

# LITERACY VOLUNTEERS

England & Wales · Charity number 1167357

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2016-05-25

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

## Contact

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**Address** Woodthorpe Grange  
Woodthorpe Drive  
Nottingham  
NG5 4HA

**Phone** 0115 8765474

**Email** [contact@literacyvolunteers.org.uk](mailto:contact@literacyvolunteers.org.uk)

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

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF CHILDREN, ADULTS AND FAMILIES BY HELPING THOSE EXPERIENCING DIFFICULTIES IN ACQUIRING LITERACY AND COMMUNICATION SKILLS

**Activities:** The object of the CIO is to advance the education of children, adults and families by helping those experiencing difficulties in acquiring literacy skills. We aim to support children and adults to develop a genuine interest and love of reading for pleasure. We aim to develop and promote speech, language, communication, confidence, self esteem, literacy and strategies for learning in the home.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People

## Geography

- Derby City
- Derbyshire
- Leicester City
- Leicestershire
- Lincolnshire
- Nottingham City
- Nottinghamshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£120,676	£100,976	-	-
2024-03-31	£123,282	£77,937	-	-
2023-03-31	£83,669	£77,405	-	-
2022-03-31	£117,759	£104,028	-	-
2021-03-31	£87,224	£110,159	-	-

## Trustees

Name	Role	Appointed
<b>Michael Collis</b>	Chair	2023-03-29
Bethan Eddy		2023-06-06
Charlotte Stafford		2023-06-06
Graham Stamper		2023-04-14
Maggi Jameson		2025-03-03
Melanie Cope		2023-04-14
Paul Hughes		2021-12-14

**LITERACY VOLUNTEERS**

England & Wales - Charity number 1167357

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# Accounts

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**Literacy Volunteers**  
(Registered charity, number 1167357)  
**Financial statements**  
**for the year ended 31 March 2024**

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# **Literacy Volunteers Trustees' annual report for the year ended 31 March 2024**

**Full name** Literacy Volunteers

**Organisation type** Charitable incorporated organisation

**Registered charity number** 1167357

**Principal address** Woodthorpe Grange, Woodthorpe Drive, Nottingham, NG5 4HA

## **Trustees**

Michael Collis, Chair

Paul Hughes

Charlotte Stafford, Treasurer, appointed 6 June 2023

Melanie Cope, appointed 14 April 2023

Mary Steiner, appointed 14 April 2023

Graham Stamper, appointed 14 April 2023

Amita Rehal, appointed 14 April 2023

Bethan Eddy, appointed 6 June 2023

Michael Berrington, appointed 24 January 2024

Patricia Harman, resigned 2 October 2023

Phillip Hoy, resigned 10 September 2023

## **Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

## **Governance and management**

The charity is operated under the rules of the CIO – Association constitution registered 25 May 2016.

New trustees are drawn from existing volunteers, member organisations and external candidates with an interest in the work and objectives of Literacy Volunteers. The Board of Trustees must have a minimum of five trustees and a maximum of twelve trustees at any one time.

Prospective trustees must preferably have a skill which will support the Charity. Once they have indicated their interest in the role of trustee, a discussion is arranged with one of the team/trustees.

Following this discussion they complete a Fit and Proper form and are invited to attend a scheduled board of trustees' meeting after which, if they are a suitable/eligible appointment they will be invited to join the Board but neither party is under any obligation at this stage. Induction and training for the role is provided. An enhanced DBS check is carried out and their eligibility is checked against Charity Commission guidance.

## **Literacy Volunteers**

At the AGM one third of existing trustees must step down in rotation and the trustees who have been appointed for the longest period since their last appointment/reappointment must stand down. Following this the vacancies created on the Board of Trustees are then filled at the AGM. Trustees can stand for re-election and other members can be nominated and elected. We operate under the guidance of our constitution adopted on 25th May 2016 when we became a Charitable Incorporated Organisation, and also in the spirit of our original constitution adopted in May 1996 when we came into existence as Literacy Volunteers in Nottinghamshire Schools.

### **Objectives and activities**

To advance the education of children, adults and families by helping those experiencing difficulties in acquiring literacy, communication and social skills.

### **Summary of the main activities undertaken for the public benefit**

Literacy Volunteers aims to develop and promote speech, language, communication, confidence, self-esteem, literacy, strategies for learning in the home and a genuine interest in reading for pleasure. We seek to advance the education of children in particular, by helping those experiencing difficulties in acquiring literacy skills. We do this in primary schools and early years' settings and we use a number of evidence based programmes and projects.

In our primary schools' volunteers programme, we recruit, train, vet and enable volunteers to support the development of reading confidence of children. We also deliver our Learning to Love Books programme - our unique storytelling, songs and rhymes sessions - in libraries, schools and early years' settings such as nurseries and children's centres. This programme has grown considerably during the year with continued support from the Small Steps Big Changes, A Better Start Initiative.

Literacy Volunteers has continued to plan and deliver sessions, both in primary schools and the community, to help tackle the social disadvantage and lack of opportunities often caused by poor literacy skills.

### **The Schools Team**

In primary schools throughout Nottinghamshire and Derbyshire we have engaged with children who may be at risk of disengaging with education, have found it difficult to stay fully involved in the classroom environment, may have English as a second language, may be lacking in confidence and communication skills, and be experiencing low levels of home support. Our aim is to deliver support in a creative and fun way to help all the children we work with to enjoy reading and learning from books whilst improving their confidence and self-esteem. We have received feedback from teachers noting the increase in confidence and increase in vocabulary the sessions have given the children involved.

# Literacy Volunteers

## The Early Years Team

Our Early Years programme, Learning to Love Books, has moved into its seventh year of delivery. Early reading interventions have had consistently large impacts, as is clear from the results from the impact evaluations from 13 countries that have that accrued over the past ten years (World Bank).

Early literacy is the foundation for a successful education and a fulfilling life. Developing strong literacy skills in the early years has numerous benefits that can positively impact individuals and communities.

We have delivered our programme to over 100 children across Nottingham City, with weekly Storytelling sessions in St Ann's and Hyson Green libraries every week. This project has helped to build the confidence of parents/carers so they can more fully support their child's development at home. During the sessions they have learned more effective ways to communicate with others, developed new language and literacy skills and enjoyed lots of fun time too.

Approximately 95% of the families attending rated the groups as 'excellent' or 'good' in the July 2023 Family Survey and 100% said the sessions have made them feel more confident about sharing a story with their children. Families reported that they like the individual support that the sessions can offer them and their children. We have received feedback including "It really helps children's speech and social skills", "my kids love the stories and repeat them at home too" and that "it has helped especially being in a bilingual household".

### **Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### **Summary of the main achievements during the period**

The Schools team supported Literacy Volunteers to continue to grow the number of volunteers (112 volunteers at March 2024) to support face to face sessions with children in primary schools. This enabled us to deliver around 10,000 volunteer hours in school over the past 12 months, supporting over 110 children and working with 84 schools.

The Early Years team delivered 86 face to face Learning to Love Books storytelling and craft sessions to 103 children living in the communities of Hyson Green and St Anns.

The Early Years team delivered over 300 book boxes to 50 children and their families.

The charity sent representatives to attend an early literacy event at the Houses of Parliament to talk to MPs about the work we do in the community and the Rushcliffe Borough Council Councillor meeting and Mayor inauguration event to raise awareness of our work.

The redesigned website went live, offering a better and more intuitive user experience to make information and opportunities with the charity more accessible.

## Literacy Volunteers

We have reviewed and brought up to date our employee handbook and all our policies covering data protection, safeguarding, finance policy etc.

### Financial review

The Charity has made significant progress in the period to 31 March 2024 following the challenges in the previous years. The focus for the year was to grow a stable balance sheet to support the work we do by focusing on growing funds and controlling costs.

Income has increased year on year with significant increases in fundraising and grants & donations. School subscriptions increased to £41,235, a modest increase compared to the previous year. Overall costs were stable year on year as the cost reductions implemented in the previous year were retained through careful management. Cash assets at the end of the year totalled £143,380 as a result of the focus on establishing a strong balance sheet to support the work at Literacy Volunteers.

For the period to March 2025, the budget has been approved and focus will be on implementing the volunteer management software, of which the first payment was made during the period and included in volunteer resources payments, and recruiting a new staff member to boost our fundraising activities to aid the and grow the projects we deliver.

### The charity's policy on reserves

The Board recognises its responsibility in maintaining its reserves to include the required redundancy payments due to staff in the event of an unforeseen closure of the Charity and to cover the costs incurred in any closure period. Reserves are maintained to cover a quarter's running costs in addition to a sum held for one term's salary expenditure and a small amount to finance expenditure during a closure period. This is regarded by the board to be prudent and in line with the best practice.

Following the review for this financial year, the trustees have designated the sum of £34,500 as a reserve to cover our liabilities should closure become necessary. The trustees will always strike a balance between trying to retain some level of reserves and the need to invest in the delivery of our objectives. To address this, the trustees intend to focus on increasing fundraising receipts as part of their strategic goals for the current financial year.

Finally, it is important to note that the trustees review their reserves annually (following a review of the charity's position and the external environment) in order to account for changes in either area.

