

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

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**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

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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 Sharlotte) 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,

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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

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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.

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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.

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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').

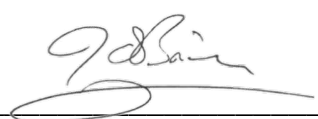
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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


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

2021			Unrestricted	Restricted	2022
Total		Note	Funds	Funds	Total
Funds			Funds	Funds	Funds
£			£	£	£
	Receipts				
80872	Grants & donations	2	26791	63343	90134
5102	Subscriptions		27625	-	27625
1250	Fees		-	-	-
<u>87224</u>	Total receipts		<u>54416</u>	<u>63343</u>	<u>117759</u>
	Payments				
24126	Activities & materials		1761	16973	18734
53	DBS fees		-	-	-
437	Equipment, repairs & renewals		-	-	-
678	Independent examination fee		678	-	678
1174	Insurance		1641	-	1641
979	Payroll service		997	-	997
-	Prizes		37	-	37
1462	Professional fees & artists		667	160	827
268	Publications & subscriptions		787	-	787
79045	Salaries, NI & pension		53534	22974	76508
-	Staff training		549	-	549
62	Stationery & office supplies		102	-	102
-	Sundry payments		50	-	50
653	Telephone, internet & postage		68	875	943
477	Training & support		420	-	420
506	Travel & subsistence		1188	-	1188
239	Volunteer resources		31	536	567
<u>110159</u>	Total payments		<u>62510</u>	<u>41518</u>	<u>104028</u>
(22935)	Net receipts/(payments)		(8094)	21825	13731
100975	Cash funds at start of this period		78040	-	78040
-	Transfers between funds		(4)	4	-
<u>78040</u>	Cash funds at end of this period		<u>69942</u>	<u>21829</u>	<u>91771</u>

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

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

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

Signed  Dated 3/10/22
Alan Merrett, Trustee

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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
	<u>26791</u>	<u>63343</u>	<u>90134</u>

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3. Funds analysis

	Opening balance	Receipts	(Payments)	Transfers	Closing balance
	£	£	£	£	£
Restricted funds					
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>
Unrestricted funds					
General fund	<u>78040</u>	<u>54416</u>	<u>(62510)</u>	<u>(4)</u>	<u>69942</u>
	<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.

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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.