

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
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READING FORCE

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READING FORCE

CHAIR'S REPORT

FOR THE YEAR ENDED 30 JUNE 2021

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).

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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.

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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

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.

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 JUNE 2021

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.

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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

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 JUNE 2021

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.

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FOR THE YEAR ENDED 30 JUNE 2021

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.

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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

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.

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FOR THE YEAR ENDED 30 JUNE 2021

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.

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

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
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3 Durrant Road
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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

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

The notes form part of these financial statements

READING FORCE

BALANCE SHEET 30 JUNE 2021

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	9	-	429	429	-
CURRENT ASSETS					
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
CREDITORS					
Amounts falling due within one year	11	<u>(20,975)</u>	-	<u>(20,975)</u>	<u>(16,771)</u>
NET CURRENT ASSETS		<u>73,575</u>	<u>113,000</u>	<u>186,575</u>	<u>49,555</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>73,575</u>	<u>113,429</u>	<u>187,004</u>	<u>49,555</u>
NET ASSETS		<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 fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
FUNDS	12				
Unrestricted funds:					
General fund				73,575	19,785
Restricted funds:					
Annington - Scotland & NE				24,786	-
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				5,976	10,000
AFCFT - Force for change				11,074	-
AFCFT - Positive Pathways - NI				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				<u>9,965</u>	<u>-</u>
				<u>113,429</u>	<u>29,770</u>
TOTAL FUNDS				<u>187,004</u>	<u>49,555</u>

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

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

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

6. SUPPORT COSTS

	Governance costs £
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 fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	131,572	22,900	154,472
Investment income	<u>45</u>	<u>-</u>	<u>45</u>
Total	131,617	22,900	154,517
EXPENDITURE ON			
Raising funds	13,793	-	13,793
Charitable activities			
Main purpose	<u>92,946</u>	<u>21,628</u>	<u>114,574</u>
Total	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 fund £	Restricted funds £	Total funds £
NET INCOME	24,878	1,272	26,150
RECONCILIATION OF FUNDS			
Total funds brought forward	(5,093)	28,498	23,405
TOTAL FUNDS CARRIED FORWARD	<u>19,785</u>	<u>29,770</u>	<u>49,555</u>

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
Additions	<u>643</u>
DEPRECIATION	
Charge for year	<u>214</u>
NET BOOK VALUE	
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
	£	£	£
Unrestricted funds			
General fund	19,785	53,790	73,575
Restricted funds			
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>
TOTAL FUNDS	<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 resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	159,580	(105,790)	53,790
Restricted funds			
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 Scotland	-	(11,181)	(11,181)
Peter Cruddas Foundation - Teen 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 resources	10,000	-	10,000
Veterans' Foundation - England & 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>
TOTAL FUNDS	<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 £	Net movement in funds £	At 30/6/20 £
Unrestricted funds			
General fund	(5,093)	24,878	19,785
Restricted funds			
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 Scotland	-	11,181	11,181
Peter Cruddas Foundation - Teen resources	-	10,000	10,000
	<u>28,498</u>	<u>1,272</u>	<u>29,770</u>
TOTAL FUNDS	<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 resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	131,617	(106,739)	24,878
Restricted funds			
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 Scotland	12,900	(1,719)	11,181
Peter Cruddas Foundation - Teen resources	<u>10,000</u>	<u>-</u>	<u>10,000</u>
	<u>22,900</u>	<u>(21,628)</u>	<u>1,272</u>
TOTAL FUNDS	<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 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	15,395	14,662
Grants	<u>273,060</u>	<u>139,810</u>
	288,455	154,472
Investment income		
Deposit account interest	<u>160</u>	<u>45</u>
Total incoming resources	288,615	154,517
EXPENDITURE		
Raising donations and legacies		
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
Other trading activities		
Fixtures and fittings	214	-
Charitable activities		
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

This page does not form part of the statutory financial statements

READING FORCE

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

	2021 £	2020 £
Charitable activities		
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
Support costs		
Governance costs		
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>
Net income	<u><u>137,449</u></u>	<u><u>26,150</u></u>

This page does not form part of the statutory financial statements