### Financial risks

We have decided that the following risks are worth noting:

- Small Steps Big Changes 3-year funding came to an end in July 2023 for Early Years. The costs for this project are salaries to run the story sessions and support families, and books and materials for the Storyboxes
-

## Literacy Volunteers

that are mailed out. We have secured alternative funding to support the project from St James Place, Jones Trust, Winifred Eileen Kemp, Nottingham Freemasons, Co-Op Sherwood, the Wesleyan Foundation and the National Lottery and are on track to raise sufficient funds for the project to July 2025. We have also secured funding from the National Lottery towards the 2025/2026 academic year.

- We have previously concluded that we cannot pass on the full costs of recruiting and training volunteers to the schools we support. The evidence we have shows that although schools tolerate some small increases in the subscriptions they pay, school budgets will not cover the charge we would have to make to fully recover our costs, even though the service is highly valued. We have secured funding from Nottinghamshire County Council for the next 2 years to support these services. As such we have, for the last twenty years, worked to keep our overheads as low as we possibly can. Focus on fundraising and donations will be key in order to continue to bridge this shortfall. To support this, a fundraising pack has been developed and we are advertising for a new team member to support with fundraising activities.
- Nottingham City Council provide us with grace and favour offices and facilities at Woodthorpe Grange. If they were in future unable to continue with this arrangement, we would have to find alternative premises and source our own facilities. This could significantly add to our cost base.
- If there was a resurgence of Covid-19, or other public health emergency, that were to force the shutdown or closure of primary schools, we would be seriously impacted. Without significant intervention, e.g. through government funding, we would be unable to cover our central costs following a loss of subscription income.

### Acknowledgements

Here at Literacy Volunteers we are very grateful for generous support from many organisations and individuals. These include:

Nottingham City Council

Notts County Council

Bassetlaw Community and Voluntary Service

Sir John Eastwood Foundation

Charles Littlewood Hill Trust

Small Steps Big Changes

Mary Robertson Trust

Co-op Community Fund

Wesleyan Foundation

National Literacy Trust Nottingham Hub

Grand Provincial Lodge of Nottinghamshire Masons

Forman Hardy

East Midlands Airport Community Fund


Cumberland Trust

## Literacy Volunteers

J N Derbyshire Trust  
Thomas Farr Charity  
Winifred Eileen Kemp Trust  
Amita Rehal  
Sandra White  
Jasmine Trowbridge  
Brian O'Neill  
Alison Fowler  
Emma Marriott  
Mr A Fearn  
David Burnell Financial Services  
Mark Snoad  
Nottinghamshire Community Foundation  
Judith Swann  
Carol Smith  
Literacy Capital PLC  
Clearwater Corporate Finance LLP  
Reed Foundation  
Maven Capital Partners UK LLP  
UAP Limited  
Whitaker Charitable Trust  
The Bookcase at Lowdham  
Daphne White  
Kate Scott

Thank you to everyone who donated to Mike Collis' Park Run, The Big Give Campaign, through Give as You Live, and to anyone else who has supported us!

Signed on behalf of the charity's trustees:

Signed  \_\_\_\_\_ Date 18/9/24  
Michael Collis, Trustee

**Independent examiner's report to the trustees of  
Literacy Volunteers  
for the year ended 31 March 2024**

I report to the trustees on my examination of the accounts of Literacy Volunteers (the charity) for the year ended 31 March 2024.

**Responsibilities and basis of report**

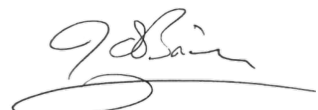
As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed  Date 19/09/24  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

**Literacy Volunteers**  
**Receipts & payments account**  
**for the year ended 31 March 2024**

2023			2024
Total		Unrestricted	Restricted
Funds		Funds	Funds
£	Note	£	£
<b>Receipts</b>			
39976	Grants & donations	43326	34582
38779	Subscriptions	41235	-
4914	Fundraising	2973	-
-	Bank interest	1166	-
83669	<b>Total receipts</b>	<b>88700</b>	<b>34582</b>
<b>Payments</b>			
14674	Activities & materials	1173	5667
85	Advertising	585	-
54	DBS fees	103	-
150	Equipment, repairs & renewals	60	-
696	Independent examination fee	732	-
1385	Insurance	1200	-
720	Payroll services	360	-
354	Professional fees	1601	-
343	Publications & subscriptions	144	-
53801	Salaries, NI & pension	41926	14480
117	Staff training	168	-
385	Stationery & office supplies	277	-
-	Sundry payments	712	-
401	Telephone, internet & postage	39	-
171	Training & support	-	-
3412	Travel & subsistence	4605	34
657	Volunteer resources	4071	-
77405	<b>Total payments</b>	<b>57756</b>	<b>20181</b>
6264	<b>Net receipts</b>	30944	14401
91771	Cash funds at start of this period	85443	12592
-	Transfers between funds	729	(729)
98035	<b>Cash funds at end of this period</b>	<b>117116</b>	<b>26264</b>
		<b>143380</b>	

**Literacy Volunteers**  
**Statement of assets and liabilities**  
**at 31 March 2024**

2023			2024
£		Note	£
	<b>Cash assets</b>		
97972	Bank accounts		143317
<u>63</u>	Cash in hand		<u>63</u>
<u>98035</u>			<b><u>143380</u></b>
	<b>Other monetary assets</b>		
-	Debtors - subs & interest		2335
<u>115</u>	Prepayments	3	<u>585</u>
<u>115</u>			<b><u>2920</u></b>
	<b>Liabilities</b>		
<u>(1040)</u>	Creditors	4	<u>(1294)</u>
<u>(1040)</u>			<b><u>(1294)</u></b>

These financial statements are accepted on behalf of the charity by:

Signed  Dated 18/09/24  
Charlotte Stafford, Trustee

**Literacy Volunteers**  
**Notes to the accounts**  
**for the year ended 31 March 2024**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted £	Restricted £	Total £
Cumberland Trust	1000	-	1000
Give as You Live	5899	-	5899
Payroll Giving	204	-	204
The Whitaker Charitable Trust	1000	-	1000
Literacy Capital PLC	10000	-	10000
Winifred Eileen Kemp Trust	2500	-	2500
Clearwater Corporate Finance LLP	1000	-	1000
Grand Provincial Lodge of Notts Masons	-	5000	5000
J N Derbyshire Trust	2000	-	2000
Notts County Council	10900	-	10900
SSBC	-	20000	20000
The Charles Littlewood Hill Trust	2000	-	2000
The Forman Hardy Charitable Trust	1000	-	1000
Thomas Farr Charity	4000	-	4000
Wesleyan Foundation	-	8000	8000
Co-op Community Foundation	-	1582	1582
Mr Brian Clarke O'Neill	1200	-	1200
Sundry donations	623	-	623
	<b><u>43326</u></b>	<b><u>34582</u></b>	<b><u>77908</u></b>

**3. Debtors**

	£
Prepayment - Insurance	100
Prepayment - Professional fees	485
	<b><u>585</u></b>

**4. Creditors**

	£
Independent examination fee	810
Salaries, NI & pension (HMRC)	295
Salaries, Ni & pension (NEST)	189
	<b><u>1294</u></b>

## Literacy Volunteers

### 5. Funds analysis

	Opening balance	Receipts (Payments) Transfers		Closing balance
	£	£	£	£
<b>Restricted funds</b>				
Learning to Love Books (Boots)	125	-	-	125
Learning to Love Books (Capital One)	1385	-	-	1385
Warsop Book Boxes	209	-	(209)	-
Learning to Love Books (SSBC7)	755	5000	(5755)	-
Learning to Love Books (SSBC8)	-	15000	(7270)	7730
Black Lives Matter Books	20	-	(20)	-
Schools (The Jones 1986 Trust)	4000	-	(858)	3142
Schools (Forman Hardy Trust)	500	-	(500)	-
Early Years (St James Place)	2500	-	(2047)	453
Early Years (The Jones 1986 Trust)	3000	-	-	3000
Early Years (Renewal Trust)	98	-	(11)	87
Early Years (Masons)	-	5000	(4240)	760
Early Years (Co-op)	-	1582	-	1582
Early Years (Wesleyan)	-	4000	-	4000
Schools (Wesleyan)	-	4000	-	4000
	<b>12592</b>	<b>34582</b>	<b>(20181)</b>	<b>(729)</b>
				<b>26264</b>
<b>Unrestricted funds</b>				
General fund	50943	88700	(57756)	729
<u>Designated funds</u>				
Reserves	34500	-	-	-
	<b>85443</b>	<b>88700</b>	<b>(57756)</b>	<b>729</b>
				<b>117116</b>

The transfers from the restricted funds to the General fund reflect the release of any restrictions on the use of these funds.

The specific purposes for which the funds are to be applied are as follows:  
 Early Years Programme - Learning to Love Books (SSBC7, SSBC8, Boots Charitable Trust, Capital One, St James Place, The Jones 1986 Trust, Renewal Trust, Mason, Co-op, and Wesleyan) - to run our early years (0-4) storytelling sessions and Story Box project. Each Story Box contained a book, flash card for learning new words and a selection of fun resources for parents to support the home learning environment.

Schools (The Jones 1986 Trust & Wesleyan) - to deliver support in a creative and fun way to help all the children we work with to enjoy reading and learning from books whilst improving their confidence and self-esteem.

## Literacy Volunteers

### 6. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

### 7. Related party transactions

There were no related party transactions in this period.

### 8. Premises

The premises are provided by the local authority.

