to the biannual scrapbook competitions, is updated and positively acknowledges and affirms children's Forces identity. All scrapbooks sent to us for evaluation, both to offer feedback and enable us to confirm to sponsors how their money has been spent, are returned via recorded delivery, to ensure safe transit back to the family.

#### **Combining the scrapbook and the book**

Not every family utilises the scrapbook (wishing simply to chat about the book), but many do, filling it with the family's thoughts and opinions about the book shared. These act as prompts to talk about the book, engage, draw and be creative, and become a record of the shared family experience. We have an increasing number of families who have made several scrapbooks in recent years (for some this increased further during lockdown) and these are kept by them as special mementos.

"Completing the scrapbook, all four of us sat at our table - moved house/country two weeks ago and Daddy leaving in three days for six months. A lovely memory captured in a moment of time. The essence of Reading force - bringing families together. Thank you."

#### **Teen Journal**

The teen journal, designed by teens from military families for teens in military families, continues to grow in reach, and we gave out around 5,000 to young adults during this year. We have worked with Nosy Crow publishers to provide new titles for 11+ children and young people which are being well received with the journal. In particular, schools have reported that some year-groups remain behind in their expected literacy levels since the pandemic. In May 2023 we worked with the Community Development Worker in Aldershot to organise an author event with award-winning author Tom Palmer for Year 7s from several schools, and transitioning Year 6s, to boost reading for pleasure at the start of secondary education. Each child received a journal and book.

"Many thanks to Reading Force and Tom Palmer for putting together such a fantastic author event. The young people we really engaged, especially the young people from Talavera Junior School who found the experience of visiting a secondary school for the first-time enthralling. Many of the young people discovered Reading Force for the first time and are now fully engaged in the journals and were so excited to receive their first book, signed by Tom. The children are still talking about it. Once again thank you for everything you do for service pupils and the opportunity this offers them especially during difficult times. When money is tight and new books are a low priority, for some of our young people this is the first time they have received a brand new book." Sarah Magee, Community Development Worker, Aldershot

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2023**

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#### **Reading Force Art Competition**

Following our successful writing competition in 2022 we launched a My Forces Life Art Competition earlier this year. The competition was open to children and adults, and invited the community to submit art works about their Forces life. We received a very strong response; 130 highly creative and expressive entries from all age categories. We had an esteemed panel of judges made up of award-winning illustrators: Cressida Cowell, Mini Gray, Tony de Saulles, Olaf Falafel, Eleanor Taylor, and BFBS Radio Presenter Natasha Reneaux. A gallery of entries was posted on our website. We wish to thank Bolt Burdon Kemp, Nosy Crow Books, and Daler Rowney for sponsoring this competition and making it possible.

#### **Book Clubs**

Our book clubs are thriving and are much in demand. Our Book Club Ambassador supports volunteers to set up and run the book clubs and we provide each member with three free books, for different ages and stages: young children, juniors, seniors, and adult groups. Immense thanks to the Veterans' Foundation who have supported the book clubs.

"The ladies are really grateful for Reading Force and said that they'd actually started reading more in general since the book club began." Adult book club member

"We talked more - two members of our club were new to the patch and our patch is quite isolated so this this helped them settle. We started by talking about the book and then went on to general chatting. After the club we knew each other better. We want to do another one! I think everyone enjoyed it." Senior book club member

"I loved book club ... I can't wait for book club to continue."

#### **Support for tri-service families**

With around 50% of RF families being Army-based, a large part of our work takes place in collaborations, such as the Army Welfare Service. We are grateful for the grant awarded by ABF The Soldiers' Charity who continue to support RF with our core running costs to enable us to reach greater numbers of Army families. Army&You magazine, run by the Army Families Federation, have continued to feature the Reading Force book club column in each issue where Reading Force Army children provide book reviews, also an article about the RF book clubs.

RAF Community Development Workers continue to be supplied with books and scrapbooks as part of their outreach support to families. The RAF Families Federation magazine, Envoy, continues to feature a 'Reading Force Book Corner' in which RAF children review a new book release.

We are grateful to the Royal Navy Royal Marines Charity and Greenwich Hospital for their continued support. Our partnership with Storybook Waves has been running successfully since 2015. Storybook Waves gives the opportunity for Naval personnel who are scheduled to be away at sea on tours of duty to record a story for their family. This is carried out by Chaplaincy centres and after editing and with the addition of sound effects, a personalised recording is sent to their child(ren) for them to listen to whilst they are away. As part of the joint project, a copy of the picture book recorded and a Reading Force scrapbook is given out with the recording.

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2023**

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The Naval Families Federation magazine, Homeport, continues to feature a 'Reading Force and Homeport Book Reviews' page in which Naval children review a new book release.

#### **Veterans**

We have always included military veterans and their families within our beneficiaries, and sought to challenge the notion that veterans are only older former military personnel, whereas they come in all ages, include both men and women, and include those with young families.

Our grateful thanks also goes to the funders who have supported this work with veterans . We have been able to work with veteran organisations in Scotland since late 2020 (Veterans' Foundation), since early 2021 in Northern Ireland (Irish Ex-Services Trust, AFCFT Positive Pathways, and Veterans' Foundation), and in England & Wales in mid-2022 (AFCFT Sustaining Support programme).

In this reporting period we sought to expand our involvement, and at the same time work in Northern Ireland, which due to different security conditions and awarenesses needed a different approach, requiring us to work through military charities, units and veteran support organisations rather than through schools, which would not have been appropriate there. We applied for, and secured, a significant grant to support this work from the National Lottery Communities Fund (Northern Ireland) which enabled the funding of a NI Ambassador, based in the province, particularly responsible to extend this work. As part of this development we put together a steering committee of relevant individuals, based in NI, and together produced a reading resource for individual veterans, which has had a wider usefulness among military personnel, particularly when offered in conjunction with the opportunity to join a Reading Force book club. Feedback gained through online questionnaires has been very positive, and will enable us to further develop this resource in future:

"Thanks for this. I enjoyed filling it in - gave me a good sense of having done something."

"Since joining a club I read more than I did before and I noticed that my speaking got better...I don't know if that is due to the reading or knowing that I'm going to be giving my view on the book to the group..."

"It helped me organise my thoughts and prompted me to recall some things so it is very useful"

"More space for writing please. My writing is quite large and so I can't get much in each box."

"Maybe more space for books. I have filled mine up quickly."

We now also have a dedicated Reading Force Veterans Ambassador who is working with other organisations and forging networks to better reach and support veterans. Online presentations, in-person meetings, and invitations to give out RF resources at stands at events are important opportunities to network with other veteran support charities and make further contacts.

"Glad to see veterans and their families getting better notice"

"It's a way of filling your head with other things less unpleasant than the things that take up residence uninvited"

# **READING FORCE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2023**

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### **FINANCIAL REVIEW**

#### **Principal funding sources**

##### **Funders**

Funding remains a challenge. Our costs have risen - in particular our book buying costs, due to demand and to the rise in book costs, and this in turn has impacted the amount of funding we are seeking. However, we are proud to receive the support and generous donations and grants from ABF The Soldiers' Charity, Annington, Armed Forces Covenant Fund Trust, Bolt Burdon Kemp LLP, Chelford House Christian Fellowship Trust, Royal Navy and Royal Marines Charity with Greenwich Hospital, The Gibraltar Heritage Trust, Lest We Forget Association, The National Lottery Communities Fund (Northern Ireland), and the Veterans' Foundation.

We are grateful for all this support and shared vision in honouring the Armed Forces Covenant and delivering a service proven to be a great benefit to Forces families and veterans' families. We remain committed to continuing to offer the Reading Force shared reading initiative to support all serving Forces families, reservists and veterans.

##### **Reserves policy**

The Charity aims to retain sufficient unrestricted reserves to enable it to carry out its activities for a period of six months in the unlikely event that no new funds become available.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

Reading Force was registered as a Charitable Incorporated Organisation in 2015 and is governed by its Constitution.

#### **Safeguarding policy**

Reading Force exists to support the well-being of tri-service British Forces children and families through shared-reading and increased communication. We believe that a child or young person should never experience abuse of any kind in any situation. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them. We are committed to anti-discriminatory practice and give equal priority to keeping all children and young people safe regardless of their age, disability, gender, race, religion or belief, sex or sexual orientation. Our child protection and safeguarding policy relates to all children up to and including age 18, and applies to all Reading Force staff, volunteers, and anyone working with the charity.

#### **Organisational structure**

##### **Structure**

The Board of Trustees currently has a membership of 8 people, one of whom acts as Chair. The Board is in regular communication and meets as required. The Board is responsible for the strategic direction and policy of the organisation and for robust governance and rigorous financial management. The Director holds the day-to-day responsibility for the operational management of the organisation. Team Managers are responsible for the day-to-day provision of services. Recommendations by the Director and Team Managers are referred to the full Board meeting for decision.

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2023**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Where particular risks are identified and recorded, the Board oversee and review such matters and determine any appropriate actions. The following are deemed to be key risks for the Charity:

1. Reliance on external funding - The charity relies on the donations and grants provided by external funders and donors in order to continue to operate and provide its charitable services.
2. Working with children - the trustees recognise the possibility that as a charity working with children any risk of harm would need to be reported. Appropriate mitigations are in place as demonstrated in the Safeguarding policy section above.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1159890

##### **Principal address**

10 Homersham Road  
Kingston Upon Thames  
Surrey  
KT1 3PN

##### **Trustees**

Rev'd Prof A M Baverstock  
The Rt Hon. The Baroness Stuart of Edgbaston (resigned 14/10/2022)  
Ms L Taylor  
Ms J Titterton (resigned 14/10/2022)  
J A Lloyd (resigned 30/11/2023)  
N W N Jones  
The Rt Hon. The Lord Blunkett  
L J Titcomb  
S Azeem (appointed 23/2/2023)  
C Flynn-MacLeod (appointed 13/6/2023)  
Ms A Hill (appointed 8/11/2023)

##### **Independent Examiner**

Andrew A Clark  
Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

**READING FORCE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 JUNE 2023**

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Approved by order of the board of trustees on 12 December 2023 and signed on its behalf by:

Rev'd Prof A M Baverstock - Trustee

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF READING FORCE**

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## **Independent examiner's report to the trustees of Reading Force**

I report to the charity trustees on my examination of the accounts of Reading Force (the Trust) for the year ended 30 June 2023.

## **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

## **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Andrew A Clark

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

12 December 2023

# READING FORCE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2023

|                                    |       | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
|                                    | Notes |                           |                          |                             |                             |
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                           |                          |                             |                             |
| Donations and legacies             | 2     | 62,231                    | 119,095                  | 181,326                     | 249,027                     |
| Other trading activities           | 3     | 35,000                    | 2,076                    | 37,076                      | 7,595                       |
| Investment income                  | 4     | <u>577</u>                | <u>-</u>                 | <u>577</u>                  | <u>16</u>                   |
| <b>Total</b>                       |       | <u>97,808</u>             | <u>121,171</u>           | <u>218,979</u>              | <u>256,638</u>              |
| <b>EXPENDITURE ON</b>              |       |                           |                          |                             |                             |
| Raising funds                      | 5     | 9,426                     | -                        | 9,426                       | 9,997                       |
| <b>Charitable activities</b>       | 6     |                           |                          |                             |                             |
| Main purpose                       |       | <u>165,054</u>            | <u>109,256</u>           | <u>274,310</u>              | <u>212,607</u>              |
| <b>Total</b>                       |       | <u>174,480</u>            | <u>109,256</u>           | <u>283,736</u>              | <u>222,604</u>              |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (76,672)                  | 11,915                   | (64,757)                    | 34,034                      |
| <b>RECONCILIATION OF FUNDS</b>     |       |                           |                          |                             |                             |
| Total funds brought forward        |       | 139,282                   | 81,756                   | 221,038                     | 187,004                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>62,610</u>             | <u>93,671</u>            | <u>156,281</u>              | <u>221,038</u>              |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET 30 JUNE 2023

|                                              | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                           |                          |                             |                             |
| Tangible assets                              | 11    | 941                       | -                        | 941                         | 215                         |
| <b>CURRENT ASSETS</b>                        |       |                           |                          |                             |                             |
| Debtors                                      | 12    | -                         | -                        | -                           | 32,250                      |
| Cash at bank                                 |       | <u>84,699</u>             | <u>93,671</u>            | <u>178,370</u>              | <u>208,900</u>              |
|                                              |       | 84,699                    | 93,671                   | 178,370                     | 241,150                     |
| <b>CREDITORS</b>                             |       |                           |                          |                             |                             |
| Amounts falling due within one year          | 13    | <u>(23,030)</u>           | -                        | <u>(23,030)</u>             | <u>(20,327)</u>             |
| <b>NET CURRENT ASSETS</b>                    |       | <u>61,669</u>             | <u>93,671</u>            | <u>155,340</u>              | <u>220,823</u>              |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>62,610</u>             | <u>93,671</u>            | <u>156,281</u>              | <u>221,038</u>              |
| <b>NET ASSETS</b>                            |       | <u><u>62,610</u></u>      | <u><u>93,671</u></u>     | <u><u>156,281</u></u>       | <u><u>221,038</u></u>       |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET - continued 30 JUNE 2023

|                                                       | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|-------------------------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FUNDS</b>                                          | 14    |                           |                          |                             |                             |
| Unrestricted funds:                                   |       |                           |                          |                             |                             |
| General fund                                          |       |                           |                          | <b>62,610</b>               | 139,282                     |
| Restricted funds:                                     |       |                           |                          |                             |                             |
| Annington - Scotland & NE                             |       |                           |                          | -                           | 7,320                       |
| AFCFT - Force for change - Book clubs                 |       |                           |                          | -                           | 8,602                       |
| AFCFT - Positive Pathways - NI                        |       |                           |                          | -                           | 21,733                      |
| Bolt Burdon Kemp - writing competition                |       |                           |                          | -                           | 3,962                       |
| Lest We Forget Association - Book clubs               |       |                           |                          | -                           | 10,000                      |
| AFCFT - Sustaining Support - England & Wales veterans |       |                           |                          | <b>29,140</b>               | 30,139                      |
| National Lottery NI                                   |       |                           |                          | <b>24,955</b>               | -                           |
| Annington Outward Bound Trust                         |       |                           |                          | <b>2,076</b>                | -                           |
| Veterans' Foundation - Book Clubs                     |       |                           |                          | <b>7,500</b>                | -                           |
| Veterans' Foundation - Veterans                       |       |                           |                          | <b>20,000</b>               | -                           |
| Ambassador                                            |       |                           |                          |                             |                             |
| Lest We Forget - Ambassador                           |       |                           |                          | <b>10,000</b>               | -                           |
|                                                       |       |                           |                          | <b>93,671</b>               | 81,756                      |
| <b>TOTAL FUNDS</b>                                    |       |                           |                          | <b>156,281</b>              | 221,038                     |

The financial statements were approved by the Board of Trustees and authorised for issue on 12 December 2023 and were signed on its behalf by:

Rev'd Prof A M Baverstock - Trustee

N W N Jones - Trustee

The notes form part of these financial statements

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

---

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

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 2019)', 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.

#### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

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

Fixtures and fittings                      - 33% on cost

#### **Taxation**

The charity is exempt from tax on its charitable activities.

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

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### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. DONATIONS AND LEGACIES

|           | 2023           | 2022           |
|-----------|----------------|----------------|
|           | £              | £              |
| Donations | 2,356          | 16,477         |
| Grants    | <u>178,970</u> | <u>232,550</u> |
|           | <u>181,326</u> | <u>249,027</u> |

Grants received, included in the above, are as follows:

|                                   | 2023           | 2022           |
|-----------------------------------|----------------|----------------|
|                                   | £              | £              |
| General                           | 90,970         | 158,876        |
| Chelford House Fellowship - books | 3,000          | 3,000          |
| Book clubs                        | 30,000         | 15,000         |
| Scotland & NE Ambassador          | 25,000         | 25,000         |
| England and Wales Veterans        | <u>30,000</u>  | <u>30,674</u>  |
|                                   | <u>178,970</u> | <u>232,550</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

### 3. OTHER TRADING ACTIVITIES

|                       | 2023          | 2022         |
|-----------------------|---------------|--------------|
|                       | £             | £            |
| Sponsorships          | 35,000        | -            |
| Charitable activities | <u>2,076</u>  | <u>7,595</u> |
|                       | <u>37,076</u> | <u>7,595</u> |

### 4. INVESTMENT INCOME

|                          | 2023       | 2022      |
|--------------------------|------------|-----------|
|                          | £          | £         |
| Deposit account interest | <u>577</u> | <u>16</u> |

### 5. RAISING FUNDS

#### Raising donations and legacies

|                    | 2023         | 2022         |
|--------------------|--------------|--------------|
|                    | £            | £            |
| Grant applications | 6,125        | 4,214        |
| Evaluations        | <u>3,301</u> | <u>5,783</u> |
|                    | <u>9,426</u> | <u>9,997</u> |

### 6. CHARITABLE ACTIVITIES COSTS

|              | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 7)<br>£ | Totals<br>£    |
|--------------|----------------------|---------------------------------------|----------------|
| Main purpose | <u>149,570</u>       | <u>124,740</u>                        | <u>274,310</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

### 7. SUPPORT COSTS

|              | Management<br>£ | Other<br>£    | Totals<br>£    |
|--------------|-----------------|---------------|----------------|
| Main purpose | <u>113,451</u>  | <u>11,289</u> | <u>124,740</u> |

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2023 nor the year ended 30 June 2022.

During the year a Trustee was reimbursed for properly incurred expenses on behalf of the Charity totalling £992 (2022 - £279).

### 9. STAFF COSTS

|                                                   | 2023<br>£ | 2022<br>£ |
|---------------------------------------------------|-----------|-----------|
| Staff costs                                       |           |           |
| Total                                             | 195,266   | 136,905   |
| Less Direct costs                                 | 69,533    | 97,265    |
|                                                   | -----     | -----     |
| Net staff costs                                   | 125,733   | 39,640    |
|                                                   | -----     | -----     |
| Average monthly staff numbers -<br>administration | 6         | 6         |

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|---------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                           |                          |                     |
| Donations and legacies            | 168,353                   | 80,674                   | 249,027             |
| Other trading activities          | 7,595                     | -                        | 7,595               |
| Investment income                 | <u>16</u>                 | <u>-</u>                 | <u>16</u>           |
| <b>Total</b>                      | <u>175,964</u>            | <u>80,674</u>            | <u>256,638</u>      |
| <b>EXPENDITURE ON</b>             |                           |                          |                     |
| Raising funds                     | 9,997                     | -                        | 9,997               |
| <b>Charitable activities</b>      |                           |                          |                     |
| Main purpose                      | 128,775                   | 83,832                   | 212,607             |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

|                                    | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------|---------------------------|--------------------------|---------------------|
| <b>Total</b>                       | <u>138,772</u>            | <u>83,832</u>            | <u>222,604</u>      |
| <b>NET INCOME/(EXPENDITURE)</b>    | 37,192                    | (3,158)                  | 34,034              |
| Transfers between funds            | <u>28,515</u>             | <u>(28,515)</u>          | <u>-</u>            |
| <b>Net movement in funds</b>       | 65,707                    | (31,673)                 | 34,034              |
| <b>RECONCILIATION OF FUNDS</b>     |                           |                          |                     |
| Total funds brought forward        | <u>73,575</u>             | <u>113,429</u>           | <u>187,004</u>      |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>139,282</u>            | <u>81,756</u>            | <u>221,038</u>      |

### 11. TANGIBLE FIXED ASSETS

|                       | Fixtures<br>and<br>fittings<br>£ |
|-----------------------|----------------------------------|
| <b>COST</b>           |                                  |
| At 1 July 2022        | <b>643</b>                       |
| Additions             | <u><b>1,412</b></u>              |
| At 30 June 2023       | <u><b>2,055</b></u>              |
| <b>DEPRECIATION</b>   |                                  |
| At 1 July 2022        | <b>428</b>                       |
| Charge for year       | <u><b>686</b></u>                |
| At 30 June 2023       | <u><b>1,114</b></u>              |
| <b>NET BOOK VALUE</b> |                                  |
| At 30 June 2023       | <u><u><b>941</b></u></u>         |
| At 30 June 2022       | <u><u><b>215</b></u></u>         |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

### 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|               | 2023     | 2022          |
|---------------|----------|---------------|
|               | £        | £             |
| Trade debtors | <u>-</u> | <u>32,250</u> |

### 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | 2023          | 2022          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | 5,157         | 7,252         |
| Taxation and social security | 2,821         | 2,267         |
| Other creditors              | <u>15,052</u> | <u>10,808</u> |
|                              | <u>23,030</u> | <u>20,327</u> |

### 14. MOVEMENT IN FUNDS

|                                                       | At 1/7/22      | Net movement in funds | At 30/6/23     |
|-------------------------------------------------------|----------------|-----------------------|----------------|
|                                                       | £              | £                     | £              |
| <b>Unrestricted funds</b>                             |                |                       |                |
| General fund                                          | 139,282        | (76,672)              | 62,610         |
| <b>Restricted funds</b>                               |                |                       |                |
| Annington - Scotland & NE                             | 7,320          | (7,320)               | -              |
| AFCFT - Force for change - Book clubs                 | 8,602          | (8,602)               | -              |
| AFCFT - Positive Pathways - NI                        | 21,733         | (21,733)              | -              |
| Bolt Burdon Kemp - writing competition                | 3,962          | (3,962)               | -              |
| Lest We Forget Association - Book clubs               | 10,000         | (10,000)              | -              |
| AFCFT - Sustaining Support - England & Wales veterans | 30,139         | (999)                 | 29,140         |
| National Lottery NI                                   | -              | 24,955                | 24,955         |
| Annington Outward Bound Trust                         | -              | 2,076                 | 2,076          |
| Veterans' Foundation - Book Clubs                     | -              | 7,500                 | 7,500          |
| Veterans' Foundation - Veterans                       | -              | 20,000                | 20,000         |
| Ambassador                                            | -              | 10,000                | 10,000         |
| Lest We Forget - Ambassador                           | <u>-</u>       | <u>10,000</u>         | <u>10,000</u>  |
|                                                       | <u>81,756</u>  | <u>11,915</u>         | <u>93,671</u>  |
| <b>TOTAL FUNDS</b>                                    | <u>221,038</u> | <u>(64,757)</u>       | <u>156,281</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

### 14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                                                       | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                             |                            |                            |                           |
| General fund                                          | 97,808                     | (174,480)                  | (76,672)                  |
| <b>Restricted funds</b>                               |                            |                            |                           |
| Annington - Scotland & NE                             | -                          | (7,320)                    | (7,320)                   |
| AFCFT - Force for change - Book clubs                 | -                          | (8,602)                    | (8,602)                   |
| AFCFT - Positive Pathways - NI                        | -                          | (21,733)                   | (21,733)                  |
| Bolt Burdon Kemp - writing competition                | 5,000                      | (8,962)                    | (3,962)                   |
| Lest We Forget Association - Book clubs               | -                          | (10,000)                   | (10,000)                  |
| AFCFT - Sustaining Support - England & Wales veterans | 29,140                     | (30,139)                   | (999)                     |
| National Lottery NI                                   | 24,955                     | -                          | 24,955                    |
| Annington Outward Bound Trust                         | 2,076                      | -                          | 2,076                     |
| Veterans' Foundation - Book Clubs                     | 30,000                     | (22,500)                   | 7,500                     |
| Veterans' Foundation - Veterans Ambassador            | 20,000                     | -                          | 20,000                    |
| Lest We Forget - Ambassador                           | 10,000                     | -                          | 10,000                    |
|                                                       | <u>121,171</u>             | <u>(109,256)</u>           | <u>11,915</u>             |
| <b>TOTAL FUNDS</b>                                    | <u>218,979</u>             | <u>(283,736)</u>           | <u>(64,757)</u>           |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

### 14. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

|                                                          | At 1/7/21<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>30/6/22<br>£ |
|----------------------------------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>                                |                |                                  |                                    |                    |
| General fund                                             | 73,575         | 37,192                           | 28,515                             | 139,282            |
| <b>Restricted funds</b>                                  |                |                                  |                                    |                    |
| Annington - Scotland & NE                                | 24,786         | 7,320                            | (24,786)                           | 7,320              |
| Peter Cruddas Foundation - Teen<br>resources             | 5,976          | (5,976)                          | -                                  | -                  |
| AFCFT - Force for change - Book clubs                    | 11,074         | (2,472)                          | -                                  | 8,602              |
| AFCFT - Positive Pathways - NI                           | 29,000         | (7,267)                          | -                                  | 21,733             |
| Veterans' Foundation - NI                                | 9,593          | (9,593)                          | -                                  | -                  |
| Irish Ex Services Trust RBL                              | 13,035         | (13,035)                         | -                                  | -                  |
| Armed Forces Education Trust - Teen<br>resources         | 10,000         | (6,271)                          | (3,729)                            | -                  |
| Veterans' Foundation - England &<br>Wales                | 9,965          | (9,965)                          | -                                  | -                  |
| Bolt Burdon Kemp - writing competition                   | -              | 3,962                            | -                                  | 3,962              |
| Lest We Forget Association - Book<br>clubs               | -              | 10,000                           | -                                  | 10,000             |
| AFCFT - Sustaining Support - England<br>& Wales veterans | -              | 30,139                           | -                                  | 30,139             |
|                                                          | <u>113,429</u> | <u>(3,158)</u>                   | <u>(28,515)</u>                    | <u>81,756</u>      |
| <b>TOTAL FUNDS</b>                                       | <u>187,004</u> | <u>34,034</u>                    | <u>-</u>                           | <u>221,038</u>     |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023

### 14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                                                          | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|----------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                                |                            |                            |                           |
| General fund                                             | 175,964                    | (138,772)                  | 37,192                    |
| <b>Restricted funds</b>                                  |                            |                            |                           |
| Annington - Scotland & NE                                | 25,000                     | (17,680)                   | 7,320                     |
| Peter Cruddas Foundation - Teen<br>resources             | -                          | (5,976)                    | (5,976)                   |
| AFCFT - Force for change - Book clubs                    | 10,000                     | (12,472)                   | (2,472)                   |
| AFCFT - Positive Pathways - NI                           | -                          | (7,267)                    | (7,267)                   |
| Veterans' Foundation - NI                                | -                          | (9,593)                    | (9,593)                   |
| Irish Ex Services Trust RBL                              | -                          | (13,035)                   | (13,035)                  |
| Armed Forces Education Trust - Teen<br>resources         | -                          | (6,271)                    | (6,271)                   |
| Veterans' Foundation - England &<br>Wales                | -                          | (9,965)                    | (9,965)                   |
| Bolt Burdon Kemp - writing competition                   | 5,000                      | (1,038)                    | 3,962                     |
| Lest We Forget Association - Book<br>clubs               | 10,000                     | -                          | 10,000                    |
| AFCFT - Sustaining Support - England<br>& Wales veterans | <u>30,674</u>              | <u>(535)</u>               | <u>30,139</u>             |
|                                                          | <u>80,674</u>              | <u>(83,832)</u>            | <u>(3,158)</u>            |
| <b>TOTAL FUNDS</b>                                       | <u>256,638</u>             | <u>(222,604)</u>           | <u>34,034</u>             |

## **READING FORCE**

### **NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2023**

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#### **15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2023.

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2023

|                                       | 2023<br>£      | 2022<br>£      |
|---------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>          |                |                |
| <b>Donations and legacies</b>         |                |                |
| Donations                             | 2,356          | 16,477         |
| Grants                                | <u>178,970</u> | <u>232,550</u> |
|                                       | 181,326        | 249,027        |
| <b>Other trading activities</b>       |                |                |
| Sponsorships                          | 35,000         | -              |
| Charitable activities                 | <u>2,076</u>   | <u>7,595</u>   |
|                                       | 37,076         | 7,595          |
| <b>Investment income</b>              |                |                |
| Deposit account interest              | <u>577</u>     | <u>16</u>      |
| <b>Total incoming resources</b>       | 218,979        | 256,638        |
| <b>EXPENDITURE</b>                    |                |                |
| <b>Raising donations and legacies</b> |                |                |
| Grant applications                    | 6,125          | 4,214          |
| Evaluations                           | <u>3,301</u>   | <u>5,783</u>   |
|                                       | 9,426          | 9,997          |
| <b>Charitable activities</b>          |                |                |
| Distribution and delivery             | 14,802         | 24,286         |
| Books                                 | 16,324         | 16,264         |
| Production of materials               | 36,304         | 38,524         |
| Book club books and distribution      | 2,051          | 4,110          |
| Events                                | 2,226          | -              |
| Competition                           | 1,723          | 7,357          |
| Raising awareness and marketing       | 5,819          | 18,965         |
| Carried forward                       | 79,249         | 109,506        |

This page does not form part of the statutory financial statements

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2023

|                                              | 2023<br>£       | 2022<br>£      |
|----------------------------------------------|-----------------|----------------|
| <b>Charitable activities</b>                 |                 |                |
| Brought forward                              | 79,249          | 109,506        |
| Support - postage & stationery               | 788             | -              |
| Book club administration                     | 13,286          | 9,082          |
| Regional Ambassadors                         | <u>56,247</u>   | <u>43,861</u>  |
|                                              | 149,570         | 162,449        |
| <b>Support costs</b>                         |                 |                |
| <b>Management</b>                            |                 |                |
| Wages                                        | 111,048         | 38,876         |
| Professional fees                            | 1,717           | 1,602          |
| Depreciation of tangible and heritage assets | <u>686</u>      | <u>214</u>     |
|                                              | 113,451         | 40,692         |
| <b>Other</b>                                 |                 |                |
| Telephone                                    | 3,659           | 2,537          |
| Postage and stationery                       | 1,504           | 1,934          |
| Sundries                                     | 160             | -              |
| Travel and subsistence                       | <u>5,966</u>    | <u>4,231</u>   |
|                                              | 11,289          | 8,702          |
| <b>Governance costs</b>                      |                 |                |
| Wages                                        | <u>-</u>        | <u>764</u>     |
| Total resources expended                     | <u>283,736</u>  | <u>222,604</u> |
| <b>Net (expenditure)/income</b>              | <u>(64,757)</u> | <u>34,034</u>  |

This page does not form part of the statutory financial statements

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# Accounts

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**REGISTERED CHARITY NUMBER: 1159890**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2022  
FOR  
READING FORCE**

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

# READING FORCE

## CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

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# READING FORCE

## CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2022

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As Chair, I am pleased to present a report for Reading Force for the year July 2021 - June 2022. We report on a time of both high activity and structural change, both of which leave us well placed for the future.

This report begins in the period during which Covid restrictions in the UK were coming to an end. Legal restrictions were ended in England in July 2021, with a phased reopening of schools from June 2021. In Scotland and NI restrictions were lifted later, in March-April 2022. The vaccination programme meanwhile was in full swing.

Whereas the last report documented the huge rise in demand for Reading Force during the Covid lockdowns, the project having provided a very effective way of keeping in touch with wider family during enforced absences, this period rather represents one of transition to life after Covid. This report takes into account both our experience and our associated learning based on:

The reassurance of knowing that Reading Force had proven very valuable to military families in difficult circumstances, and of a different kind to the background to our more usual service delivery.

What we had learned during lockdowns about how much can be done effectively online.

Our own observations, and wider national concern, that children's literacy had been impacted by the pandemic and the closure of schools. As is so often the case, it was the less privileged who had suffered the most in terms of missing school and not having access to resources (books/laptops etc), and we were keenly aware this was and remains the demographic most needing support post-pandemic.

### **The use of Reading Force during deployments**

Christmas is always a mixed bag for military families, representing separations or happy homecomings, and often a time for postings meaning further disruption of the academic year for school-age children. Christmas 2021 was however additionally impacted by requirements placed on the military to assist with the Covid vaccination programme. This meant many children who had been expecting a deployed parent to return home, learned at short notice that deployments were extended due to the epic vaccination programme. As a side-note, we observed that the significant role of the military in delivering the vaccine programme was not particularly well acknowledged in the media.

The start of the war in the Ukraine, from February 2022, also saw a rise in the number of deployments, and again we were busy meeting increased demand. A parcel of books and Reading Force scrapbooks for children may sound like a small thing, but we heard from many parents that receiving these parcels gave rise to the first smiles since a parent had been deployed. We are determined to keep children's spirits up in this way and responded to all requests.

The lifting of restrictions in early 2022 did not equate to a return to pre-pandemic activities within schools. Both staff and pupils were still picking up the Covid virus and getting ill; pastoral care within schools was largely focussed on recovery and catch-up. While many schools were still requesting and using our resources, others did not yet have the capacity to restart Reading Force or to have visits from our ambassadors, and so new registrations within schools were relatively low. Our main reach therefore continued to be through welfare organisations who gave our resources to families and unit staff, and encouraged their use. At the same time, families would regularly get in touch with us when a child had Covid and was isolating at home or (in a few cases) at a boarding school, and they requested we send books and resources.

# **READING FORCE**

## **CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2022**

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### **Reading Force Ambassadors**

During the autumn term of 2021 our ambassadors in Scotland and Northern Ireland slowly began to make visits to groups and family days once again, although these were sometimes cancelled due to illness (of school or ambassador). The ambassadors were however able to maintain regular contact online, providing RF resources when required. In Scotland, supporting the Naval community was particularly important as many families were affected by deployments (particularly due to the Ukraine/Russia conflict). We would like to express our ongoing appreciation to Annington for supporting this important ambassador role in Scotland.

In Northern Ireland, the last region to lift Covid restrictions, in person meetings with veterans' support groups were able to resume. The security situation in NI required the roll out of our project to be done quite differently from elsewhere in the UK, and we had appointed an ambassador, who was introduced to the many charities supporting the military in NI. We were seeking, as is a consistent principle of Reading Force, to make links with other organisations so that administrative costs could be shared and the maximum amount spent on reaching beneficiaries. A particularly useful link was made with The Defence Gardens Scheme, which like us employed a single NI member of staff, and the two representatives were able to share visits, travelling costs and stands at several related events. We began work on an application to the National Lottery to continue the support of our Reading Force ambassador there.

In April 2022 we appointed two new ambassadors: for Veterans in England and Wales, and Book Clubs. The success of an individual Reading Record (see on) with veterans has encouraged us to continue to expand focus on supporting veterans. With our Ambassadors in Scotland and Northern Ireland building new relationships and delivering RF to more charities and organisations supporting veterans, we added a new role of Veterans Ambassador in England & Wales in April 2022 (Funded by AFCFT Sustaining Support programme for twelve months). Early signs of effective networking show how RF will benefit and in April 2022 this work attracted support of a new donor, the charity Lest We Forget Association, which concentrates on supporting veterans.

Our new Book Club Ambassador started the same month, her predecessor moving to be our Veterans Ambassador. We expanded this role having found that our initial establishment of book clubs was very positively received. Questionnairing the members before and after participation gave us some important learnings. For example, the profile of those joining is quite different from what might have been expected from general involvement in book clubs, in that RF members tend not to have joined one before and to be more attracted by the idea of linking with other military personnel than just reading.

Some veterans attested to the book clubs giving them something light to think about for once; a relief from darker thoughts. Others said the clubs encouraged them to be braver in their social interaction than they would otherwise have been. The book clubs are a very good example of taking a project formed during the pandemic to help with social isolation and loneliness, and continuing to use the concept more widely because it works for military families - being able to take part online or (following restrictions lifting) in person.

We also received funding for a new role of Central Administrator, again for twelve months, with funding from the Armed Forces Covenant Fund Trust (AFCFT) Sustaining Support programme. This post is intended to improve communication across our team, which has no premises. We began to research the job specification and likely route to finding a Central Administrator (this to be covered in the next report).

# READING FORCE

## CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2022

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Longer term, the plan is to absorb their roles into general Reading Force overheads as we consider them essential to our effective operation in both reaching those we serve and ensuring our operation is joined up.

### **Restructuring - planning growth and sustainability**

After ten years of operation, and organisational growth due to the arrival of new ambassadors, we decided that a more effective structure was needed for Reading Force to improve efficiency, clarify roles and reduce overlap, and create clearer lines of reporting. The Chair of the Trustees consulted with the other trustees and staff, and a revised structure was agreed. This proposed the ambassadors having a shared reporting line to a Director of Service Delivery, and Marketing and Communications combined.

The new structure contributes significantly to our plans for growth and sustainability, and ensures the best way to grow a small charity without losing personal connection and focus on individuals and families within the military community. It should be noted that we still hand-pick book titles for children and write personal messages on scrapbooks that are returned to us, before sending them back via recorded delivery to ensure nothing gets lost.

We complete our eleventh year in good heart, firmly convinced of the need for what we do, encouraged by growing demand, and with more robust structures in place to ensure effective delivery.

Rev'd Professor Alison Baverstock, Chair of Trustees

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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The trustees present their report with the financial statements of the charity for the year ended 30 June 2022. The trustees have adopted the provisions of 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 2019).

### OBJECTIVES AND ACTIVITIES

#### Objectives and aims

Our constitution states that the purposes of Reading Force are:

1. To advance education by encouraging families to read together for pleasure and talk about a book by providing advice and assistance and materials to support shared reading activities.
2. To promote and protect good health by using reading as a means of mitigating stress and increasing communication and good family relationships following separation due to training, deployment, postings and mobility.

The activities carried out for the public benefit of the charity are for all British Armed Forces families and children including reservists and veterans, living in the UK and overseas.

The trustees always ensure that the strategies and activities we undertake are in line with our charitable objects and aims. Our long term aim that shapes our annual activities is to extend and deepen the relationship we have with Forces families, to ensure our project reaches the awareness of all and invites them to become involved. We seek to support the social, emotional and mental wellbeing of the Forces community through shared reading and effective communication.

#### How we work

Strategies we employ to achieve the charity's aims and objectives are to:

- \* Work with support workers of Forces families: schools; welfare and community organisations and other agencies and charities devoted to the support of the Forces
- \* Reach Forces families themselves to explain the benefits of Reading Force and support participation
- \* Influence policy makers and those offering financial and administrative support to the Forces community
- \* Act as a lobbying force to ensure the particular needs and issues of Forces families remain in the forefront of public consciousness.

We offer and provide:

- \* Advice on the benefits of involvement in reading for pleasure
- \* Materials to support families taking part in Reading Force
- \* Related activities such as author tours in schools and weekend/holiday workshops in activity centres
- \* Related advice on policy through presentations at key forums and conferences

#### Public benefit

The trustees have had regard to the guidance issued by the Charity Commission on public benefit in planning these activities for the year and reviewed the guidance at trustee meetings.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

#### Forces families offered Reading Force and signature scrapbooks

"The Reading Force organisation is a great way to keep my family connected with each other whilst my husband is away. The children enjoy ringing their dad and facetimeing him on the weekend to chat about not only their book but also their weeks."

#### Giving books to Forces children

In this transition year after the upheaval and disturbance of the pandemic year, demand for books and scrapbooks settled to being more constant, though still high, compared to the highs of the previous two years. This year we posted over 3,700 books and scrapbooks directly to Forces children, from babies to teens and young adults, at home. An additional 500 books and scrapbooks were given to Forces children by welfare outreach workers to support their families. Throughout the year we ran book giveaways on social media including, Friday/weekend selections, at Christmas through our annual ABC Advent Book Calendar (giving books to families every day in the build up to Christmas - a challenging time for many Forces families), and on World Book Day in March.

"You are doing such a wonderful job. I am a massive reader and I gain so much knowledge from it so that's why I think it's so important to get children reading early in life to expand their imaginations and give them an advantage." Outreach Worker, Veteran Drop-in Centre

Our primary aim is to improve communication and support connectedness within military serving and veteran families (with both immediate and extended family), with the added benefit of a literacy boost, and we observe this taking place through feedback and scrapbook analysis. These books are used in a variety of ways: shared together at home with parents and siblings; read over video calls to deployed parents, and vice versa depending on children's ages; with cousins, aunts, uncles and grandparents when on holiday or visiting them, or over the phone; reading the book independently at home, then talking about it with the rest of the family who have also read it independently; reading a chapter aloud a day. Some families have told us they have passed the books on to Forces neighbours or local schools, once they have finished with them, as a way of helping to spread the Reading Force word and share materials.

Books can be shared during absences, which children may find difficult and unsettling, and experience separation-anxiety (military families can experience stress as a result of regular moves of home and school, deployment at short notice, separation from parent), as well as during good times as a joint family activity, providing continuity and shared experience contributing to overall wellbeing. As highlighted in previous reports, we know from research by The National Literacy Trust (NLT 2017) that children owning books has a significant and direct impact on their attitude to reading, raised literacy ability, and reading confidence. In March 2019, the NLT Annual Literacy Survey reported that 25.7% of children aged 8-18 read every day, compared with 43% in 2015. With the downturn in children 'reading for pleasure' (the single most important factor for children becoming readers), we are resolutely determined to get books into the hands of Forces children.

"Thank you for all you do, it is truly amazing the way you promote reading and its ability to build bonds."  
Participating parent

With our core focus on providing books, we are very grateful to the Chelford House Christian Fellowship Trust for continuing their generous grant towards the cost of books for the 7th year running.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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### **Scrapbooks for Forces families**

During this period over 13,000 signature Reading Force scrapbooks were given to families for them to complete together. In addition to being sent out with posted books, these were distributed via schools, welfare and other organisations supporting Forces families, at author events, pre-deployment briefings and family days. As Covid continued to affect people with sickness and children were off school, some parents reported that Reading Force was perceived as a useful and gentle way of maintaining literacy skills.

We offer families two kinds of scrapbook - one for babies up to and including children aged seven, and one for children aged eight to eighteen, thereby involving children of all ages and encouraging shared reading between siblings, as well as between parents and children.

Every scrapbook contains a 'free book' postcard, which families are invited to post in order to receive a book to share and use to begin their Reading Force activity. In keeping with our ethos of offering families high quality colourful materials they will enjoy using, we update materials when reprinting. Each year our certificate, awarded to families who have completed and submitted their scrapbook to the biannual scrapbook competitions, is updated and positively acknowledges and affirms children's Forces identity.

"I've always liked reading with my family, but when daddy left I didn't think we could, but when Mummy bought two books I had the idea to do a scrapbook on it."

### **Combining the scrapbook and the book**

Not every family utilises the scrapbook (wishing simply to chat about the book), but many do, filling it with the family's thoughts and opinions about the book shared. These act as prompts to talk about the book, engage, draw and be creative, and become a record of the shared family experience. We have an increasing number of families who have made several scrapbooks in recent years (for some this increased further during lockdown) and these are kept by them as special mementos.

"Reading Force is amazing - it's so good for them. And they get to share it with Dad while he's away. They talk about what they're doing in their scrapbooks or they show him over a videocall - it's a talking point. And when their Dad emails they'll reply to tell him they've just received a new book. I don't know how but Reading Force always gets the reading age right with the books they send. School is so structured, but with this they can write and draw what they want. Bethany loves the art side of it. We do it together at home, I'll listen to them read and we'll sit down together and draw in the scrapbooks. We do have a collection of scrapbooks now - they are very special."

As we run biannual Scrapbook Competitions, we see a range of scrapbooks completed. Increasingly grandparents are participating, and sometimes uncles, aunts and cousins. Also increasingly, these extended family members are the people instigating the activity. We regard this as a good sign as it demonstrates the reach we are having, and our progress towards an organisational aim that ALL military families should have access to our resources at a time that suits them. We have received many new scrapbook competition entries this year, often with several members of one family involved, which we view as evidence of broader family involvement. We also have anecdotal evidence of other families telling us they have completed their scrapbooks and wish to keep them at home.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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### **New Reading Force resources**

Two new RF resources were completed during this year, meaning that we now have materials that can benefit the entire military population, from children and young people to adults and veterans.