### 9. Glossary of terms.

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Debtors:** These are amounts owed to the charity, but not received in the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**LITERACY VOLUNTEERS**

England & Wales - Charity number 1167357

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# Accounts

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**Literacy Volunteers**  
(Registered charity, number 1167357)  
**Financial statements**  
**for the year ended 31 March 2023**

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**Literacy Volunteers  
Trustees' annual report  
for the year ended 31 March 2023**

**Full name** Literacy Volunteers

**Organisation type** Charitable incorporated organisation

**Registered charity number** 1167357

**Principal address** Woodthorpe Grange, Woodthorpe Drive, Nottingham, NG5 4HA

**Trustees**

Patricia Harman

Paul Hughes

Mike Collis, Chair, appointed 14 April 2023

Charli Stafford, Treasurer, appointed 5 June 2023

Melanie Cope, appointed 14 April 2023

Mary Steiner, appointed 14 April 2023

Graham Stamper, appointed 14 April 2023

Amita Rehal, appointed 14 April 2023

Cllr Bethan Eddy, appointed 05 June 2023

Lynda Shaw, appointed 5 June 2023

Mike Hoy, appointed 14 April 2023, resigned 25 June 2023

Carol Wilby, resigned 1 May 2023

Christine Wroe, resigned 14 April 2023

Tizzy Gill, resigned 25 March 2023

Gaynor Preston, resigned 25 March 2023

Angela Beere, resigned 25 March 2023

Julia Gunn, resigned 27 February 2023

Jo Gordon, resigned 27 February 2023

Alan Merrett, resigned 30 September 2022

Peter Furnell, resigned 30 September 2022

The new Chairperson Mike Collis is a Chartered Accountant by profession and has spent the past 22 years working in the private equity sector focussing on portfolio management and business performance improvement. Mike is also a Fellow of the Institute of Turnaround and an Honorary Fellow of Nottingham University.

The new Treasurer Charli Stafford is a Chartered Accountant by profession and has spent the past 8 years working in financial audit and plc finance teams with experience of compliance with statutory reporting and technical accounting.

The board of Trustees would like to thank the trustees that have resigned during and since the last financial year for their contribution to the development and success of the Charity.

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

## **Literacy Volunteers**

### **Governance and management**

The charity is operated under the rules of the CIO – Association constitution registered 25 May 2016.

New trustees are drawn from existing volunteers, member organisations and external candidates with an interest in the work and objectives of Literacy Volunteers. The Board of Trustees must have a minimum of five trustees and a maximum of twelve trustees at any one time.

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Following this discussion, they will be invited to attend a scheduled Board of Trustees meeting after which, if they are a suitable/eligible appointment they will be invited to join the Board but neither party is under any obligation at this stage. Induction and training for the role is provided. An enhanced DBS check is carried out and their eligibility is checked against Charity Commission guidance.

At the AGM one third of existing trustees must step down in rotation and the trustee who have been appointed for the longest period since their last appointment/reappointment must stand down. Following this the vacancies created on the Board of Trustees are then filled at the AGM. Trustees can stand for re- election and other members can be nominated and elected. We operate under the guidance of our constitution adopted on 25th May 2016 when we became a Charitable Incorporated Organisation, and also in the spirit of our original constitution adopted in May 1996 when we came into existence as Literacy Volunteers in Nottinghamshire Schools.

### **Strategic review**

As a result of the Covid pandemic during 2020 and 2021, Literacy Volunteers was forced to suspend its activities in its schools and community centres. This had a profound impact on its operations with the loss of many of its volunteers and some of the schools deciding not to renew their engagement following the lifting of restrictions on social contact. This led to a reduction in income and forced the Charity to carefully control its overheads. Unfortunately, this precipitated a loss of confidence within the board regarding the long term financial viability of the Charity which in turn resulted in some of the trustees deciding to step down from their position on the board in early 2023.

In response to these challenges, the employees of the Charity commissioned a review of the Charity's finances and what options existed regarding its future. The report found that the Charity had a robust financial state of affairs but recognised that improvements needed to be made in relation to its fund raising activities in order to secure the long term viability and success of the organisation. These conclusions were supported by new budgets and forecasts which showed that there was no significant risk in relation to the ability of the Charity to meet its financial obligations within the foreseeable future.

Following the year end, the Charity has made several new appointments to strengthen the board from a diverse range of backgrounds and experience. With a renewed sense

## Literacy Volunteers

of vigour and purpose, the board is confident that together with the staff, a capable team has been assembled to promote the growth and success of the Charity.

Within a short period of time, the team has developed a new corporate identity and website which will be launched in the near future which will help to modernise the look and feel of Literacy Volunteers. Work is also being done on creating new presentations and marketing collateral to reach out to corporate sponsors which will shine a light on the amazing work the charity carries out in the communities it serves. A new fund raising sub-committee is also being established which will energise the Charity's efforts to engage with its supporters and volunteers to improve our fund raising activities.

Literacy Volunteers aims initially to restore the same number of volunteers it had before the outbreak of the pandemic and reach out and reengage with the schools where contact was lost. The Charity also aims to grow and expand on its Early Years programs to provide vital early intervention support to younger children. From there, Literacy Volunteers aims to grow and help to meet the ever increasing need for our support and services in promoting literacy and the life opportunities of young children in our communities.

### **Objectives and activities**

To advance the education of children, adults and families by helping those experiencing difficulties in acquiring literacy, communication and social skills.

### **Summary of the main activities undertaken for the public benefit**

Literacy Volunteers aims to develop and promote speech, language, communication, confidence, self-esteem, literacy, strategies for learning in the home and a genuine interest in reading for pleasure. We seek to advance the education of children in particular, by helping those experiencing difficulties in acquiring literacy skills. We do this in primary schools and early years' settings and we use a number of evidence based programmes and projects.

In our primary schools' volunteers programme, we recruit, train, vet and support volunteers to support the development of reading confidence of children.

We also deliver our Learning to Love Books programme - our unique storytelling, songs and rhymes sessions - in libraries, schools and early years' settings such as nurseries and children's centres. This programme has grown considerably during the year with continued support from the Small Steps Big Changes, A Better Start Initiative.

Literacy Volunteers has continued to plan and deliver sessions, both in primary schools and the community, to help tackle the social disadvantage and lack of opportunities often caused by poor literacy skills.

### The Schools Team

In primary schools throughout Nottinghamshire and Derbyshire we have engaged with children who may be at risk of disengaging with education, have found it difficult to stay fully involved in the classroom environment, may have English as a second language, may be lacking in confidence and communication skills, and

## Literacy Volunteers

be experiencing low levels of home support. Our aim is to deliver support in a creative and fun way to help all the children we work with to enjoy reading and learning from books whilst improving their confidence and self-esteem.

### The Early Years Team

Our Early Years programme, Learning to Love Books, has moved into its sixth year of delivery. Early reading interventions have had consistently large impacts, as is clear from the results from the impact evaluations from 13 countries that have that accrued over the past ten years (World Bank).

Early literacy is the foundation for a successful education and a fulfilling life. Developing strong literacy skills in the early years has numerous benefits that can positively impact individuals and communities.

We have delivered our programme to over 80 families across Nottingham City, with weekly Storytelling sessions in St Ann's and Hyson Green libraries every week. This project has helped to build the confidence of parents/carers so they can more fully support their child's development at home. During the sessions they have learned more effective ways to communicate with others, developed new language and literacy skills and enjoyed lots of fun time too.

The project is funded primarily by Small Steps Big Changes, but we have also secured additional funds from St James Place, The Jones 1986 Trust and Winifred Eileen Kemp Trust to enable to extend the project and reach a wider range of families.

80% of the families who attend our Storytelling sessions do not attend any other group with their child/ren.

100% of the families attending rated the groups as 'excellent' for helping their children learn new words from stories and rhymes, and reported they now felt more confident and enjoyed sharing a story with their child/ren more (Autumn / Winter parent/carer survey 2022). Feedback has been terrific with comments such as "We really love these groups. I bring my daughter who has special needs, and the group has helped her a lot", "I love the diversity of the group", "My daughter is more confident" and "It really helps children's speech and social skills".

### Summary

Literacy Volunteers is experiencing some exciting changes and the board with a new sense of direction and ambition is very confident regarding its future and ongoing development.

Here at Literacy Volunteers we are very grateful for generous support from many organisations and individuals. These include:

Nottinghamshire County Council  
Nottingham City Council  
Small Steps Big Changes  
Gonalston Open Gardens  
Sherwood Funeralcare  
Sir John Eastwood Foundation

## Literacy Volunteers

Winifred Eileen Kemp Trust  
GT Littlefair Trust  
Forman Hardy Charitable Trust  
St James Place Charitable Foundation  
Jones 1986 Charitable Trust  
The Bookcase at Lowdham  
Councillor Kate Foale  
Councillor Gordon Wheeler  
Councillor Mike Quigley  
The Renewal Trust  
Brian O'Neill  
Alison Fowler  
Ian Kilby  
Paul Marriott  
The Cumberland Trust  
Charles Littlewood Trust  
National Literacy Trust  
Penguin Books  
Nosy Crow  
Barrington Stoke  
Breeze Corporate Finance Ltd  
Clearwater International  
Literacy Capital Asset Management LLP  
Fullbrook Thorpe Investments LLP  
Bishopsgate Corporate Finance  
Browne Jacobson LLP  
Co-operative Funeral Care

### **Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### **Summary of the main achievements during the period**

Planned and started to deliver a more creative promotional strategy to attract and recruit more volunteers to deliver sessions in schools.

The Schools Team supported Literacy Volunteers to return to face to face sessions with children in primary schools (70 volunteers by March 2022).

The Early Years Team resumed face to face Learning to Love Books storytelling and craft sessions for 50 families living in the communities of Hyson Green and St Anns. The project has delivered over 1,000 book boxes to 150 children and their families.

Secured additional funding from Nottinghamshire County Council to deliver face to face workshops for new and existing Literacy Volunteers to strengthen the volunteer experience.

## Literacy Volunteers

Identified new educational projects and partnerships including Nottingham Trent University.

### Financial review

Following the improvement post-pandemic in the prior financial year, a number of challenges were experienced during the year ended 31 March 2023. School subscriptions increased to £38,779 but a significant reduction in grants and donations was incurred. Overall costs were down year on year as cost reductions related to the restructuring of the staff team at the start of the year crystallised. Cash assets at the end of the year totalled £98,035.

Following the challenges noted in the strategic report, a full financial review was carried out and new budgets and forecasts put in place to support the charity's objectives and grow in the next financial year.

### The charity's policy on reserves

The Board recognises its responsibility in maintaining its reserves to include the required redundancy payments due to staff in the event of the closure of the Charity and to cover the costs incurred in any closure period likely to amount to a quarter's running costs in addition to a sum held for one term's salary expenditure and small amount to finance expenditure during a closure period. This is good practice for any charity.

Following the review for this financial year, the trustees have designated the sum of £34,500 as a reserve to cover our liabilities should closure become necessary. The trustees will always strike a balance between trying to retain some level of reserves and the need to invest in the delivery of our objectives i.e. the promotion of reading for pleasure and the benefit this has in raising literacy levels in children. To address this, the trustees intend to focus on increasing fundraising receipts as part of their strategic goals for the current financial year.

Finally, it is important to note that the trustees review their reserves annually (following a review of the charity's position and the external environment) in order to account for changes in either area.

### Financial risks

We have decided that the following risks are worth noting:

- Small Steps Big Changes 3-year funding comes to an end in July 2023 for Early Years. The 2023/23 budget has income from SSBC, The Provincial Grand Lodge of Nottinghamshire, The Jones 1986 Charitable Trust and the Coop in Sherwood to fund this project. The costs for this project are salaries to run the story sessions and support families, and books and materials for the Storyboxes that are mailed out. Our focus for the coming year is to secure unrestricted funding of £25,000 which will enable us to continue to run the project from September 2024 – July 2025.
- We have previously concluded that we cannot pass on the full costs of recruiting and training volunteers to the schools we support. The evidence we have shows that

## Literacy Volunteers

although schools tolerate some small increases in the subscriptions they pay, school budgets will not cover the charge we would have to make to fully recover our costs, even though the service is highly valued. We have secured funding from Nottingham County Council for the next 3 years. As such we have, for the last twenty years, worked to keep our overheads as low as we possibly can. Focus on fundraising will be key in order to continue to bridge this shortfall although over the last couple of years, it has become increasingly difficult to raise this via traditional routes used by the charity previously.

- Nottingham County Council provide us with grace and favour offices and facilities at Woodthorpe Grange. If they were in future unable to continue with this arrangement, we would have to find alternative premises and source our own facilities. This could significantly add to our cost base.
- If there was a resurgence of Covid-19, or other public health emergency, were to force the shutdown or closure of primary schools, we would be seriously impacted. Without significant intervention, e.g. through government funding, we would be unable to cover our central costs following a loss of subscription income.

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_



Mike Collis, Trustee

Date \_\_\_\_\_

03/08/23

**Independent examiner's report to the trustees of  
Literacy Volunteers  
for the year ended 31 March 2023**

I report to the trustees on my examination of the accounts of Literacy Volunteers (the charity) for the year ended 31 March 2023.

**Responsibilities and basis of report**

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

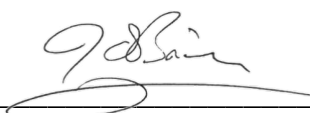
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed  Date 04/08/2023  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

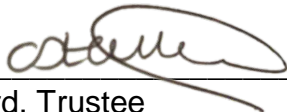
**Literacy Volunteers  
Receipts & payments account  
for the year ended 31 March 2023**

2022			2023
Total		Unrestricted	Restricted
Funds		Funds	Funds
£	Note	£	£
£		£	£
	<b>Receipts</b>		
90134	Grants & donations	2 15688	24288
27625	Subscriptions	38779	-
-	Fundraising	4914	-
<u>117759</u>	<b>Total receipts</b>	<u>59381</u>	<u>24288</u>
	<b>Payments</b>		
18734	Activities & materials	543	14131
-	Advertising	33	52
-	DBS fees	54	-
-	Equipment, repairs & renewals	150	-
678	Independent examination fee	696	-
1641	Insurance	1385	-
997	Payroll services	720	-
37	Prizes	-	-
827	Professional fees	354	-
787	Publications & subscriptions	343	-
76508	Salaries, NI & pension	35839	17962
549	Staff training	17	100
102	Stationery & office supplies	192	193
50	Sundry payments	-	-
943	Telephone, internet & postage	67	334
420	Training & support	171	-
1188	Travel & subsistence	3308	104
567	Volunteer resources	8	649
<u>104028</u>	<b>Total payments</b>	<u>43880</u>	<u>33525</u>
13731	<b>Net receipts/(payments)</b>	15501	(9237)
<u>78040</u>	Cash funds at start of this period	<u>69942</u>	<u>21829</u>
<u>91771</u>	<b>Cash funds at end of this period</b>	<u>85443</u>	<u>12592</u>
		<u>98035</u>	

**Literacy Volunteers  
Statement of assets and liabilities  
at 31 March 2023**

2022			2023
£		Note	£
	<b>Cash assets</b>		
91708	Bank accounts		97972
<u>63</u>	Cash in hand		<u>63</u>
<u>91771</u>			<u><b>98035</b></u>
	<b>Other monetary assets</b>		
<u>133</u>	Prepayment - Insurance		<u>115</u>
<u>133</u>			<u><b>115</b></u>
	<b>Liabilities</b>		
<u>(696)</u>	Creditors	3	<u>(1040)</u>
<u>(696)</u>			<u><b>(1040)</b></u>

These financial statements are accepted on behalf of the charity by:

Signed  Dated 03/08/2023  
Charli Stafford, Trustee

**Literacy Volunteers**  
**Notes to the accounts**  
**for the year ended 31 March 2023**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted	Restricted	Total
	£	£	£
Cllr Foyle, Divisional Fund (NCC)	200	-	200
Co-operative Funeral Care	-	100	100
G T Littlefair Trust Fund	480	-	480
Local Giving	159	-	159
Mr Brian Clarke O'Neill	600	-	600
Nottinghamshire County Council	10900	-	10900
Payroll Giving	204	-	204
Sir John Eastwood Foundation	1000	-	1000
SSBC	-	13188	13188
St James Place	-	2500	2500
Sundry donations	145	-	145
The Forman Hardy Charitable Trust	-	1000	1000
The Jones 1986 Charitable Trust	-	7000	7000
The Renewal Trust	-	500	500
Winifred Eileen Kemp Trust	2000	-	2000
	<u>15688</u>	<u>24288</u>	<u>39976</u>

**3. Creditors**

	£
Independent examination fee	732
Salaries, NI & pension (HMRC)	179
Salaries, NI & pension (NEST)	129
	<u>1040</u>

**4. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**5. Related party transactions**

There were no related party transactions in this period.

**6. Premises**

The premises are provided by the local authority.

## Literacy Volunteers

### 7. Funds analysis

	Opening balance £	Receipts (Payments) £		Transfers £	Closing balance £
<b>Restricted funds</b>					
Learning to Love Books (SSBC6)	10380	-	(10380)	-	-
Learning to Love Books (Boots)	4404	-	(4279)	-	125
Learning to Love Books (Capital One)	1385	-	-	-	1385
Let's Meet and Learn Together	5000	-	(5000)	-	-
Warsop Book Boxes	660	-	(451)	-	209
Learning to Love Books (SSBC7)	-	13188	(12433)	-	755
Black Lives Matter Books	-	100	(80)	-	20
Schools (The Jones 1986 Trust)	-	4000	-	-	4000
Schools (Forman Hardy Trust)	-	500	-	-	500
Early Years (Forman Hardy Trust)	-	500	(500)	-	-
Early Years (St James Place)	-	2500	-	-	2500
Early Years (The Jones 1986 Trust)	-	3000	-	-	3000
Early Years (Renewal Trust)	-	500	(402)	-	98
	<b>21829</b>	<b>24288</b>	<b>(33525)</b>	<b>-</b>	<b>12592</b>
<b>Unrestricted funds</b>					
General fund	69942	59381	(43880)	(34500)	50943
<u>Designated funds</u>					
Reserves	-	-	-	34500	34500
	<b>69942</b>	<b>59381</b>	<b>(43880)</b>	<b>-</b>	<b>85443</b>

The transfer from the General fund to the Reserves fund represents a sum the trustees have designated as a reserve to cover liabilities should closure become necessary.

The specific purposes for which the funds are to be applied are as follows:  
 Early Years Programme - Learning to Love Books (SSBC6, SSBC7, Boots Charitable Trust, Capital One, Forman Hardy Trust, St James Place, The Jones 1986 Trust & Renewal Trust) - to run our early years (0-4) storytelling sessions and Story Box project. Each Story Box contained a book, flash card for learning new words and a selection of fun resources for parents to support the home learning environment.