After extensive consultation with a group of military teenagers, organised in collaboration with the Army Welfare Service, we made available a new Teen Journal. This enables teenagers to hold thoughts about their reading, and share them with their friends. We had found that teenagers could be persuaded to join in the completion of a family reading scrapbook if in the process it would benefit their younger siblings, and encourage them to read, but that they also wanted a reading resource of their own. The Teen Journal is most attractively produced and every aspect of its development, from title and cover to cartoons for the stickers in a back pocket, was chosen by the age group for whom it was destined. Made available at a launch in Queen Victoria School, Dunblane in November 2021 it has proven very popular, and by June 2022 we had distributed almost 3,000 journals through the post with book requests, secondary schools and other organisations supporting military young adults.

"I love the reading journal, the stickers and the theme of the book are perfect. It's a space for me to write down my feelings and worries, and being able to draw in this journal really does help. The questions make it fun to write about the books I'm reading too." Teen journal user, 2022

A Reading Record for adults was published in January 2022. This was developed through our work in Northern Ireland, with feedback from the market indicating that veterans often felt isolated and lonely, and that keeping a record of what they were reading would assist them in sharing their ideas and thoughts, particularly through the development of reading groups. We worked with our NI steering committee and several organisations involved in veteran support in NI, and trialled versions of the anticipated journal before launch.

Both new resources have been met with a very positive response and we are now feeding back what we learned from their launch into refining the documents. This fits with our general principle of 'practice as research' whereby we trial materials, learn from them and feed this into their further development.

### **World Book Day**

Previous reports detailed how we had been pleased, in 2018, to be approached by World Book Day (WBD) to join in their significant cross-industry/sector initiative; a significant acknowledgement of the profile of what we do. In March 2022 we ran our annual marathon book giveaway. We partnered with WBD to include the £1 book tokens in our book parcels to families, with which they could buy a special £1 WBD book, or use toward the cost of a full price book.

This is particularly significant for families who are not used to buying books or do not have funds for books. WBD research shows that a significant number of children's first book is acquired with their token. Research repeatedly shows that the personal ownership of books is very important if children are to become readers, and that reading for pleasure is important for success in education, future employment, and development of empathy - thereby impacting future well-being outcomes. We continue to prioritise keeping Reading Force free for all serving and ex-serving military families, and to send them age-appropriate books alongside our resources, and in this context wish to thank all our core funders for their generous support that enables us to do this.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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### Reading Force Writing Competition

To run alongside World Book Day, we launched a new initiative in February 2022, our first Reading Force writing competition. The theme was 'My Forces Life' and the competition was open to children and adults, and invited fictional and real-life entries in any format.

We were thrilled by the response as we received an outpouring of over 100 immensely rich and creative writings in the form of poems, reflections, diary entries, and some fictional entries from children. It interested us that the majority were real life writings. The prose reflected an array of experiences within military families from the fun and adventurous, to exploring the more difficult aspects such as another move or separation. The collection was important because it offered unmediated access to the thoughts and feelings of military families, who are not often heard from directly.

We had an esteemed panel of judges made up of award-winning authors Vivian French, Amanda Prowse and Meg Rosoff, and BFBS Radio Presenter Mark Mackenzie. A printed anthology of the winning entries is to be published with copies sent to everyone who entered and used for publicity purposes. We wish to thank Bolt Burdon Kemp and Hachette Children's Books for sponsoring this competition and making it possible.

### Book Clubs

We know that reading helps people feel less alone and have built on this through starting online book clubs in March 2021. With our thanks for a new grant from AFCFT Force for Change Programme, we have been able to continue and extend the number of book clubs and members we support. This support is to help volunteer coordinators to set up book clubs and we provide each member with three free books, for different ages and stages: young children, juniors, seniors, and adult groups.

Feedback and positive outcomes from participants indicate this will become a core initiative for us.

"It was really fun, I enjoyed reading and chatting. I love reading but having a book club made it even better. I think Reading Force helped me to love reading more."

"Discussing the book afterwards makes you take time to really focus on something other than your own life"

Collaborating with other Forces charities

"I love everything offered by Reading Force and how much you bring families together over the love of storytelling and reading together. It's amazing!" Drumfork Community Centre

We strive to work with other charities with complementary aims, to build on our footprint, to achieve impact in a logical and progressive way, to enrich the service we can all offer to families and to collectively reduce administration and costs. We seek to spend our financial resources on reaching the communities we support rather than duplicating administration costs.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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### **Support for Army families**

With around 50% of RF families being Army-based, a large part of our work takes place in collaborations, such as the Army Welfare Service. We are grateful for the grant awarded by the Army Central Fund and ABF The Soldiers' Charity who continue to support RF with core funding to enable us to reach greater numbers of Army families. 'Army & You' magazine run by the Army Families Federation have continued to feature the Reading Force book club column in each issue where Reading Force army children provide book reviews.

### **Support for RAF families**

RAF Community Development Workers continue to be supplied with books and scrapbooks as part of their outreach support to families. The RAF Families Federation magazine, Envoy, continues to feature a 'Reading Force Book Corner' in which RAF children review a new book release.

### **Support for Naval families**

We are grateful to the Royal Navy Royal Marines Charity and Greenwich Hospital for their continued support. Our partnership with Storybook Waves has been running successfully since 2015. Storybook Waves gives the opportunity for Naval personnel who are scheduled to be away at sea on tours of duty to record a story for their family. This is carried out in a local Chaplaincy centre and after editing and with the addition of sound effects, a personalised CD/recording is sent to their child(ren) for them to listen to whilst they are away. As part of the joint project, a copy of the picture book recorded and a Reading Force scrapbook is given out with the recording.

The Naval Families Federation magazine, Homeport, continues to feature a 'Reading Force and Homeport Book Reviews' page in which Naval children review a new book release.

### **Veterans**

We have long wanted to support veterans, just as we support serving families, though the challenge and associated costs in reaching a demographic who do not always want to be reached has been a challenge to undertaking a programme of activities. With our grateful thanks to the funders who have supported us with this, we have been able to work with veteran organisations in Scotland since late 2020 (Veterans' Foundation), since early 2021 in Northern Ireland (Irish Ex-Services Trust, AFCFT Positive Pathways, and Veterans' Foundation), and in England & Wales in mid-2022 (AFCFT Sustaining Support programme).

"This is amazing thank you so much. The families and children are going to love them. It is a pleasure to be introduced to you and more than happy to connect further please do come and visit us when your next up the NW." Veteran Drop-In Centre

Our team of RF Ambassadors research and then contact organisations and people who support veterans and their families. Online presentations, in person meetings, and invitations to give out RF resources at stands at events are also important opportunities to network with other veteran support charities and make further contacts. From these contacts grow collaborations whereby we help each other to raise awareness of the support available to veterans and so can distribute our resources more widely.

# **READING FORCE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022**

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### **FINANCIAL REVIEW**

#### **Principal funding sources**

##### **Funders**

Funding remains a challenge and the entire year has been underpinned by a determination to seek grants and donations that enable us to continue. We began to notice a significant rise in the cost of raw materials and direct costs (paper, printing, petrol and postage) and this too impacted us.

In addition to generous grants from ABF The Soldiers' Charity, Annington, Armed Forces Covenant Fund Trust, Army Central Fund, Bolt Burdon Kemp LLP, Chelford Christian Fellowship Trust, Lest We Forget Association, Royal Navy and Royal Marines Charity and Greenwich Hospital, and the Veterans' Foundation, we have appreciated fundraising initiatives that have brought us both money and widened our profile. In August 2021 we were grateful to Neil Baverstock and Derek Ellery for cycling from Land's End to John o' Groats for the charity, which attracted a following on social media as well as attention en route. They absorbed all the associated costs of the venture, so the funding went solely to Reading Force.

We also experimented with overprinting short runs of our materials with an organisational logo and recommending a book for particular initiatives, for example for the RAF Association in May 2022 to tie in with their gardening-themed mail out to RAF families.

We are grateful for all this support and shared vision in honouring the Armed Forces Covenant and delivering a service proven to be a great benefit to Forces families and veterans' families. We remain committed to continuing to offer the Reading Force shared reading initiative to support all serving Forces families, reservists and veterans.

##### **Reserves policy**

The Charity aims to retain sufficient unrestricted reserves to enable it to carry out its activities for a period of six months in the unlikely event that no new funds become available.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

Reading Force was registered as a Charitable Incorporated Organisation in 2015 and is governed by its Constitution.

##### **Safeguarding policy**

Reading Force exists to support the well-being of tri-service British Forces children and families through shared reading and increased communication. We believe that a child or young person should never experience abuse of any kind in any situation. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them. We are committed to anti-discriminatory practice and give equal priority to keeping all children and young people safe regardless of their age, disability, gender, race, religion or belief, sex or sexual orientation. Our child protection and safeguarding policy relates to all children up to and including age 18, and applies to all Reading Force staff, volunteers, and anyone working with the charity.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Organisational structure

##### Structure

The Board of Trustees currently has a membership of 8 people. The Board is in regular communication and meets as required. The Board is responsible for the strategic direction and policy of the organisation and for robust governance and rigorous financial management. The Director holds the day-to-day responsibility for the operational management of the organisation. Team Managers are responsible for the day-to-day provision of services. Recommendations by the Director and Team Managers are referred to the full Board meeting for decision.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Where particular risks are identified and recorded, the Board oversee and review such matters and determine any appropriate actions. The following are deemed to be key risks for the Charity:

Reliance on external funding - The charity relies on the donations and grants provided by external funders and donors in order to continue to operate and provide its charitable services.

Working with children - the trustees recognise the possibility that as a charity working with children any risk of harm would need to be reported. Appropriate mitigations are in place as demonstrated in the Safeguarding policy section above.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Charity number

1159890

#### Principal address

10 Homersham Road  
Kingston Upon Thames  
Surrey  
KT1 3PN

#### Trustees

Rev'd Prof A M Baverstock  
The Rt Hon. the Baroness Stuart of Edgbaston (resigned 14/10/2022)  
Ms L Taylor  
Ms J Titterton (resigned 14/10/2022)  
J A Lloyd  
N W N Jones  
The Rt Hon. the Lord Blunkett  
Ms L J Titcomb

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2022

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### REFERENCE AND ADMINISTRATIVE DETAILS

#### **Independent Examiner**

Andrew A Clark

Institute of Chartered Accountants in England and Wales

Carter & Coley

Chartered Accountants

3 Durrant Road

Bournemouth

Dorset

BH2 6NE

Approved by order of the board of trustees on 4 April 2023 and signed on its behalf by:

Rev'd Prof A M Baverstock - Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF READING FORCE

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## **Independent examiner's report to the trustees of Reading Force**

I report to the charity trustees on my examination of the accounts of Reading Force (the Trust) for the year ended 30 June 2022.

## **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

## **Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Andrew A Clark  
Institute of Chartered Accountants in England and Wales  
Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

4 April 2023

# READING FORCE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2022

|                                    | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                           |                          |                             |                             |
| Donations and legacies             | 2     | 168,353                   | 80,674                   | 249,027                     | 288,455                     |
| Other trading activities           | 3     | 7,595                     | -                        | 7,595                       | -                           |
| Investment income                  | 4     | <u>16</u>                 | <u>-</u>                 | <u>16</u>                   | <u>160</u>                  |
| <b>Total</b>                       |       | <u>175,964</u>            | <u>80,674</u>            | <u>256,638</u>              | <u>288,615</u>              |
| <b>EXPENDITURE ON</b>              |       |                           |                          |                             |                             |
| Raising funds                      | 5     | 9,997                     | -                        | 9,997                       | 8,403                       |
| <b>Charitable activities</b>       | 6     |                           |                          |                             |                             |
| Main purpose                       |       | <u>128,775</u>            | <u>83,832</u>            | <u>212,607</u>              | <u>142,763</u>              |
| <b>Total</b>                       |       | <u>138,772</u>            | <u>83,832</u>            | <u>222,604</u>              | <u>151,166</u>              |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | 37,192                    | (3,158)                  | 34,034                      | 137,449                     |
| Transfers between funds            | 14    | <u>28,515</u>             | <u>(28,515)</u>          | <u>-</u>                    | <u>-</u>                    |
| <b>Net movement in funds</b>       |       | 65,707                    | (31,673)                 | 34,034                      | 137,449                     |
| <b>RECONCILIATION OF FUNDS</b>     |       |                           |                          |                             |                             |
| Total funds brought forward        |       | <u>73,575</u>             | <u>113,429</u>           | <u>187,004</u>              | <u>49,555</u>               |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>139,282</u>            | <u>81,756</u>            | <u>221,038</u>              | <u>187,004</u>              |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET 30 JUNE 2022

|                                              | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                           |                          |                             |                             |
| Tangible assets                              | 11    | 215                       | -                        | 215                         | 429                         |
| <b>CURRENT ASSETS</b>                        |       |                           |                          |                             |                             |
| Debtors                                      | 12    | 24,930                    | 7,320                    | 32,250                      | 12,750                      |
| Cash at bank                                 |       | <u>134,464</u>            | <u>74,436</u>            | <u>208,900</u>              | <u>194,800</u>              |
|                                              |       | 159,394                   | 81,756                   | 241,150                     | 207,550                     |
| <b>CREDITORS</b>                             |       |                           |                          |                             |                             |
| Amounts falling due within one year          | 13    | (20,327)                  | -                        | (20,327)                    | (20,975)                    |
| <b>NET CURRENT ASSETS</b>                    |       | <u>139,067</u>            | <u>81,756</u>            | <u>220,823</u>              | <u>186,575</u>              |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>139,282</u>            | <u>81,756</u>            | <u>221,038</u>              | <u>187,004</u>              |
| <b>NET ASSETS</b>                            |       | <u>139,282</u>            | <u>81,756</u>            | <u>221,038</u>              | <u>187,004</u>              |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET - continued 30 JUNE 2022

| <b>FUNDS</b>                                          | 14 |                       |                |
|-------------------------------------------------------|----|-----------------------|----------------|
| Unrestricted funds:                                   |    |                       |                |
| General fund                                          |    | <b>139,282</b>        | 73,575         |
| Restricted funds:                                     |    |                       |                |
| Annington - Scotland & NE                             |    | <b>7,320</b>          | 24,786         |
| Peter Cruddas Foundation - Teen resources             |    | -                     | 5,976          |
| AFCFT - Force for change - Book clubs                 |    | <b>8,602</b>          | 11,074         |
| AFCFT - Positive Pathways - NI                        |    | <b>21,733</b>         | 29,000         |
| Veterans' Foundation - NI                             |    | -                     | 9,593          |
| Irish Ex Services Trust RBL                           |    | -                     | 13,035         |
| Armed Forces Education Trust - Teen resources         |    | -                     | 10,000         |
| Veterans' Foundation - England & Wales                |    | -                     | 9,965          |
| Bolt Burdon Kemp - writing competition                |    | <b>3,962</b>          | -              |
| Lest We Forget Association - Book clubs               |    | <b>10,000</b>         | -              |
| AFCFT - Sustaining Support - England & Wales veterans |    | <b>30,139</b>         | -              |
|                                                       |    | <u><b>81,756</b></u>  | <u>113,429</u> |
| <b>TOTAL FUNDS</b>                                    |    | <u><b>221,038</b></u> | <u>187,004</u> |

The financial statements were approved by the Board of Trustees and authorised for issue on 4 April 2023 and were signed on its behalf by:

A M Baverstock - Trustee

N W N Jones - Trustee

The notes form part of these financial statements

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

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### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

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 2019)', 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.

#### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

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

Fixtures and fittings                      - 33% on cost

#### **Taxation**

The charity is exempt from tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

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### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. DONATIONS AND LEGACIES

|           | 2022           | 2021           |
|-----------|----------------|----------------|
|           | £              | £              |
| Donations | 16,477         | 15,395         |
| Grants    | <u>232,550</u> | <u>273,060</u> |
|           | <u>249,027</u> | <u>288,455</u> |

Grants received, included in the above, are as follows:

|                                   | 2022           | 2021           |
|-----------------------------------|----------------|----------------|
|                                   | £              | £              |
| Books for Anniversary             | -              | 1,000          |
| General                           | 158,876        | 141,025        |
| Chelford House Fellowship - books | 3,000          | 3,000          |
| Book clubs                        | 15,000         | 20,000         |
| NI Veterans                       | -              | 61,070         |
| Teen resources                    | -              | 10,000         |
| England and Wales Veterans        | -              | 11,965         |
| Scotland & NE Ambassador          | 25,000         | 25,000         |
| England and Wales Veterans        | <u>30,674</u>  | -              |
|                                   | <u>232,550</u> | <u>273,060</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

### 3. OTHER TRADING ACTIVITIES

|                       | 2022         | 2021     |
|-----------------------|--------------|----------|
|                       | £            | £        |
| Charitable activities | <u>7,595</u> | <u>-</u> |

### 4. INVESTMENT INCOME

|                          | 2022      | 2021       |
|--------------------------|-----------|------------|
|                          | £         | £          |
| Deposit account interest | <u>16</u> | <u>160</u> |

### 5. RAISING FUNDS

#### Raising donations and legacies

|                           | 2022         | 2021         |
|---------------------------|--------------|--------------|
|                           | £            | £            |
| Conference and networking | -            | 285          |
| Grant applications        | 4,214        | 4,250        |
| Evaluations               | <u>5,783</u> | <u>3,654</u> |
|                           | <u>9,997</u> | <u>8,189</u> |

### 6. CHARITABLE ACTIVITIES COSTS

|              | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 7)<br>£ | Totals<br>£    |
|--------------|----------------------|---------------------------------------|----------------|
| Main purpose | <u>162,449</u>       | <u>50,158</u>                         | <u>212,607</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

### 7. SUPPORT COSTS

|              | Management<br>£ | Other<br>£   | Governance<br>costs<br>£ | Totals<br>£   |
|--------------|-----------------|--------------|--------------------------|---------------|
| Main purpose | <u>40,692</u>   | <u>8,702</u> | <u>764</u>               | <u>50,158</u> |

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2022 nor for the year ended 30 June 2021.

#### Trustees' expenses

During the year a Trustee was reimbursed for properly incurred expenses on behalf of the Charity totalling £279 ( 2021 - £606).

### 9. STAFF COSTS

|                                | 2022<br>£ | 2021<br>£ |
|--------------------------------|-----------|-----------|
| Staff costs                    |           |           |
| Total                          | 136,905   | 94,629    |
| Less Direct costs              | 97,265    | 47,714    |
|                                | -----     | -----     |
| Net staff costs                | 39,640    | 46,915    |
|                                | -----     | -----     |
| Staff numbers - administration | 6         | 4         |

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|---------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                           |                          |                     |
| Donations and legacies            | 159,420                   | 129,035                  | 288,455             |
| Investment income                 | <u>160</u>                | <u>-</u>                 | <u>160</u>          |
| <b>Total</b>                      | <u>159,580</u>            | <u>129,035</u>           | <u>288,615</u>      |
| <b>EXPENDITURE ON</b>             |                           |                          |                     |
| Raising funds                     | 8,189                     | -                        | 8,189               |
| <b>Charitable activities</b>      |                           |                          |                     |
| Main purpose                      | <u>97,601</u>             | <u>45,376</u>            | <u>142,977</u>      |
| <b>Total</b>                      | <u>105,790</u>            | <u>45,376</u>            | <u>151,166</u>      |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

|                                        | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|----------------------------------------|---------------------------|--------------------------|---------------------|
| <b>NET INCOME</b>                      | 53,790                    | 83,659                   | 137,449             |
| <b>RECONCILIATION OF FUNDS</b>         |                           |                          |                     |
| Total funds brought forward            | 19,785                    | 29,770                   | 49,555              |
| <b>TOTAL FUNDS CARRIED<br/>FORWARD</b> | <u>73,575</u>             | <u>113,429</u>           | <u>187,004</u>      |

### 11. TANGIBLE FIXED ASSETS

|                                 | Fixtures<br>and<br>fittings<br>£ |
|---------------------------------|----------------------------------|
| <b>COST</b>                     |                                  |
| At 1 July 2021 and 30 June 2022 | <u>643</u>                       |
| <b>DEPRECIATION</b>             |                                  |
| At 1 July 2021                  | 214                              |
| Charge for year                 | <u>214</u>                       |
| At 30 June 2022                 | <u>428</u>                       |
| <b>NET BOOK VALUE</b>           |                                  |
| At 30 June 2022                 | <u>215</u>                       |
| At 30 June 2021                 | <u>429</u>                       |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

### 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|               | 2022          | 2021          |
|---------------|---------------|---------------|
|               | £             | £             |
| Trade debtors | <u>32,250</u> | <u>12,750</u> |

### 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | 2022          | 2021          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | 7,252         | -             |
| Taxation and social security | 2,267         | 19,775        |
| Other creditors              | <u>10,808</u> | <u>1,200</u>  |
|                              | <u>20,327</u> | <u>20,975</u> |

### 14. MOVEMENT IN FUNDS

|                                                          | At 1/7/21<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>30/6/22<br>£ |
|----------------------------------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>                                |                |                                  |                                    |                    |
| General fund                                             | 73,575         | 37,192                           | 28,515                             | 139,282            |
| <b>Restricted funds</b>                                  |                |                                  |                                    |                    |
| Annington - Scotland & NE                                | 24,786         | 7,320                            | (24,786)                           | 7,320              |
| Peter Cruddas Foundation - Teen<br>resources             | 5,976          | (5,976)                          | -                                  | -                  |
| AFCFT - Force for change - Book<br>clubs                 | 11,074         | (2,472)                          | -                                  | 8,602              |
| AFCFT - Positive Pathways - NI                           | 29,000         | (7,267)                          | -                                  | 21,733             |
| Veterans' Foundation - NI                                | 9,593          | (9,593)                          | -                                  | -                  |
| Irish Ex Services Trust RBL                              | 13,035         | (13,035)                         | -                                  | -                  |
| Armed Forces Education Trust - Teen<br>resources         | 10,000         | (6,271)                          | (3,729)                            | -                  |
| Veterans' Foundation - England &<br>Wales                | 9,965          | (9,965)                          | -                                  | -                  |
| Bolt Burdon Kemp - writing<br>competition                | -              | 3,962                            | -                                  | 3,962              |
| Lest We Forget Association - Book<br>clubs               | -              | 10,000                           | -                                  | 10,000             |
| AFCFT - Sustaining Support - England<br>& Wales veterans | -              | 30,139                           | -                                  | 30,139             |
|                                                          | <u>113,429</u> | <u>(3,158)</u>                   | <u>(28,515)</u>                    | <u>81,756</u>      |
| <b>TOTAL FUNDS</b>                                       | <u>187,004</u> | <u>34,034</u>                    | <u>-</u>                           | <u>221,038</u>     |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

### 14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                                                          | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|----------------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                                |                            |                            |                           |
| General fund                                             | 175,964                    | (138,772)                  | 37,192                    |
| <b>Restricted funds</b>                                  |                            |                            |                           |
| Annington - Scotland & NE                                | 25,000                     | (17,680)                   | 7,320                     |
| Peter Cruddas Foundation - Teen<br>resources             | -                          | (5,976)                    | (5,976)                   |
| AFCFT - Force for change - Book<br>clubs                 | 10,000                     | (12,472)                   | (2,472)                   |
| AFCFT - Positive Pathways - NI                           | -                          | (7,267)                    | (7,267)                   |
| Veterans' Foundation - NI                                | -                          | (9,593)                    | (9,593)                   |
| Irish Ex Services Trust RBL                              | -                          | (13,035)                   | (13,035)                  |
| Armed Forces Education Trust - Teen<br>resources         | -                          | (6,271)                    | (6,271)                   |
| Veterans' Foundation - England &<br>Wales                | -                          | (9,965)                    | (9,965)                   |
| Bolt Burdon Kemp - writing<br>competition                | 5,000                      | (1,038)                    | 3,962                     |
| Lest We Forget Association - Book<br>clubs               | 10,000                     | -                          | 10,000                    |
| AFCFT - Sustaining Support - England<br>& Wales veterans | 30,674                     | (535)                      | 30,139                    |
|                                                          | <u>80,674</u>              | <u>(83,832)</u>            | <u>(3,158)</u>            |
| <b>TOTAL FUNDS</b>                                       | <u>256,638</u>             | <u>(222,604)</u>           | <u>34,034</u>             |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

### 14. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

|                                                  | At 1/7/20<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30/6/21<br>£ |
|--------------------------------------------------|----------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b>                        |                |                                  |                    |
| General fund                                     | 19,785         | 53,790                           | 73,575             |
| <b>Restricted funds</b>                          |                |                                  |                    |
| Annington - Scotland & NE                        | -              | 24,786                           | 24,786             |
| Royal British Legion Capacity<br>Building        | 687            | (687)                            | -                  |
| Prison project (AFC Local Grant)                 | 7,902          | (7,902)                          | -                  |
| Veteran's Foundation - Veterans in<br>Scotland   | 11,181         | (11,181)                         | -                  |
| Peter Cruddas Foundation - Teen<br>resources     | 10,000         | (4,024)                          | 5,976              |
| AFCFT - Force for change - Book<br>clubs         | -              | 11,074                           | 11,074             |
| AFCFT - Positive Pathways - NI                   | -              | 29,000                           | 29,000             |
| Veterans' Foundation - NI                        | -              | 9,593                            | 9,593              |
| Irish Ex Services Trust RBL                      | -              | 13,035                           | 13,035             |
| Armed Forces Education Trust - Teen<br>resources | -              | 10,000                           | 10,000             |
| Veterans' Foundation - England &<br>Wales        | -              | 9,965                            | 9,965              |
|                                                  | <u>29,770</u>  | <u>83,659</u>                    | <u>113,429</u>     |
| <b>TOTAL FUNDS</b>                               | <u>49,555</u>  | <u>137,449</u>                   | <u>187,004</u>     |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022

### 14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                        |                            |                            |                           |
| General fund                                     | 159,580                    | (105,790)                  | 53,790                    |
| <b>Restricted funds</b>                          |                            |                            |                           |
| Annington - Scotland & NE                        | 25,000                     | (214)                      | 24,786                    |
| Royal British Legion Capacity<br>Building        | -                          | (687)                      | (687)                     |
| Prison project (AFC Local Grant)                 | -                          | (7,902)                    | (7,902)                   |
| Veteran's Foundation - Veterans in<br>Scotland   | -                          | (11,181)                   | (11,181)                  |
| Peter Cruddas Foundation - Teen<br>resources     | -                          | (4,024)                    | (4,024)                   |
| AFCFT - Force for change - Book<br>clubs         | 20,000                     | (8,926)                    | 11,074                    |
| AFCFT - Positive Pathways - NI                   | 35,000                     | (6,000)                    | 29,000                    |
| Veterans' Foundation - NI                        | 13,035                     | (3,442)                    | 9,593                     |
| Irish Ex Services Trust RBL                      | 13,035                     | -                          | 13,035                    |
| Armed Forces Education Trust - Teen<br>resources | 10,000                     | -                          | 10,000                    |
| Veterans' Foundation - England &<br>Wales        | 11,965                     | (2,000)                    | 9,965                     |
| Hants County Council                             | <u>1,000</u>               | <u>(1,000)</u>             | <u>-</u>                  |
|                                                  | <u>129,035</u>             | <u>(45,376)</u>            | <u>83,659</u>             |
| <b>TOTAL FUNDS</b>                               | <u>288,615</u>             | <u>(151,166)</u>           | <u>137,449</u>            |

## **READING FORCE**

### **NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2022**

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#### **15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2022.