Let's Meet and Learn Together (Nottinghamshire County Council Covid Partnership Social Recovery) - to plan and deliver a series of meetings to recruit new volunteers and for existing volunteers to meet together face-to-face and share learnings.

Warsop Book Boxes (Nottinghamshire County Council, Councillor's Discretionary Fund, Councillor Bethan Eddy) - to deliver Story Boxes to years 2 and 6 in a local primary school.

## Literacy Volunteers

Schools (Forman Hardy Trust & The Jones 1986 Trust) - to deliver support in a creative and fun way to help all the children we work with to enjoy reading and learning from books whilst improving their confidence and self-esteem.

### 8. Glossary of terms

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**LITERACY VOLUNTEERS**

England & Wales - Charity number 1167357

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# Accounts

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**Literacy Volunteers**  
(Registered charity, number 1167357)  
**Financial statements**  
**for the year ended 31 March 2022**

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8	Independent examiner's report
9	Receipts & payments account
10	Statement of assets & liabilities
11 - 13	Notes to the accounts

# **Literacy Volunteers Trustees' annual report for the year ended 31 March 2022**

**Full name** Literacy Volunteers

**Organisation type** Charitable incorporated organisation

**Registered charity number** 1167357

**Principal address** Woodthorpe Grange, Woodthorpe Drive, Nottingham, NG5 4HA

## **Trustees**

Julia Gunn, Chair

Christine Wroe, Vice Chair

Alan Merrett, Treasurer

Gaynor Preston

Peter Furnell

Patricia Harman

Angela Beere

Jo Gordon, from 14/12/21

Carol Wilby, from 14/12/21

Paul Hughes, from 14/12/21

Marianne Sharlotte, until 26/01/22

## **Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

## **Governance and management**

The charity is operated under the rules of the CIO – Association constitution registered 25 May 2016.

New trustees are drawn from existing volunteers, member organisations and external candidates with an interest in the work and objectives of Literacy Volunteers. The Board of Trustees must have a minimum of five trustees and a maximum of twelve trustees at any one time.

Prospective trustees must preferably have a skill which will support the Charity. Once they have indicated their interest in the role of trustee a discussion is arranged with one of the team/trustees.

Following this discussion, they will be invited to attend a scheduled Board of Trustees meeting after which, if they are a suitable/eligible appointment they will be invited to join the Board but neither party is under any obligation at this stage. Induction and training for the role is provided. An enhanced DBS check is carried out and their eligibility is checked against Charity Commission guidance.

At the AGM one third of existing trustees must step down in rotation and the trustees who have been appointed for the longest period since their last appointment/reappointment must stand down. Following this the vacancies created on the Board of Trustees are then filled at the AGM. Trustees can stand for re-election and other members can be nominated and elected. We operate under the guidance of our constitution adopted on 25th May 2016 when we became a Charitable Incorporated Organisation, and also in the spirit of our original constitution

## **Literacy Volunteers**

adopted in May 1996 when we came into existence as Literacy Volunteers in Nottinghamshire Schools.

During 2021/22 we have recruited four new Trustees who have experience and knowledge of fund raising (Carol Wilby), database management and information technology (Paul Hughes), teaching in primary schools (Marianne Charlotte) and financial consulting/project management/recruitment (Jo Gordon). We have continued to identify and recruit Trustees with relevant experience in the schools and child development areas and undertaken succession planning discussions for the future.

### **Objectives and activities**

To advance the education of children, adults and families by helping those experiencing difficulties in acquiring literacy, communication and social skills.

### **Summary of the main activities undertaken for the public benefit**

Literacy Volunteers aims to develop and promote speech, language, communication, confidence, self-esteem, literacy, strategies for learning in the home and a genuine interest in reading for pleasure. We seek to advance the education of children in particular, by helping those experiencing difficulties in acquiring literacy skills. We do this in primary schools and early years' settings and we use a number of evidence based programmes and projects.

In our primary schools' volunteers programme, we recruit, train, vet and support volunteers to support the development of reading confidence of children.

We also deliver our Learning to Love Books programme - our unique storytelling, songs and rhymes sessions - in libraries, schools and early years' settings such as nurseries and children's centres. This programme has grown considerably during the year with continued support from the Small Steps Big Changes, A Better Start Initiative.

The Board of Trustees fully recognised the financial and operational challenges for the charity following the serious negative impact of the pandemic last year. A new plan was formed to ensure a sustainable future and throughout the year new working practices together with a greater promotion and awareness of the charity was carried out. Strengthening existing and learning new skills and ways of working have demonstrated a significant improvement in the performance of the charity since last year.

Literacy Volunteers have continued to plan and deliver sessions, both in primary schools and the community, to help tackle the social disadvantage and lack of opportunities often caused by poor literacy skills.

### **The Schools Team**

In primary schools throughout Nottinghamshire we have engaged with children who may be at risk of disengaging with education, have found it difficult to stay fully involved in the classroom environment, may have English as a second language,

## Literacy Volunteers

may be lacking in confidence and communication skills, and be experiencing low levels of home support. Our aim is to deliver support in a creative and fun way to help all the children we work with to enjoy reading and learning from books whilst improving their confidence and self-esteem.

During 2021/2022 the focus for everyone at Literacy Volunteers has been to review, refresh and rebuild the team of volunteers who continue to offer amazing support to children in primary schools. We have recruited over 30 new volunteers and welcome the opportunity to continue our recruitment campaigns attracting a diverse range of volunteers from many communities. We have made significant progress in the Schools Team and our school subscription income for this year has massively increased.

Many volunteers have returned to deliver effective face-to-face sessions in primary schools each week. We have strived to enrich the volunteer experience and will continue to do so with additional networking events and available resources. We have continued to forge new relationships with primary schools and ascertain/adapt to what they need for children right now.

### The Early Years Team

Working with children age 0-4 the Early Years Team have moved from strength to strength engaging with over 50 families in St. Anns and Hyson Green each week with storytelling and crafts as part of the Learning to Love Books Scheme (funded by Small Step Big Changes). 50% of young children from disadvantaged areas start school without the level of language skills they need to progress (National Literacy Trust). This project has helped to build the confidence of parents/carers so they can more fully support their child's development at home. During the sessions they have learned more effective ways to communicate with others, developed new language and literacy skills and enjoyed lots of fun time too! Feedback has been terrific with comments such as "I really love the storytelling. It's a very happy environment and my daughter really loves it and has become more confident from being at the session". "Great opportunity to meet other parents." "It's lovely to see how the children interact with each other and also the team leaders". Grants from additional funders (Boots Charitable Trust and Capital One) enabled us to extend this project further, and we were able to support a broader range of families in the year.

The Story Boxes (developed during the pandemic when no face to face sessions were possible due to lockdown restrictions) have continued to be a great success with 84% of parents/carers scoring them excellent in the evaluation. Books together with craft activities and ideas to help parents encourage children to talk more about the story are posted to the home and eagerly awaited by many "the boxes gave us something constructive and learning based to do with my daughter and we love sharing that time and activities together".

### Summary

The Board of Trustees and all the staff at Literacy Volunteers have confidence that the experience and knowledge gained over the last year has provided a

## Literacy Volunteers

stable platform for the Charity going forward. However, the need to raise additional funds, continue to create new partnerships and promote the work and profile of the Charity more widely remain high.

Here at Literacy Volunteers we are very grateful for generous support from many organisations and individuals. These include:

Nottinghamshire County Council  
Nottingham City Council  
National Literacy Trust/Read on Nottingham  
Nottingham City Libraries  
The Nottinghamshire Community Foundation  
Nottingham Council for Voluntary Services  
Nottinghamshire Hospice  
Small Steps Big Changes  
The Boots Charitable Trust  
Capital One  
The Forman Hardy Charitable Trust  
The Sir John Eastwood Foundation  
The Littlefair Trust  
The J N Derbyshire Charitable Trust  
The Charles Littlewood Hill Trust  
The Winifred Eileen Kemp Trust  
St Ann's Community Orchard  
Framework  
Foresters  
Southwell Lions  
The Vine Centre  
Nottinghamshire Hospice  
Councillor Roger Jackson  
Councillor Bethan Eddy  
Mr Brian Clarke O'Neill  
The Jessie Spencer Trust

### **Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### **Summary of the main achievements during the period**

Planned and started to deliver a more creative promotional strategy to attract and recruit more volunteers to deliver sessions in schools.

The Schools Team supported Literacy Volunteers to return to face to face sessions with children in primary schools (70 volunteers by March 2022).

The Early Years Team resumed face to face Learning to Love Books storytelling and craft sessions for 50 families living in the communities of Hyson Green and St Anns. The project has delivered over 1000 book boxes to 150 children and their families.

## Literacy Volunteers

Secured additional funding from Nottinghamshire County Council to deliver face to face workshops for new and existing Literacy Volunteers to strengthen the volunteer experience.

Identified new educational projects and partnerships including Nottingham Trent University.

### **Financial review**

We began this year with a fair amount of uncertainty. The previous year had been especially challenging because of the impact of the pandemic. With schools closed, or unwilling to open their doors to visitors, we were unable to place volunteers and had to suspend subscriptions. This year has been all about rebuilding our volunteer network and increasing subscriptions numbers. It is very pleasing to report that we have made huge progress in this area. School Subscriptions for the period topped £27,000 - a significant improvement of the previous year. Moreover, this has greatly restored confidence going forward.

Grants and Donations post pandemic have also become very uncertain. Funds have become harder to access and more charities seem to be competing for them. We did very well to secure in excess of £90,000 through Grants and Donations in the year. This was higher than in either of the two prior years. It is worth noting that very strong contributions to our early years' project, Learning to Love Books, has ensured that we are able to continue to deliver this project beyond the year in question.

We ended the year with a significant reduction in our staff numbers. This unforeseen change of circumstances resulted in us restructuring the staff team. This reduced our costs significantly and we are looking to consolidate those savings going forward.

### **The charity's policy on reserves**

The Board recognises its responsibility in maintaining its reserves to include the required redundancy payments due to staff in the event of the closure of the Charity; to cover any subscriptions we would need to return to schools if we were unable to supply them with a volunteer and to cover the costs incurred in any closure period - likely to amount to a quarter's running costs. This is good practice for any charity. This year, the trustees have designated the sum of £20,000 as a reserve to cover our liabilities regarding staff redundancy payments should closure become necessary. They also feel it is prudent to hold the sum of one term's salary expenditure and a small amount of running costs to finance general expenditure during a closure period, this figure has been agreed as £14,500. The target for total reserves have therefore been adjusted to £34,500.

The trustees will always strike a balance between trying to retain some level of reserves in case we can't meet our fundraising target and the need to reinvest in services that will have an effect on the issue we seek to support i.e. the promotion of reading for pleasure and the benefit this has in raising literacy levels in children. Whilst the trustees feel that some limited reserves are needed, because fundraising is a challenge and reserves are needed to cover potential shortfalls in fundraising targets, they regret that they can't plan to do this in this financial year.

## Literacy Volunteers

All children in our area of benefit should leave primary school reading well for their age.

Finally, it is important to note that the trustees review their reserves annually (following a review of the charity's position and the external environment) in order to account for changes in either area.

### Financial risks

We have decided that the following risks are worth noting:

1. The County Council Local Improvement Scheme grant constitutes a significant proportion of our income, the loss of these funds would mean that our cash flow projection would be severely affected and the necessity for actions to mitigate against this loss should be considered. We have secured reduced funding from Notts CC for the next four years.

2. Small Steps Big Changes have indicated that they will support the project in the next two years but as yet the level of funding hasn't been determined and this requires monitoring in terms of salary commitments and our reserves position. The 2022-2023 budget, as yet, doesn't include costs or income for this project from September 2022.

3. We have previously concluded that we cannot pass on the full costs of recruiting and training volunteers to the schools we support. The evidence we have shows that although schools will tolerate some small increases in the subscriptions they pay, school budgets will not cover the charge we would have to make to fully recover our costs, even though the service is highly rated. As such we have, for the last twenty years fundraised to keep these costs as low as we possibly can. It is becoming increasingly difficult to raise this shortfall via our traditional routes of seeking donations from other trusts and charities.

4. Nottingham City Council provide us with grace and favour offices and facilities at Woodthorpe Grange. If they were in future unable to continue with this arrangement, we would have to find alternative premises and source our own facilities. This could add significantly to our cost base.

5. If a resurgence of Covid, or other agent, were to force the shutdown or closure of primary schools we would be seriously compromised. Without significant Government intervention we would be unable to cover our central costs if we were to lose our subscription income.

Signed on behalf of the charity's trustees:

Signed Julia Gunn  
Julia Gunn, Trustee

Date 6/10/22

**Independent examiner's report to the trustees of  
Literacy Volunteers  
for the year ended 31 March 2022**

I report to the trustees on my examination of the accounts of Literacy Volunteers (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

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

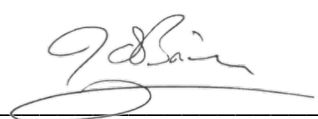
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**Independent examiner's statement**

I have completed my examination. I confirm that no 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed  Date 05/10/2022  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus


**Literacy Volunteers  
Receipts & payments account  
for the year ended 31 March 2022**

2021			2022
Total		Unrestricted	Restricted
Funds		Funds	Funds
£	Note	£	£
£		£	£
	<b>Receipts</b>		
80872	Grants & donations	26791	63343
5102	Subscriptions	27625	-
1250	Fees	-	-
<u>87224</u>	<b>Total receipts</b>	<u>54416</u>	<u>63343</u>
	<b>Payments</b>		
24126	Activities & materials	1761	16973
53	DBS fees	-	-
437	Equipment, repairs & renewals	-	-
678	Independent examination fee	678	-
1174	Insurance	1641	-
979	Payroll service	997	-
-	Prizes	37	-
1462	Professional fees & artists	667	160
268	Publications & subscriptions	787	-
79045	Salaries, NI & pension	53534	22974
-	Staff training	549	-
62	Stationery & office supplies	102	-
-	Sundry payments	50	-
653	Telephone, internet & postage	68	875
477	Training & support	420	-
506	Travel & subsistence	1188	-
239	Volunteer resources	31	536
<u>110159</u>	<b>Total payments</b>	<u>62510</u>	<u>41518</u>
(22935)	<b>Net receipts/(payments)</b>	(8094)	21825
100975	Cash funds at start of this period	78040	-
-	Transfers between funds	(4)	4
<u>78040</u>	<b>Cash funds at end of this period</b>	<u>69942</u>	<u>21829</u>
		<u>91771</u>	

**Literacy Volunteers  
Statement of assets and liabilities  
at 31 March 2022**

2021			2022
£	<b>Cash assets</b>	Note	£
77977	Bank accounts		91708
<u>63</u>	Cash in hand		<u>63</u>
<u>78040</u>			<u><b>91771</b></u>
<b>Other monetary assets</b>			
<u>98</u>	Prepayment - Insurance		<u>133</u>
<u>98</u>			<u><b>133</b></u>
<b>Assets retained for the charity's own use</b>			
	General equipment.		
<b>Liabilities</b>			
<u>(2045)</u>	Creditors	4	<u>(696)</u>
<u>(2045)</u>			<u><b>(696)</b></u>

These financial statements are accepted on behalf of the charity by:

Signed  Dated 3/10/22  
Alan Merrett, Trustee

**Literacy Volunteers**  
**Notes to the accounts**  
**for the year ended 31 March 2022**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted £	Restricted £	Total £
Boots Charitable Trust	-	9750	9750
Capital One	-	2500	2500
Charles Littlewood Hill Trust	2000	-	2000
Councillor Bethan Eddy (Councillor's Discretionary Fund)	-	660	660
Councillor Roger Jackson (Councillor's Discretionary Fund)	300	-	300
Foresters	100	-	100
HMRC JRS	271	-	271
Ian Littlefair	400	-	400
J. N. Derbyshire Trust	-	1500	1500
Mr Brian Clarke O'Neill	600	-	600
Nottinghamshire County Council (Covid Partnership Social Recovery Fund)	-	5000	5000
Nottinghamshire County Council (County Council Covid fund 21-22)	-	3000	3000
Nottinghamshire County Council LIS	13125	-	13125
Sir John Eastwood Foundation	1000	-	1000
Small Steps Big Changes	-	40933	40933
Southwell Lions	400	-	400
Sundry grants & donations	1095	-	1095
The Forman Hardy Charitable Trust	500	-	500
The Jessie Spencer Trust	5000	-	5000
Winifred Eileen Kemp Trust	2000	-	2000
	<b><u>26791</u></b>	<b><u>63343</u></b>	<b><u>90134</u></b>

## Literacy Volunteers

### 3. Funds analysis

	Opening balance	Receipts (Payments)		Transfers	Closing balance
	£	£	£	£	£
<b>Restricted funds</b>					
Learning to Love Books (SSBC5)	-	15750	(15750)	-	-
Learning to Love Books (SSBC6)	-	25183	(14803)	-	10380
Learning to Love Books (Boots)	-	9750	(5346)	-	4404
Learning to Love Books (Capital One)	-	2500	(1115)	-	1385
Homework Club	-	1500	(1500)	-	-
County Covid Fund	-	3000	(3004)	4	-
Let's Meet and Learn Together	-	5000	-	-	5000
Warsop Book Boxes	-	660	-	-	660
	<u>-</u>	<u>63343</u>	<u>(41518)</u>	<u>4</u>	<u>21829</u>
<b>Unrestricted funds</b>					
General fund	78040	54416	(62510)	(4)	69942
	<u>78040</u>	<u>54416</u>	<u>(62510)</u>	<u>(4)</u>	<u>69942</u>

The transfer from the General fund to the County Covid Fund is to cover the deficit on this activity.

The specific purposes for which the funds are to be applied are as follows:

Learning to Love Books (SSBC5, SSBC6, Boots Charitable Trust & Capital One) - to run our early years (0-4) storytelling sessions and Story Box project. Each Story Box contained a book, flash card for learning new words and a selection of fun resources for parents to support the home learning environment.

Homework Club (J. N. Derbyshire) - to run a number of online 'Zoom' sessions to support families with young children at home.

County Council Covid Fund 2021-2022 (Nottinghamshire County Council) - to purchase essential PPE for volunteers, and to facilitate recovery of our volunteer numbers to pre-pandemic levels by the recruitment and placing in schools of 24 new literacy volunteers.

Let's Meet and Learn Together (Nottinghamshire County Council Covid Partnership Social Recovery) - to plan and deliver a series of meetings to recruit new volunteers and for existing volunteers to meet together face-to-face and share learnings. To be delivered in the following period.