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2022

|                                       | 2022<br>£      | 2021<br>£      |
|---------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>          |                |                |
| <b>Donations and legacies</b>         |                |                |
| Donations                             | 16,477         | 15,395         |
| Grants                                | <u>232,550</u> | <u>273,060</u> |
|                                       | 249,027        | 288,455        |
| <b>Other trading activities</b>       |                |                |
| Charitable activities                 | 7,595          | -              |
| <b>Investment income</b>              |                |                |
| Deposit account interest              | <u>16</u>      | <u>160</u>     |
| <b>Total incoming resources</b>       | <b>256,638</b> | <b>288,615</b> |
| <b>EXPENDITURE</b>                    |                |                |
| <b>Raising donations and legacies</b> |                |                |
| Conference and networking             | -              | 285            |
| Grant applications                    | 4,214          | 4,250          |
| Evaluations                           | <u>5,783</u>   | <u>3,654</u>   |
|                                       | 9,997          | 8,189          |
| <b>Charitable activities</b>          |                |                |
| Distribution and delivery             | 24,286         | 31,834         |
| Books                                 | 16,264         | 15,891         |
| Production of materials               | 38,524         | 22,500         |
| Book club books and distribution      | 4,110          | -              |
| Competition                           | 7,357          | 4,808          |
| Events                                | -              | 601            |
| Raising awareness and marketing       | 18,965         | 11,815         |
| Book club administration              | 9,082          | -              |
| Regional Ambassadors                  | <u>43,861</u>  | <u>-</u>       |
|                                       | 162,449        | 87,449         |
| <b>Support costs</b>                  |                |                |
| <b>Management</b>                     |                |                |
| Wages                                 | 38,876         | 46,915         |
| Carried forward                       | 38,876         | 46,915         |

This page does not form part of the statutory financial statements

## READING FORCE

### DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2022

|                                              | 2022<br>£                   | 2021<br>£             |
|----------------------------------------------|-----------------------------|-----------------------|
| <b>Management</b>                            |                             |                       |
| Brought forward                              | <b>38,876</b>               | 46,915                |
| Professional fees                            | <b>1,602</b>                | 4,255                 |
| Depreciation of tangible and heritage assets | <b><u>214</u></b>           | <u>214</u>            |
|                                              | <b>40,692</b>               | 51,384                |
| <b>Other</b>                                 |                             |                       |
| Telephone                                    | <b>2,537</b>                | 2,188                 |
| Postage and stationery                       | <b>1,934</b>                | 1,407                 |
| Travel and subsistence                       | <b><u>4,231</u></b>         | <u>549</u>            |
|                                              | <b>8,702</b>                | 4,144                 |
| <b>Governance costs</b>                      |                             |                       |
| Wages                                        | <b><u>764</u></b>           | <u>-</u>              |
| Total resources expended                     | <b><u>222,604</u></b>       | <u>151,166</u>        |
| <b>Net income</b>                            | <b><u><u>34,034</u></u></b> | <u><u>137,449</u></u> |

This page does not form part of the statutory financial statements

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# Accounts

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**REGISTERED CHARITY NUMBER: 1159890**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021  
FOR  
READING FORCE**

Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

# **READING FORCE**

## **CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

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# **READING FORCE**

## **CHAIR'S REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2021**

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I am pleased to present this report on Reading Force from July 2020 to June 2021.

As reported last year, the Covid restrictions led to a huge rise in registrations to be part of Reading Force, as military families used books and our scrapbooks to remain in touch with each other. At the start of this reporting period the Covid restrictions were still in place, and there were another three months of lockdown to come - during November 2020 and then from January to March 2021. Demand for Reading Force materials remained high throughout.

Although restrictions eventually relaxed, we were still unable to have face-to-face meetings for most of this reporting year - and had to be content with online access. For example, in Scotland there were no visits made in person by the Ambassador and meetings had to be held online. Schools and units already using us ordered additional materials, and more families contacted us directly. In between lockdowns however, schools were 'catching up' on teaching, with little capacity for considering external/additional pastoral support and it was hard to make in person appointments. We would like here to acknowledge the ongoing support of Annington which funds our Ambassador in Scotland.

Reading Force staff are used to being able to show our high-quality materials first hand, and to talk directly to those involved in distribution, whether staff in playgroups and schools, unit/welfare support staff and individual families we meet at coffee mornings and special events. So, although it was difficult not being able to meet people in person, we discovered that online contact did permit more people to be reached, without having to allow time for travelling and delays. And our online organisational structure, without expensive buildings to service or maintain, did mean we were flexible and able to respond quickly to the sustained increase in demand generated by the pandemic. We would like to acknowledge here the support of the Garfield Weston Foundation and Armed Forces Covenant Fund Trust (AFCFT) Covid-19 Impact Programme, both of which gave financial help to cover costs of the huge increase in demand generated by the first lockdown.

The opportunity to address groups assembled online also created positive chances to get further involved. For example, in Northern Ireland, where we were beginning our involvement, the chance to attend online group meetings was very valuable. We made presentations to a variety of associations supporting veterans and then shared our materials through them in a way that would have taken much longer person to person. We produced digital materials in response to their requests for items that could be shared with their online distribution lists.

We also undertook new initiatives within the reporting period. We had been aware for a while that whereas teenagers can be involved in our scrapbooks, particularly when they are persuaded to help support the reading of their younger siblings, they find the appearance of our existing scrapbooks too junior for active involvement themselves. We had been speculating that a resource specifically for them would be popular and in 2020-21 went ahead with its development, supported by the Peter Cruddas Foundation and the Armed Forces Education Trust.

This was a new initiative in every sense, including for one of the sponsors, which usually makes financial awards to schools and families for the benefit of specific individuals rather than organisations. Through a close collaboration with the Army Welfare Service, we worked with military teenagers to establish, organise, design and run this project - and towards the final outcome (which will be outlined in next year's report as it was finished during the next reporting period).

# **READING FORCE**

## **CHAIR'S REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2021**

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Another consequence of Covid was significant social isolation. We know that reading helps people feel less alone and built on this through starting online book clubs in March 2021, with funding from the AFCFT Force for Change Programme and the appointment of a Reading Force Book Club Ambassador. We support and help volunteer coordinators to organise groups for different ages and stages: young children, juniors, seniors, and adult groups, and provide books. Early feedback and outcomes after four months indicate this will become a core initiative for us.

Online questionnaires to those taking part have shown that the profile of those who choose to join is quite different from those who usually seek to take part in book clubs, in that they are not regular readers and are much more motivated by possibilities for connection with other military people than by reading per se. But their happiness in belonging, and the extremely positive feedback they have provided, has been very evident, and research implies that as a group they will benefit from the wider positives that further involvement in reading and books has been shown to bring. We are particularly keen on mentoring those involved towards leadership roles in setting up new groups, thus developing their resilience and employability. We are seeking further funding to keep this going.

We always encourage families who have completed a Reading Force scrapbook to return it to us, for evaluation and for us to be able to report back to sponsors on the impact of how their money has been spent. We offer a return envelope and then once viewed they are sent back to their creators via registered delivery to ensure none are lost in transit. In the process, we have seen many moving reflections on the nature of Forces life and the value we offer within stressful or challenging situations arising from military involvement and (with permission) have included these within our organisational information and messaging. We have encouraged Forces families to blog for us and share their experiences via our website and began thinking about more proactive involvement in this area. We were approached to consider a writing competition among military families by Bolt Burdon Kemp, a personal injury firm with a branch dealing with military claims. We took advice from Cobseo, drew up a policy on sponsor involvement and then continued discussions of a writing competition with 'My Forces Life' as a theme (to be covered in the next reporting year).

Reading Force has always responded to individual requests from families in Northern Ireland, but due to the local security situation we were aware that the circulation of information and distribution of materials would have to be done differently in the province. For example, materials could not be routinely handed out in schools and local media coverage would need to be carefully handled.

In April/May 2021 we began an initiative to work with veterans in NI, building on what we had learned from our work with them in Scotland since early 2020. We received funding from three sources for this work: AFCFT Positive Pathways for Veterans; Irish Ex-Services Trust (TRBL) and the Veterans' Foundation. We appointed a local steering committee of veterans, and those already working with veterans, and then appointed a local Reading Force Ambassador to deliver on the ground. Early signs are that this is very well received and may provide a pattern for more involvement with veterans over the UK as a whole.

Our project in HM Parc Prison in Bridgend, to offer a version of Reading Force to veterans in prison (Scrapbook Dads), continued as scheduled. On completion in late 2020, and after discussion with our partners and analysis of staff questionnaires received, the process and outcomes were written up as an academic paper. We were consulted by a Department for Education and Skills working party. In summer 2021 an academic paper on our involvement in this area was accepted for publication by the academic journal Logos.

**READING FORCE**  
**CHAIR'S REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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Our 2019 initiative to encourage the addition of the particular issues of Forces children to PGCE curricula within institutions offering teacher training progressed further. In addition to this now being embedded within Kingston University's PGCE, we have been approached by other universities and given associated presentations on the specific needs of military children. In spring 2021 a paper on the process and its outcomes was accepted by the academic journal Education 3-13.

In June 2021 we celebrated ten years of Reading Force. There were two highlights. Firstly, we held an online event for all involved: beneficiaries, sponsors, suppliers, trustees, and staff. This was very well attended and there were presentations by the Chief of the Defence Staff, General Sir Nicholas Carter, as well as a representative sponsor (Annington) and our (by now) six staff each referenced a project they had worked on/were currently developing. Lord David Blunkett spoke on behalf of our board of trustees and our founder trustee Andrew Lloyd, formerly chief executive of Rushmoor Borough Council where Reading Force began, gave a vote of thanks. The event ended with a reading by Sir Michael Morpurgo, author of War Horse. Response to the event was extremely positive, and Michael has agreed to become a patron of Reading Force.

A second celebration was a return visit to Wavell School in Aldershot, where the project had been launched in 2011. The author Meg Rosoff, who had originally launched Reading Force there and was by now a Carnegie Medal Winner, returned. This time she spoke online, but to the whole school rather than just the military children. All the children were given an (age appropriate) free book and a Reading Force scrapbook. The local MP, Leo Docherty (newly appointed Minister for Veterans) attended and there was strong coverage in the media.

In conclusion, Reading Force approaches its second decade with a staff of six, a renewed sense of the value that the Forces community places on what we offer, and confidence for the future.

Rev'd Professor Alison Baverstock  
Chair of Trustees

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2021**

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The trustees present their report with the financial statements of the charity for the year ended 30 June 2021. The trustees have adopted the provisions of 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 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

Our constitution states that the purposes of Reading Force are:

1. To advance education by encouraging families to read together for pleasure and talk about a book by providing advice and assistance and materials to support shared reading activities.
2. To promote and protect good health by using reading as a means of mitigating stress and increasing communication and good family relationships following separation due to training, deployment, postings and mobility.

The activities carried out for the public benefit of the charity are for all British Armed Forces families and children living in the UK and overseas.

The trustees always ensure that the strategies and activities we undertake are in line with our charitable objects and aims. Our long term aim that shapes our annual activities is to extend and deepen the relationship we have with Forces families, to ensure our project reaches the awareness of all and invites them to become involved. We seek to support the social, emotional and mental wellbeing of the Forces community through shared reading and effective communication.

##### **How we work**

Strategies we employ to achieve the charity's aims and objectives are to:

- \* Work with support workers of Forces families: schools; welfare and community organisations and other agencies and charities devoted to the support of the Forces
- \* Reach Forces families themselves to explain the benefits of Reading Force and support participation
- \* Influence policy makers and those offering financial and administrative support to the Forces community
- \* Act as a lobbying force to ensure the particular needs and issues of Forces families remain in the forefront of public consciousness.

We offer and provide:

- \* Advice on the benefits of involvement in reading for pleasure
- \* Materials to support families taking part in Reading Force
- \* Related activities such as author tours in schools and weekend/holiday workshops in activity centres
- \* Related advice on policy through presentations at key forums and conferences

##### **Public benefit**

The trustees have had regard to the guidance issued by the Charity Commission on public benefit in planning these activities for the year and reviewed the guidance at trustee meetings.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2021

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### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

#### Forces families offered Reading Force and signature scrapbooks

"We liked that we could snuggle up and not worry about anything, just the book. It was funny that we took turns in reading, making up funny voices for the characters when it was our turn. Thank you very much for sending us books to read and to distract us while Daddy is away. We enjoy face-timing him and reading or telling him what happened in our own words." Elspeth (12)

"We get to spend more time together. Dad who is away most of the time can spend quality time with kids by reading a book and helping do this scrapbook together. It brings us together as a team. We love it." Kayin (4), Kinshuk (8), Binita and Durga

#### Giving books to Forces children

"We read our book online. Granny and I went on Skype and we took it in turns to read a chapter. I liked it because I could talk to Granny even though we weren't in the same house." Cora (9) and Granny

In this unusual year, with a further two Covid-19 lockdowns, children off school for two months, and wider family members unable to meet up, demand for books and scrapbooks continued to be high though not at the levels of the first three months of the pandemic. This year we posted over 3,500 books directly to Forces children, from babies to teens and young adults, at home. Additional books were given to welfare outreach workers to support their families. Throughout the year we ran book giveaways on social media including, Friday/weekend selections, at Christmas through our annual ABC Advent Book Calendar (giving books to families every day in the build up to Christmas - a challenging time for many Forces families), and on World Book Day - the first in its history to take place while children were at home rather than at school.

Our primary aim is to improve communication and support connectedness within military serving and veteran families (with both immediate and extended family), with the added benefit of a literacy boost, and we observe this taking place through feedback and scrapbook analysis. These books are used in a variety of ways: shared together at home with parents and siblings; read over video calls to deployed parents, and vice versa depending on children's ages; with cousins, aunts, uncles and grandparents when on holiday or visiting them, or over the phone; reading the book independently at home, then talking about it with the rest of the family who have also read it independently; reading a chapter aloud a day. Some families have told us they have passed the books on to Forces neighbours or local schools, once they have finished with them, as a way of helping to spread the Reading Force word and share materials.

"We loved discussing what was happening and what we thought might happen! It was nice to. We really enjoyed discussing the words and what they meant and our favourite parts! It was so nice to share a book in lockdown! Such a welcome distraction. Thank you Reading Force." Beth (12) and Mummy

From families' feedback, we assess that RF turned out to be a particularly useful and comforting activity for children and families during lockdowns, when children had to face a parent being deployed to work on Covid-19 operations. It was also useful as a 'stress-free' way of maintaining literacy development when some children found home-schooling too much.

# READING FORCE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2021

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Books can be shared during absences, which children may find difficult and unsettling, and experience separation-anxiety (military families can experience stress as a result of regular moves of home and school, deployment at short notice, separation from parent), as well as during good times as a joint family activity, providing continuity and shared experience contributing to overall wellbeing. As highlighted in previous reports, we know from research by The National Literacy Trust (NLT 2017) that children owning books has a significant and direct impact on their attitude to reading, raised literacy ability, and reading confidence. In March 2019, the NLT Annual Literacy Survey reported that 25.7% of children aged 8-18 read every day, compared with 43% in 2015. With the downturn in children 'reading for pleasure' (the single most important factor for children becoming readers), we are resolutely determined to get books into the hands of Forces children. This need has been heightened by many children still working to catch up the lost schooling during lockdown.

"This is our first book from Reading Force. I read this book with my mum and sometimes my brother Harvey. We have recently moved from England to Northern Ireland. Mum says this book has helped us to get back in our reading routine again." Ria (7)

With our core focus on providing books, we are very grateful to the Chelford House Christian Fellowship Trust for continuing their generous grant contribution towards the cost of books for the 6th year running.

### **Scrapbooks for Forces families**

During this period over 15,000 signature Reading Force scrapbooks were given to families for them to complete together. In addition to being sent out with posted books, these were distributed via schools, welfare and other organisations supporting Forces families. As noted in the Chair's report, the number of families requesting our resources has increased considerably since the pandemic started. A number of parents reported that their children would do RF as an alternative to school work, when school work had become a battle. In other words, Reading Force was perceived as a useful and gentle way of maintaining literacy skills, also as an activity to do with grandparents that could no longer be seen in person and with family members who had to shield.