Warsop Book Boxes (Nottinghamshire County Council, Councillor's Discretionary Fund, Councillor Bethan Eddy) - to deliver Story Boxes to years 2 and 6 in a local primary school. To be delivered in the following period.

## Literacy Volunteers

### 4. Creditors

	£
Independent examination fee	696
	<u>696</u>

### 5. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

### 6. Related party transactions

There were no related party transactions in this period.

### 7. Premises

The premises are provided by the local authority.

### 8. Glossary of terms

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**LITERACY VOLUNTEERS**

England & Wales - Charity number 1167357

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# Accounts

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**Literacy Volunteers**  
(Registered charity, number 1167357)  
**Financial statements**  
**for the year ended 31 March 2021**

<b>Page</b>	<b>Contents</b>
2 - 8	Trustees' annual report
9	Independent examiner's report
10	Receipts & payments account
11	Statement of assets & liabilities
12 - 13	Notes to the accounts

# **Literacy Volunteers Trustees' annual report for the year ended 31 March 2021**

**Full name** Literacy Volunteers

**Organisation type** Charitable incorporated organisation

**Registered charity number** 1167357

**Principal address** Woodthorpe Grange, Woodthorpe Drive, Nottingham, NG5 4HA

## **Trustees**

Julia Gunn, Chair

Christine Wroe, Vice Chair

Alan Merrett, Treasurer

Gaynor Preston

Peter Furnell

Patricia Harman

Angela Beere

Bridget Riches, until 02/12/20

## **Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

## **Governance and management**

The charity is operated under the rules of the CIO – Association constitution registered 25 May 2016.

New trustees are drawn from existing volunteers, member organisations and external candidates with an interest in the work and objectives of Literacy Volunteers. The Board of Trustees must have a minimum of five trustees and a maximum of twelve trustees at any one time.

Prospective trustees must preferably have a skill which will support the Charity. Once they have indicated their interest in the role of trustee a discussion is arranged with one of the team/trustees.

Following this discussion they will be invited to attend a scheduled Board of Trustees meeting after which, if they are a suitable/eligible appointment they will be invited to join the Board but neither party is under any obligation at this stage. Induction and training for the role is provided. An enhanced DBS check is carried out and their eligibility is checked against Charity Commission guidance.

At the AGM one third of existing trustees must step down in rotation and the trustees who have been appointed for the longest period since their last appointment/reappointment must stand down. Following this the vacancies created on the Board of Trustees are then filled at the AGM. Trustees can stand for re-election and other members can be nominated and elected. We operate under the guidance of our constitution adopted on 25th May 2016 when we became a Charitable Incorporated Organisation, and also in the spirit of our original constitution adopted in May 1996 when we came into existence as Literacy Volunteers in Nottinghamshire Schools.

## **Literacy Volunteers**

During 2020/21 we have focused on recruiting trustees who have experience in schools and child development and two new trustees were appointed in March 2021. We currently have three vacancies and we are actively seeking a Vice Chair to allow for succession planning.

### **Objectives and activities**

To advance the education of children, adults and families by helping those experiencing difficulties in acquiring literacy, communication and social skills.

### **Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### **Summary of the main activities undertaken for the public benefit**

Literacy Volunteers aims to develop and promote speech, language, communication, confidence, self-esteem, literacy, strategies for learning in the home and a genuine interest in reading for pleasure. We seek to advance the education of children in particular, by helping those experiencing difficulties in acquiring literacy skills. We do this in primary schools and early years' settings and we use a number of evidence based programmes and projects.

Firstly, in our primary schools' volunteers programme, we recruit, train, vet and support volunteers to support the development of reading confidence of children.

We are also developing and have begun delivering our Story Sharers project, to share the love of books and stories with children. The project places volunteers in schools with a story sack to share with children.

Finally, we also deliver our Learning to Love Books programme - our unique storytelling, songs and rhymes sessions - in libraries, schools and early years' settings such as nurseries and children's centres. This programme has grown considerably during this year with support from the Small Steps Big Changes, A Better Start Initiative.

The children benefit from our programmes that help to tackle the social disadvantage caused by poor literacy. Children participate for a variety of reasons e.g. they may be those whose engagement with reading is poor; they may be withdrawn and uncommunicative; they may have English as a second language; they may be finding it difficult to cope in the classroom environment and perhaps aren't being read to at home. All of these reasons mean that they may be at risk of disengaging with education or not achieving their full potential, all of which would mean that their life chances would be negatively affected. The children we work with show an improvement in their reading progress, but also in their confidence, concentration, communication, love of reading and self-esteem.

## Literacy Volunteers

The families that attend our Storytelling, Stay and Play sessions/courses want the best start for their children in terms of early literacy development. They may be families who live in disadvantaged parts of our City; they may have experienced the effects of inter- generational poverty and disadvantage; they may be suffering from the effects of disadvantage and poor aspiration; they may be from newly arrived communities and want to use the sessions to support their own confidence with the English language as well as that of their children.

What we know is, that when families become engaged with their children's education, the whole family benefits by:

- having an improved understanding of the positive outcomes associated with early literacy skills;
- feeling more confident in engaging in early literacy development through play and storytelling;
- improving their own skills in storytelling and engaging more freely in singing and fun activities with their children;
- establishing and understanding how to build and sustain positive early relationships and learn the skills their child will need as they grow and start school;
- learning how to join the library and being able to access and choose the resources effectively;
- becoming part of a group of children and parents who can form informal support networks outside the sessions.

Children will benefit by:

- having fun and developing socially, emotionally, physically, imaginatively and creatively before they start formal schooling;
- becoming better prepared for the transition into school.

Our volunteers are drawn from local communities; they are often (but not always) older people; can be retired and can be at risk of social exclusion. They benefit from inclusion in community life and from the intergenerational contact that can have a positive effect on social disadvantage. They can also be younger people, are often students and are seeking to develop skills to either enter or move on in the world of work. As such our activities greatly benefit the public.

### **Summary of the main achievements during the period**

This year has been an extraordinary year in that the coronavirus pandemic has had a massive negative impact on our face-to-face work, both in schools and in our early years' sessions. In the light of the Covid restrictions we have adapted our early years' programme. Face-to-face sessions have been replaced by online Zoom story sessions and the delivery of Storyboxes directly to families. Each Storybox contained a book, flashcards for learning new words and parents' activity sheets to have fun and support the home learning environment. We extended this service and regularly delivered Storyboxes to families across Nottinghamshire. We have explored additional sources of funding to extend this successful programme.

## Literacy Volunteers

However, our primary school sessions suffered greatly due to the coronavirus restrictions, and for almost the entire year our volunteers were unable to attend school and support the children in their usual way. However, we kept in contact with schools and volunteers throughout the period to ensure that we maintained these valuable links whilst we tried to manage the problems associated with continuous lockdowns and changes of policy. We prepared new risk assessments to ensure that we could start to re-engage with schools as soon as they were able to welcome us back.

We also developed a Primary School Storybox project and 300 children and families benefited from this scheme. In partnership with The National Literacy Trust and Read On Nottingham we also delivered over 1,000 book boxes to families in Nottingham City.

We have spent some time learning new IT skills to enable some of our activity to take place online and we converted our training to online sessions and continued to recruit volunteers. In a small number of schools our volunteers were able to continue to support children in online sessions.

We updated our recruitment and vetting procedures. The staff team all completed Safer Recruitment training with the NSPCC and we amended our processes in line with the stated requirements.

Towards the end of the period of this Annual Report some of our volunteers had just returned to schools. Our current task is to recruit new volunteers to meet our challenging list of vacancies in schools - for whom the need to support children's reading is a priority given the fact that many children have lost valuable school time and fallen behind in their learning and development.

Other achievements in this year include: -

- We ended the year with a deficit which undid the good work we had done in the prior year in building up our unrestricted cash reserves, but it has not exhausted our funds so we have still been able to approach the new financial year with some optimism;
- Between 1 April 2020 and 30 March 2021, we continued to provide literacy support to over 1500 families;
- We have worked with our Board to recruit two new trustees;
- We have continued to hold volunteer network meetings online;
- We have identified and engaged with new community and corporate partnerships whilst continuing to strengthen our existing relationships with funders.

## Literacy Volunteers

We have had excellent support from the following people and organisations:

Mr Brian O'Neill  
Ms Tracy Terry  
Mr. Van de Castele  
Carol Smith and HSCB Bank  
Patricia Harman  
Charlotte Malik, Hub Manager, Read On Nottingham National Literacy Trust  
Lynne Towle, Project Officer, Literacy Champions Nottingham, National Literacy Trust  
Jane Streeter, The Bookcase, Lowdham  
Mrs Liz Duffell, St Peter's Cross Keys Academy, Farndon  
Nottingham City Libraries  
The Nottinghamshire Community Foundation  
The Sir John Eastwood Foundation  
The Jessie Spencer Trust  
The Jones 1986 Trust  
The J N Derbyshire Trust  
The Thomas Farr Charity  
Craig Sharples and Browne Jacobson Charitable Trust  
Mapperley Rotary Club  
Nottinghamshire County Council  
Nottingham City Council  
The Forman Hardy Charitable Trust  
The National Emergencies Trust Coronavirus Appeal Programme  
Usborne Books

### Financial review

This year was an especially difficult one for the charity. We lost most of our subscriptions income, as schools closed due to the pandemic, and prevented us placing volunteers. Income from grants and other sources was also constrained as fundraising opportunities became more difficult to pursue during the lockdown periods. In these periods our focus shifted to non-school based project work - the various 'early years' and story box initiatives. These generated some much needed income and gainful employment for staff and volunteers in the latter half of the year. Nevertheless, total receipts were approximately half of those for the previous year.

We reduced our spending as best we could in the circumstances, but even with cost savings we ended the year with a loss of (£22,935). This undid the good work we had done in the prior year in building up our unrestricted cash reserves, but it has not exhausted our funds. We enter the next period with cautious optimism, although we recognise that there are still tough times ahead. At the end of 2020 we had managed to create a small surplus which we had hoped to invest in a new website and some hours to pay for a specialist to help us look at longer term funding options. However, as the year drew to a close it was becoming clear that there would be a financial issue with regards to the outbreak of the Coronavirus and we were not wrong with this forecast.

## **Literacy Volunteers**

### **The charity's policy on reserves**

The Board recognises its responsibility in maintaining its reserves to include the required redundancy payments due to staff in the event of the closure of the Charity; to cover any subscriptions we would need to return to schools if we were unable to supply them with a volunteer and to cover the costs incurred in any closure period-likely to amount to a quarter's running costs. This is good practice for any charity.

This year, the trustees have designated the sum of £20,000 as a reserve to cover our liabilities regarding staff redundancy payments should closure become necessary. They also feel it is prudent to hold the sum of one term's salary expenditure and a small amount of running costs to finance general expenditure during a closure period, this figure has been agreed as £21,000. We feel it is also prudent to allocate a sum to cover refunds of subscriptions if we are unable to supply them with a volunteer. We have agreed that sum should be £3,000.

The target for total reserves have therefore been adjusted to £44,000.

The trustees will always strike a balance between trying to retain some level of reserves in case we can't meet our fundraising target and the need to reinvest in services that will have an effect on the issue we seek to support i.e. the promotion of reading for pleasure and the benefit this has in raising literacy levels in children. Whilst the trustees feel that some limited reserves are needed, because fundraising is a challenge and reserves are needed to cover potential shortfalls in fundraising targets, they regret that they can't plan to do this in this financial year.

All children in our area of benefit should leave primary school reading well for their age.

Finally it is important to note that the trustees review their reserves annually (following a review of the charity's position and the external environment) in order to account for changes in either area.

### **Financial risks**

We have decided that the following risks are worth noting:

1. The County Council Local Improvement Scheme grant constitutes a significant proportion of our income, the loss of these funds would mean that our cash flow projection would be severely affected and the necessity for actions to mitigate against this loss should be considered.
2. Small Steps Big Changes have indicated that they will support the project in the next three years but as yet the level of funding hasn't been determined and this requires monitoring in terms of salary commitments and our reserves position. The 2021-2022 budget, as yet, doesn't include costs or income for this project from September 2021.

## Literacy Volunteers

3. We have previously concluded that we cannot pass on the full costs of recruiting and training volunteers to the schools we support. The evidence we have shows that, although schools will tolerate some small increases in the subscriptions they pay, school budgets will not cover the charge we would have to make if we applied full cost recovery (even though the service is highly rated). As such we have, for the last twenty years fundraised to keep these costs as low as we possibly can. However, it is becoming increasingly difficult to raise this shortfall via our traditional routes of seeking donations from other trusts and charities.

Signed on behalf of the charity's trustees:

Signed Julia Gunn  
Julia Gunn, Trustee

Date 5/10/21

**Independent examiner's report to the trustees of  
Literacy Volunteers  
for the year ended 31 March 2021**

I report to the trustees on my examination of the accounts of Literacy Volunteers (the charity) for the year ended 31 March 2021.

**Responsibilities and basis of report**

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

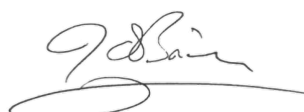
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed  Date 05/10/2021  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

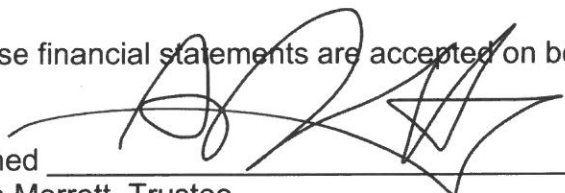
**Literacy Volunteers  
Receipts & payments account  
for the year ended 31 March 2021**

2020 Total Funds £		Unrestricted Funds £ Note	Restricted Funds £	2021 Total Funds £
	<b>Receipts</b>			
85014	Grants & donations	2	42902	37970
3961	Fundraising		-	-
54684	Subscriptions		5102	5102
-	Fees		1250	1250
<u>143659</u>	<b>Total receipts</b>		<u>49254</u>	<u>37970</u>
	<b>Payments</b>			
12300	Activities & materials		100	24026
419	Advertising		-	-
112	DBS fees		53	53
17	Equipment, repairs & renewals		437	437
660	Independent examination fee		678	678
937	Insurance		1174	1174
994	Payroll service		979	979
7794	Professional fees & artists		646	816
358	Publications & subscriptions		268	-
81028	Salaries, NI & pension		51531	27514
1114	Stationery & office supplies		62	-
155	Sundry payments		-	-
313	Telephone, internet & postage		473	180
3217	Training & support		477	-
7116	Travel & subsistence		450	56
880	Volunteer resources		239	-
<u>117414</u>	<b>Total payments</b>		<u>57567</u>	<u>52592</u>
26245	<b>Net receipts/(payments)</b>		(8313)	(14622)
74730	Cash funds at start of this period		86587	14388
-	Transfers between funds		(234)	234
<u>100975</u>	<b>Cash funds at end of this period</b>		<u>78040</u>	<u>-</u>

**Literacy Volunteers**  
**Statement of assets and liabilities**  
**at 31 March 2021**

<i>2020</i>		<i>2021</i>
£	<b>Cash assets</b>	£
100916	Bank accounts	77977
<u>59</u>	Cash in hand	<u>63</u>
<u>100975</u>		<u><b>78040</b></u>
<b>Other monetary assets</b>		
<u>78</u>	Prepayment - Insurance	<u>98</u>
<u>78</u>		<u><b>98</b></u>
<b>Assets retained for the charity's own use</b>		
	General equipment.	
<b>Liabilities</b>		
<u>(2828)</u>	Creditors	<u>(2045)</u>
<u>(2828)</u>		<u><b>(2045)</b></u>

These financial statements are accepted on behalf of the charity by:

Signed  \_\_\_\_\_  
 Alan Merrett, Trustee

Dated 7/10/21

**Literacy Volunteers**  
**Notes to the accounts**  
**for the year ended 31 March 2021**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted £	Restricted £	Total £
Sir John Eastwood Foundation	1000	-	1000
The Jessie Spencer Trust	5000	-	5000
Nottinghamshire County Council	17500	-	17500
The National Emergencies Trust Coronavirus Appeal Programme		5514	5514
Small Steps Big Changes	-	17008	17008
Browne Jacobson Charitable Trust	1400	-	1400
The Thomas Farr Charity	2000	-	2000
The National Literacy Trust	-	15448	15448
Usborne Books	750	-	750
The Forman Hardy Charitable Trust	500	-	500
HMRC JRS	13637	-	13637
Sundry grants & donations	1115	-	1115
	<u>42902</u>	<u>37970</u>	<u>80872</u>

**3. Creditors**

	£
Independent examination fee	678
Salaries, NI & pension (HMRC)	1367
	<u>2045</u>

**4. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**5. Related party transactions**

There were no related party transactions in this period.

## Literacy Volunteers

### 6. Funds analysis

	Opening balance £	Receipts (Payments) £		Transfers £	Closing balance £
<b>Restricted funds</b>					
Learning to Love Books (SSBC3)	7197	-	(7197)	-	-
Family & Community Learning	512	-	-	(512)	-
Sneinton Stay & Play	2595	-	(2227)	(368)	-
Story Sharers	4084	-	(4084)	-	-
Doorstep to Digital	-	15448	(15448)	-	-
Primary Story Boxes	-	5514	(5514)	-	-
Learning to Love Books (SSBC4)	-	17008	(18122)	1114	-
	<b>14388</b>	<b>37970</b>	<b>(52592)</b>	<b>234</b>	<b>-</b>
<b>Unrestricted funds</b>					
General fund	86587	49254	(57567)	(234)	78040
	<b>86587</b>	<b>49254</b>	<b>(57567)</b>	<b>(234)</b>	<b>78040</b>

The transfers from the Family & Community Learning and Sneinton Stay & play funds to the General fund relates to activities which have ceased, and the release of any restrictions on the use of these funds.

The transfer from the General fund to the Learning to Love Books (SSBC4) is to cover the deficit on this activity.

The specific purposes for which the funds are to be applied are as follows: Learning to Love Books (SSBC3 & SSBC4), Family & Community Learning, and Sneinton Stay & Play – to run our Story Telling Stay and Play courses called “Learning to Love Books and Reading”.

Story Sharers - we recruit and train volunteers who go into schools and early year’s settings to read stories, poems and fiction and promote the love of books and reading to children individually or in groups.

Doorstep to Digital – to learn new IT skills to enable some of our activity to take place online.

Primary Story Boxes - programme to deliver Storyboxes directly to families.

Each Storybox contained a book, flashcards for learning new words and parents’ activity sheets to have fun and support the home learning environment.

### 7. Glossary of terms

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.