We offer families two kinds of scrapbook - one for babies up to and including children aged seven, and one for children aged eight to eighteen, thereby involving children of all ages and encouraging shared reading between siblings, as well as between parents and children.

Every scrapbook contains a 'free book' postcard, which families are invited to post in order to receive a book to share and use to begin their Reading Force activity. In keeping with our ethos of offering families high quality colourful materials they will enjoy using, we update materials when reprinting.

"This book is good for us because we love going on adventures as a family and we love good books. It was exciting reading a new book that hasn't been introduced to the world yet." Lucy and Josh, on a review book for Army & You magazine

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2021**

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#### **Combining the scrapbook and the book**

Not every family utilises the scrapbook (wishing simply to chat about the book), but many do, filling it with the family's thoughts and opinions about the book shared. These act as prompts to talk about the book, engage, draw and be creative, and become a record of the shared family experience. We have an increasing number of families who have made several scrapbooks in recent years (for some this increased further during lockdown) and these are kept by them as special mementos.

As we run biannual Scrapbook Competitions, each year our certificate, awarded to families who have completed and submitted their scrapbook (and then returned to them by registered post), is updated and positively acknowledges and affirms children's Forces identity. We see a range of scrapbooks completed. Increasingly grandparents are participating, and sometimes uncles, aunts and cousins. Also increasingly, these extended family members are the people instigating the activity. We regard this as a good sign as it demonstrates the reach we are having, and our progress towards an organisational aim that ALL military families should have access to our resources at a time that suits them. We have received many new scrapbook competition entries this year, often with several members of one family involved, which we view as evidence of broader family involvement. We also have anecdotal evidence of other families telling us they have completed their scrapbooks and wish to keep them at home.

"This scrapbook was brilliant. Gwen has only just turned three and I thought it would be a bit beyond her but she really engaged with it - and this is the first time she has actually drawn (attempted to draw) proper pictures with care rather than just doing scribbles so it felt like a huge milestone! Thank you so much" Gwendolen (3) and Mum.

#### **Collaborating with other Forces charities**

We strive to work with other charities with complementary aims, to build on our footprint, to achieve impact in a logical and progressive way, to enrich the service we can all offer to families and to collectively reduce administration and costs. We seek to spend our financial resources on reaching the communities we support rather than duplicating administration costs.

#### **Support for Army families**

With around 50% of RF families being Army-based, a large part of our work takes place in collaborations with the Army Welfare Service. This year this has included: providing materials to their case workers and offering Reading Force as an extension to their welfare support and a physical deliverable. ABF The Soldiers' Charity has continued to support RF with core funding to enable us to reach greater numbers of Army families. Army & You magazine run by the Army Families Federation have continued to feature the Reading Force book club column in each issue where Reading Force army children provide book reviews.

#### **Support for RAF families**

RAF HIVEs continue to be supplied with books and scrapbooks as part of their outreach support to families. The RAF Families Federation magazine, Envoy, continues to feature a 'Reading Force Book Corner' in which RAF children review a new book release.

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2021**

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In the Spring 2021 issue children reviewed The Secret Explorers:

"Dahlia (7) really enjoyed receiving her book addressed to her. She felt special when it arrived. She was excited to get reading as it sounded great." In this issue, on our review pages, we included a World Book Day (WBD) £1 token (which could be cut out and used) to coincide with the big day in March. This was pertinent as children were in lockdown and missing the fun of WBD at school - this meant they could still receive their token.

#### **Support for Naval families**

We are grateful to the Royal Navy Royal Marines Charity and Greenwich Hospital for their continued support to our core funding. Our partnership with Storybook Waves has been running successfully since 2015. Storybook Waves gives the opportunity for Naval personnel who are scheduled to be away at sea on tours of duty to record a story for their family. This is carried out in a local Chaplaincy centre and after editing and with the addition of sound effects, a personalised recording is sent to their child(ren) for them to listen to whilst they are away. As part of the joint project, a copy of the picture book recorded and a Reading Force scrapbook is sent out with their packs. The Naval Families Federation magazine, Homeport, continues to feature a Reading Force Book column in which naval children review a new book release.

#### **Support for families in Scotland**

We are grateful to Annington for their ongoing support in enabling us to continue the role of our Ambassador in Scotland, focusing on raising awareness of Reading Force to tri-Forces serving and veterans' families, particularly in areas that had previously not heard of the initiative. The Ambassador works at both a strategic and operational level and has established strong working relationships across Scotland. Our ambassador's role is to form and maintain relationships with welfare settings, early years groups, schools, pastoral workers, teachers, and community welfare officers, demonstrating RF materials and how they can be utilised, thereby encouraging them to offer Reading Force to Forces families. Covid-19 restrictions prevented in-person visits during this year however we were able to continue to support families and collaborations where materials could be sent through online meetings.

#### **Veterans**

We have long wanted to support veterans in the same way as we support serving families, though the challenge and associated costs in reaching a demographic who do not always want to be reached has been a barrier to undertaking a programme of activities.

#### **Veterans in Scotland**

Our Ambassador in Scotland continued to build on relationships and collaborations with veteran organisations through online meetings. Interest in how RF could support veterans was very positively received by supporting organisations, especially with those helping veterans facing social isolation and loneliness as covid restrictions prevented regular in-person activities to take place. Take up for our online book clubs proved popular with organisations, including BLESMA.

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2021**

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#### **Veterans in Northern Ireland**

The local security situation in NI means the circulation of information needs to be handled differently to the rest of the UK, and whilst we have always responded to individual requests from families there, we have been limited in resources to work there. In April/May 2021 we began a new initiative to work with veterans and their families in NI, building on what we had learned from our work with them in Scotland since early 2020. We appointed a local steering committee of veterans, and organisations working with veterans, and appointed a local Reading Force Ambassador to deliver on the ground. Early signs are that this is very well received and may provide a pattern for more involvement with veterans over the UK as a whole.

We are grateful to have received funding from three sources to start and establish our work in NI: AFCFT Positive Pathways; Irish Ex-Services Trust (TRBL) and the Veterans' Foundation.

#### **New Reading Force initiatives in 2020/21**

Veterans in the criminal justice system - a local grant from the Armed Forces Covenant Fund Trust to offer fathers in HM Prison Parc (Wales) separated from their children, a shared 'Scrapbook Dads' activity concluded at the end of 2020. Whilst the family sessions were cancelled as the pandemic started, sharing books with their families became a significantly important way of keeping communication going, particularly when the prison entered a period of total lockdown due to the rapid spread of Covid-19. After discussion with our partners and analysis of staff questionnaires received, the process and outcomes were written up as an academic paper and have been accepted for publication by the academic journal Logos.

A new journal for tweens and teens - we are grateful to the Armed Forces Education Trust and continuing support from the Peter Cruddas Foundation, for enabling us to develop a new resource for teenagers/young adults, following on from our earlier research with secondary aged children. A geographically diverse group of Army children and young people started worked with us on this, during lockdown over weekly zoom meeting - telling us what they would like in a resource including designing their own pages and emojis that were turned into stickers. The journal is a place for them to express their feelings as well as thoughts about the books they are reading.

#### **Online book clubs**

Covid-19 restrictions have meant most in person activities have been cancelled and a consequence of this has been social isolation. We know that reading helps people feel less alone and built on this through starting online book clubs in March 2021, with funding from the AFCFT Force for Change Programme and the appointment of a Reading Force Book Club Ambassador. We support and help volunteer coordinators to set up book clubs and provide three free books, for different ages and stages: young children, juniors, seniors, and adult groups. Early feedback and positive outcomes after four months indicate this will become a core initiative for us.

# **READING FORCE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2021**

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### **FINANCIAL REVIEW**

#### **Principal funding sources**

##### **Funders**

We remain grateful to all our supporters, both individual and institutional, who have enabled us to continue developing and delivering our services, including building good working relationships with schools, welfare and other organisations that support Forces families. They then promote and distribute Reading Force materials more widely and also help to create word of mouth referrals, which are continually increasing.

Our core work - producing high quality functional materials to appeal to children and families, despatch of scrapbooks and books, liaising with families, schools and organisations, raising awareness of Reading Force to all British Forces families in the UK and overseas - has been generously supported by the charities acknowledged above, and also by Garfield Weston Foundation, and corporate sponsors Malvern Optical Ltd, Annington, and Bolt Burdon Kemp LLP. We are into our second year of the grant from the Armed Forces Covenant Trust Fund Removing Barriers to Family Life programme supporting our core activities over three years, 2020-2023.

We are grateful for all this support and shared vision in honouring the Armed Forces Covenant and delivering a service proven to be a great benefit to Forces families and veterans' families. We remain committed to continuing to offer the Reading Force shared reading initiative to support all serving Forces families, reservists and veterans.

##### **The impact of Covid-19 on resources**

The Covid-19 pandemic and the consequential increase in demand for Reading Force services placed additional strain on the running of the charity during this year. However the charity generated a net surplus for the year.

However, three specific grants and donations enabled us to fund much of this additional demand. We are grateful to our supporters for this, AFCFT Covid-19 Impact Programme grant, Garfield Weston Foundation, and Annington.

The Trustees recognise that over the following year there are likely to be more challenges in raising funding. We increased our fundraising efforts during the latter part of 2021 with good success.

The strong relationships and reputation we have gained over the years have contributed to recognition of the value Reading Force provides to Forces families.

The Trustees will be extra careful with our expenditure and look to keep our running costs low.

##### **Reserves policy**

The Charity aims to retain sufficient unrestricted reserves to enable it to carry out its activities for a period of six months in the unlikely event that no new funds become available.

# **READING FORCE**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2021**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Reading Force was registered as a Charitable Incorporated Organisation in 2015 and is governed by its Constitution.

##### **Safeguarding policy**

Reading Force exists to support the well-being of tri-service British Forces children and families through shared reading and increased communication. We believe that a child or young person should never experience abuse of any kind in any situation. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them. We are committed to anti-discriminatory practice and give equal priority to keeping all children and young people safe regardless of their age, disability, gender, race, religion or belief, sex or sexual orientation. Our child protection and safeguarding policy relates to all children up to and including age 18, and applies to all Reading Force staff, volunteers, and anyone working with the charity.

##### **Organisational structure** **Structure**

The Board of Trustees currently has a membership of 8 people. The Board is in regular communication and meets as required. The Board is responsible for the strategic direction and policy of the organisation and for robust governance and rigorous financial management. The Director holds the day-to-day responsibility for the operational management of the organisation. Team Managers are responsible for the day-to-day provision of services. Recommendations by the Director and Team Managers are referred to the full Board meeting for decision.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Where particular risks are identified and recorded, the Board oversee and review such matters and determine any appropriate actions. The following are deemed to be key risks for the Charity:

Reliance on external funding - The charity relies on the donations and grants provided by external funders and donors in order to continue to operate and provide its charitable services.

Working with children - the trustees recognise the possibility that as a charity working with children any risk of harm would need to be reported. Appropriate mitigations are in place as demonstrated in the Safeguarding policy section above.

**READING FORCE**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
1159890

**Principal address**  
10 Homersham Road  
Kingston Upon Thames  
Surrey  
KT1 3PN

**Trustees**  
Rev'd Prof A M Baverstock  
The Right Honorable The Baroness Stuart of Edgbaston  
Ms L Taylor  
Ms J Titterton  
J A Lloyd  
N W N Jones  
The Right Honorable The Lord Blunkett (appointed 30/9/2020)  
Ms L J Titcomb

**Independent Examiner**  
Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

Approved by order of the board of trustees on 22 April 2022 and signed on its behalf by:

Rev'd Prof A M Baverstock - Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF READING FORCE

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## **Independent examiner's report to the trustees of Reading Force**

I report to the charity trustees on my examination of the accounts of Reading Force (the Trust) for the year ended 30 June 2021.

## **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## **Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Chartered Accountant which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Andrew A Clark  
Chartered Accountant  
Carter & Coley  
Chartered Accountants  
3 Durrant Road  
Bournemouth  
Dorset  
BH2 6NE

22 April 2022

# READING FORCE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021

|                                    | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                           |                          |                             |                             |
| Donations and legacies             | 2     | 159,420                   | 129,035                  | 288,455                     | 154,472                     |
| Investment income                  | 3     | <u>160</u>                | <u>-</u>                 | <u>160</u>                  | <u>45</u>                   |
| <b>Total</b>                       |       | <b>159,580</b>            | <b>129,035</b>           | <b>288,615</b>              | <b>154,517</b>              |
| <b>EXPENDITURE ON</b>              |       |                           |                          |                             |                             |
| Raising funds                      | 4     | 8,189                     | 214                      | 8,403                       | 13,793                      |
| <b>Charitable activities</b>       | 5     |                           |                          |                             |                             |
| Main purpose                       |       | <u>97,601</u>             | <u>45,162</u>            | <u>142,763</u>              | <u>114,574</u>              |
| <b>Total</b>                       |       | <b>105,790</b>            | <b>45,376</b>            | <b>151,166</b>              | <b>128,367</b>              |
| <b>NET INCOME</b>                  |       | <b>53,790</b>             | <b>83,659</b>            | <b>137,449</b>              | <b>26,150</b>               |
| <b>RECONCILIATION OF FUNDS</b>     |       |                           |                          |                             |                             |
| Total funds brought forward        |       | <u>19,785</u>             | <u>29,770</u>            | <u>49,555</u>               | <u>23,405</u>               |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b><u>73,575</u></b>      | <b><u>113,429</u></b>    | <b><u>187,004</u></b>       | <b><u>49,555</u></b>        |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET 30 JUNE 2021

|                                              | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                           |                          |                             |                             |
| Tangible assets                              | 9     | -                         | 429                      | 429                         | -                           |
| <b>CURRENT ASSETS</b>                        |       |                           |                          |                             |                             |
| Debtors                                      | 10    | 12,750                    | -                        | 12,750                      | -                           |
| Cash at bank                                 |       | <u>81,800</u>             | <u>113,000</u>           | <u>194,800</u>              | <u>66,326</u>               |
|                                              |       | 94,550                    | 113,000                  | 207,550                     | 66,326                      |
| <b>CREDITORS</b>                             |       |                           |                          |                             |                             |
| Amounts falling due within one year          | 11    | <u>(20,975)</u>           | -                        | <u>(20,975)</u>             | <u>(16,771)</u>             |
| <b>NET CURRENT ASSETS</b>                    |       | <u>73,575</u>             | <u>113,000</u>           | <u>186,575</u>              | <u>49,555</u>               |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>73,575</u>             | <u>113,429</u>           | <u>187,004</u>              | <u>49,555</u>               |
| <b>NET ASSETS</b>                            |       | <u><u>73,575</u></u>      | <u><u>113,429</u></u>    | <u><u>187,004</u></u>       | <u><u>49,555</u></u>        |

The notes form part of these financial statements

# READING FORCE

## BALANCE SHEET - continued 30 JUNE 2021

|                                               | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|-----------------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FUNDS</b>                                  | 12    |                           |                          |                             |                             |
| Unrestricted funds:                           |       |                           |                          |                             |                             |
| General fund                                  |       |                           |                          | <b>73,575</b>               | 19,785                      |
| Restricted funds:                             |       |                           |                          |                             |                             |
| Annington - Scotland & NE                     |       |                           |                          | <b>24,786</b>               | -                           |
| Royal British Legion Capacity Building        |       |                           |                          | -                           | 687                         |
| Prison project (AFC Local Grant)              |       |                           |                          | -                           | 7,902                       |
| Veteran's Foundation - Veterans in Scotland   |       |                           |                          | -                           | 11,181                      |
| Peter Cruddas Foundation - Teen resources     |       |                           |                          | <b>5,976</b>                | 10,000                      |
| AFCFT - Force for change                      |       |                           |                          | <b>11,074</b>               | -                           |
| AFCFT - Positive Pathways - NI                |       |                           |                          | <b>29,000</b>               | -                           |
| Veterans' Foundation - NI                     |       |                           |                          | <b>9,593</b>                | -                           |
| Irish Ex Services Trust RBL                   |       |                           |                          | <b>13,035</b>               | -                           |
| Armed Forces Education Trust - Teen resources |       |                           |                          | <b>10,000</b>               | -                           |
| Veterans' Foundation - England & Wales        |       |                           |                          | <b>9,965</b>                | -                           |
|                                               |       |                           |                          | <b>113,429</b>              | 29,770                      |
| <b>TOTAL FUNDS</b>                            |       |                           |                          | <b>187,004</b>              | 49,555                      |

The financial statements were approved by the Board of Trustees and authorised for issue on 22 April 2022 and were signed on its behalf by:

Rev'd Prof A M Baverstock - Trustee

N W N Jones - Trustee

The notes form part of these financial statements

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

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### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

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 2019)', 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.

#### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

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

Fixtures and fittings                      - 33% on cost

#### **Taxation**

The charity is exempt from tax on its charitable activities.

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

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### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. DONATIONS AND LEGACIES

|           | 2021           | 2020           |
|-----------|----------------|----------------|
|           | £              | £              |
| Donations | 15,395         | 14,662         |
| Grants    | <u>273,060</u> | <u>139,810</u> |
|           | <u>288,455</u> | <u>154,472</u> |

Grants received, included in the above, are as follows:

|                                   | 2021           | 2020           |
|-----------------------------------|----------------|----------------|
|                                   | £              | £              |
| Books for Anniversary             | 1,000          | -              |
| General                           | 141,025        | 126,810        |
| Chelford House Fellowship - books | 3,000          | 3,000          |
| Book clubs                        | 20,000         | -              |
| NI Veterans                       | 61,070         | -              |
| Teen resources                    | 10,000         | 10,000         |
| England and Wales Veterans        | 11,965         | -              |
| Scotland & NE Ambassador          | <u>25,000</u>  | <u>-</u>       |
|                                   | <u>273,060</u> | <u>139,810</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

### 3. INVESTMENT INCOME

|                          | 2021       | 2020      |
|--------------------------|------------|-----------|
|                          | £          | £         |
| Deposit account interest | <u>160</u> | <u>45</u> |

### 4. RAISING FUNDS

#### Raising donations and legacies

|                           | 2021         | 2020          |
|---------------------------|--------------|---------------|
|                           | £            | £             |
| Conference and networking | 285          | 950           |
| Sponsorship fundraising   | -            | 4,383         |
| Grant applications        | 4,250        | 3,725         |
| Evaluations               | <u>3,654</u> | <u>4,735</u>  |
|                           | <u>8,189</u> | <u>13,793</u> |

#### Other trading activities

|                   | 2021         | 2020          |
|-------------------|--------------|---------------|
|                   | £            | £             |
| Depreciation      | <u>214</u>   | <u>-</u>      |
| Aggregate amounts | <u>8,403</u> | <u>13,793</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

### 5. CHARITABLE ACTIVITIES COSTS

|              | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 6)<br>£ | Totals<br>£    |
|--------------|----------------------|---------------------------------------|----------------|
| Main purpose | <u>138,508</u>       | <u>4,255</u>                          | <u>142,763</u> |

### 6. SUPPORT COSTS

|              | Governance<br>costs<br>£ |
|--------------|--------------------------|
| Main purpose | <u>4,255</u>             |

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2021 nor for the year ended 30 June 2020.

#### Trustees' expenses

During the year a Trustee was reimbursed for properly incurred expenses on behalf of the Charity totalling £606 ( 2020 - £633).

### 8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|---------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                           |                          |                     |
| Donations and legacies            | 131,572                   | 22,900                   | 154,472             |
| Investment income                 | <u>45</u>                 | <u>-</u>                 | <u>45</u>           |
| <b>Total</b>                      | 131,617                   | 22,900                   | 154,517             |
| <b>EXPENDITURE ON</b>             |                           |                          |                     |
| Raising funds                     | 13,793                    | -                        | 13,793              |
| <b>Charitable activities</b>      |                           |                          |                     |
| Main purpose                      | <u>92,946</u>             | <u>21,628</u>            | <u>114,574</u>      |
| <b>Total</b>                      | 106,739                   | 21,628                   | 128,367             |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

### 8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

|                                    | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|------------------------------------|---------------------------|--------------------------|---------------------|
|                                    |                           |                          |                     |
| <b>NET INCOME</b>                  | 24,878                    | 1,272                    | 26,150              |
| <b>RECONCILIATION OF FUNDS</b>     |                           |                          |                     |
| <b>Total funds brought forward</b> | (5,093)                   | 28,498                   | 23,405              |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>19,785</u>             | <u>29,770</u>            | <u>49,555</u>       |

### 9. TANGIBLE FIXED ASSETS

|                       | Fixtures<br>and<br>fittings<br>£ |
|-----------------------|----------------------------------|
| <b>COST</b>           |                                  |
| Additions             | <u>643</u>                       |
| <b>DEPRECIATION</b>   |                                  |
| Charge for year       | <u>214</u>                       |
| <b>NET BOOK VALUE</b> |                                  |
| At 30 June 2021       | <u>429</u>                       |
| At 30 June 2020       | <u>-</u>                         |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

### 10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|               | 2021          | 2020     |
|---------------|---------------|----------|
|               | £             | £        |
| Trade debtors | <u>12,750</u> | <u>-</u> |

### 11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | 2021          | 2020          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | -             | 16,021        |
| Taxation and social security | 19,775        | -             |
| Other creditors              | <u>1,200</u>  | <u>750</u>    |
|                              | <u>20,975</u> | <u>16,771</u> |

### 12. MOVEMENT IN FUNDS

|                                               | At 1/7/20     | Net movement   | At             |
|-----------------------------------------------|---------------|----------------|----------------|
|                                               | £             | in funds       | 30/6/21        |
|                                               | £             | £              | £              |
| <b>Unrestricted funds</b>                     |               |                |                |
| General fund                                  | 19,785        | 53,790         | 73,575         |
| <b>Restricted funds</b>                       |               |                |                |
| Annington - Scotland & NE                     | -             | 24,786         | 24,786         |
| Royal British Legion Capacity Building        | 687           | (687)          | -              |
| Prison project (AFC Local Grant)              | 7,902         | (7,902)        | -              |
| Veteran's Foundation - Veterans in Scotland   | 11,181        | (11,181)       | -              |
| Peter Cruddas Foundation - Teen resources     | 10,000        | (4,024)        | 5,976          |
| AFCFT - Force for change                      | -             | 11,074         | 11,074         |
| AFCFT - Positive Pathways - NI                | -             | 29,000         | 29,000         |
| Veterans' Foundation - NI                     | -             | 9,593          | 9,593          |
| Irish Ex Services Trust RBL                   | -             | 13,035         | 13,035         |
| Armed Forces Education Trust - Teen resources | -             | 10,000         | 10,000         |
| Veterans' Foundation - England & Wales        | -             | 9,965          | 9,965          |
|                                               | <u>29,770</u> | <u>83,659</u>  | <u>113,429</u> |
| <b>TOTAL FUNDS</b>                            | <u>49,555</u> | <u>137,449</u> | <u>187,004</u> |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

### 12. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                                                  | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|--------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                        |                            |                            |                           |
| General fund                                     | 159,580                    | (105,790)                  | 53,790                    |
| <b>Restricted funds</b>                          |                            |                            |                           |
| Annington - Scotland & NE                        | 25,000                     | (214)                      | 24,786                    |
| Royal British Legion Capacity Building           | -                          | (687)                      | (687)                     |
| Prison project (AFC Local Grant)                 | -                          | (7,902)                    | (7,902)                   |
| Veteran's Foundation - Veterans in<br>Scotland   | -                          | (11,181)                   | (11,181)                  |
| Peter Cruddas Foundation - Teen<br>resources     | -                          | (4,024)                    | (4,024)                   |
| AFCFT - Force for change                         | 20,000                     | (8,926)                    | 11,074                    |
| AFCFT - Positive Pathways - NI                   | 35,000                     | (6,000)                    | 29,000                    |
| Veterans' Foundation - NI                        | 13,035                     | (3,442)                    | 9,593                     |
| Irish Ex Services Trust RBL                      | 13,035                     | -                          | 13,035                    |
| Armed Forces Education Trust - Teen<br>resources | 10,000                     | -                          | 10,000                    |
| Veterans' Foundation - England &<br>Wales        | 11,965                     | (2,000)                    | 9,965                     |
| Hants County Council                             | 1,000                      | (1,000)                    | -                         |
|                                                  | <u>129,035</u>             | <u>(45,376)</u>            | <u>83,659</u>             |
| <b>TOTAL FUNDS</b>                               | <u>288,615</u>             | <u>(151,166)</u>           | <u>137,449</u>            |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

### 12. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

|                                                | At 1/7/19<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30/6/20<br>£ |
|------------------------------------------------|----------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b>                      |                |                                  |                    |
| General fund                                   | (5,093)        | 24,878                           | 19,785             |
| <b>Restricted funds</b>                        |                |                                  |                    |
| MOD Covenant Fund Early Years' packs           | 2,894          | (2,894)                          | -                  |
| Royal British Legion Capacity Building         | 687            | -                                | 687                |
| Army Welfare                                   | 918            | (918)                            | -                  |
| RAF Benevolent Fund                            | 10,321         | (10,321)                         | -                  |
| Prison project (AFC Local Grant)               | 13,678         | (5,776)                          | 7,902              |
| Veteran's Foundation - Veterans in<br>Scotland | -              | 11,181                           | 11,181             |
| Peter Cruddas Foundation - Teen<br>resources   | -              | 10,000                           | 10,000             |
|                                                | <u>28,498</u>  | <u>1,272</u>                     | <u>29,770</u>      |
| <b>TOTAL FUNDS</b>                             | <u>23,405</u>  | <u>26,150</u>                    | <u>49,555</u>      |

# READING FORCE

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2021

### 12. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                                                | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                      |                            |                            |                           |
| General fund                                   | 131,617                    | (106,739)                  | 24,878                    |
| <b>Restricted funds</b>                        |                            |                            |                           |
| MOD Covenant Fund Early Years' packs           | -                          | (2,894)                    | (2,894)                   |
| Army Welfare                                   | -                          | (918)                      | (918)                     |
| RAF Benevolent Fund                            | -                          | (10,321)                   | (10,321)                  |
| Prison project (AFC Local Grant)               | -                          | (5,776)                    | (5,776)                   |
| Veteran's Foundation - Veterans in<br>Scotland | 12,900                     | (1,719)                    | 11,181                    |
| Peter Cruddas Foundation - Teen<br>resources   | <u>10,000</u>              | <u>-</u>                   | <u>10,000</u>             |
|                                                | <u>22,900</u>              | <u>(21,628)</u>            | <u>1,272</u>              |
| <b>TOTAL FUNDS</b>                             | <u>154,517</u>             | <u>(128,367)</u>           | <u>26,150</u>             |

### 13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2021.

# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021

|                                          | 2021<br>£      | 2020<br>£      |
|------------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>             |                |                |
| <b>Donations and legacies</b>            |                |                |
| Donations                                | 15,395         | 14,662         |
| Grants                                   | <u>273,060</u> | <u>139,810</u> |
|                                          | 288,455        | 154,472        |
| <b>Investment income</b>                 |                |                |
| Deposit account interest                 | <u>160</u>     | <u>45</u>      |
| <b>Total incoming resources</b>          | 288,615        | 154,517        |
| <b>EXPENDITURE</b>                       |                |                |
| <b>Raising donations and legacies</b>    |                |                |
| Conference and networking                | 285            | 950            |
| Sponsorship fundraising                  | -              | 4,383          |
| Grant applications                       | 4,250          | 3,725          |
| Evaluations                              | <u>3,654</u>   | <u>4,735</u>   |
|                                          | 8,189          | 13,793         |
| <b>Other trading activities</b>          |                |                |
| Fixtures and fittings                    | 214            | -              |
| <b>Charitable activities</b>             |                |                |
| Deliverables - distribution and delivery | 31,834         | 30,539         |
| Deliverables - books                     | 15,891         | 11,052         |
| Deliverables - production of materials   | 22,500         | 16,297         |
| Deliverables - competitions              | 4,808          | 4,176          |
| Deliverables - events                    | 601            | 4,178          |
| Raising awareness and marketing          | 11,815         | 11,454         |
| Support - postage & stationery           | 1,407          | 1,090          |
| Support - telephone and database         | 2,188          | 2,181          |
| Carried forward                          | 91,044         | 80,967         |

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# READING FORCE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021

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|                              | 2021<br>£             | 2020<br>£            |
|------------------------------|-----------------------|----------------------|
| <b>Charitable activities</b> |                       |                      |
| Brought forward              | 91,044                | 80,967               |
| Staffing and subcontract     | 46,915                | 29,627               |
| Travel and meetings          | <u>549</u>            | <u>3,110</u>         |
|                              | 138,508               | 113,704              |
| <b>Support costs</b>         |                       |                      |
| <b>Governance costs</b>      |                       |                      |
| Accountancy and legal fees   | 1,380                 | 870                  |
| Policy development           | <u>2,875</u>          | <u>-</u>             |
|                              | <u>4,255</u>          | <u>870</u>           |
| Total resources expended     | <u>151,166</u>        | <u>128,367</u>       |
| <b>Net income</b>            | <u><u>137,449</u></u> | <u><u>26,150</u></u> |

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