

Charity Number: 1180559
Company Number: CE015532

**LET'S TALK READING
CHARITABLE INCORPORATED ORGANISATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

LET'S TALK READING
PERIOD ENDED 31 MARCH 2020

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LET'S TALK READING
CHARITABLE INCORPORATED ORGANISATION
TRUSTEES' AND DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Registered Office

C/o Suffolk Libraries
County Library
Northgate Street
Ipswich
IP1 3DE.

Registered in England and Wales.

Principal Operational office:

c/o Volunteering Matters
The Old Crown Court
Civic Drive
Ipswich
IP1 2DX

Trustees:

Mr R Fern
Professor E Joslyn (resigned 12/10/20)
Mr R J Helleur MBE (Chair)
Mr D Hughes
Ms K Vittles
Mr J Hayward

Bank: The Co-operative Bank, PO Box 250, Skelmersdale, WN8 6WT

Purposes of the charity and main activities

To advance the education of children and adults, living in Ipswich, in the subject of literacy through, predominantly, but not exclusively, providing and supporting programmes for the improvement of literacy skills.

The main activities are undertaken to further the charity's purposes for the public benefit and the trustees have had regard to Charity Commission guidance on public benefit.

Achievements and Performance

Under normal circumstances, LTR delivers a broad programme of reading-focused activities across all age groups and across all areas of Ipswich, with the emphasis strongly on disadvantaged families. Over this last 12 months, Covid restrictions have seriously curtailed our activities; only gifting free books has been possible, via other charities, the Local

Authority, early years settings and schools. We are proud to have given away some 6,400 free books during the year. For Christmas, for the first time, we gave book-bags to all children attending early years settings in Ipswich.

Overall, 5,045 children, 3,452 adults, and 32 volunteers benefited from LTR activities.

Despite the restrictions, we have managed to keep good contact with all of our key partners, including 40 early years settings, 19 schools and several charities working directly with disadvantaged families. We have developed a stronger working relationship with Suffolk County Council and the Ipswich Opportunity Area team, and improved collaborative working with two key local charities, ICENI and HomeStart. Key partner Read Easy Ipswich had to go into hibernation for the first 3 quarters of the year, but is now re-starting its activities, and Suffolk Babies have made strides by taking their offerings on-line.

Our volunteer base has remained loyal and recently we have started recruiting a further 3 volunteers, bringing the total to 15.

LTR has continued to pursue the objective of obtaining sustainable funding, combining keeping good contact with existing funders whilst gradually developing new opportunities, particularly with national charities.

This year has seen the development of a good relationship with the Book Trust, who have donated 720 books to LTR, with a Recommended Retail Price of approximately £4,000.

Structure and Governance

LTR became a separately registered charity on 5th November 2018. Its constitution is that of a Charitable Incorporated Organisation (CIO), the only voting members being its charity trustees. The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so.

The Board of Trustees, which is responsible for all strategic and financial management of the charity, meets approximately 6 times per year. Every appointed trustee is appointed for a term of 3 years by a resolution passed at a properly convened meeting of the trustees. In selecting individuals for appointment as trustees, the charity trustees seek the skills, knowledge and experience needed for the effective administration of the CIO. New trustees receive a full induction, covering strategy, approach, projects, partners and their responsibilities.

Financial Review

LTR operates an appropriate Reserves policy; ensuring it has: A) Funding for 6 months of project coordination costs, including the salary and on-costs of the Coordinator: approximately £7,000. B) A Redundancy fund for existing employees C) Contingency cover of £2,000 D) Small new project feasibility and launch fund of £3,000. This policy is reviewed annually, to attempt to provide a measure of sustainability through the subsequent year.

Due to a number of substantial grants and donations taking place in late Autumn 2019, LTR was able to carry £30,266.64 into FY 20/21.

During the year, bids were made to 3 funding sources and Suffolk County Council engaged the charity to provide 933 disadvantaged pupils across Suffolk with 1866 free books, plus associated activities, as part of the 'Summer in a Box' programme.

LTR is indebted to the following funders:

Ipswich Opportunity Area, Ipswich Borough Council (SW, NW, NE and Central Area Committees), Suffolk Community Foundation (4 Funds), and an anonymous local charity.

It is also indebted to the Book Trust for its substantial donation of new books and to Volunteering Matters for reducing its office rental during lockdowns.

Profit and Loss Account

Review of Income:

1st April 2020 to 31st March 2021:

- A grant amounting to £10,000 was received from an anonymous local charity.
- Suffolk County Council paid £13,453 for the 'Summer in a Box' book packs.
- One of Suffolk Community Foundation funds provided a grant for £3,900 to help with core costs.
- The Ipswich Opportunity Area team provided a supplementary payment of £3,000 to compensate for additional Covid related costs to their programme.
- Bank interest of £35 was obtained.

Total income was £30,388.

Of this, £12,153 was Restricted and £18,235 was Unrestricted income.

In addition, LTR volunteers donated some 490 hours of their time, worth at least £7,350 (at £15 per hour), and a number of new books (720), story-sacks and equipment were donated worth approximately £2,000 (based on the average price we pay for a new book). LTR also has vouchers from its key book supplier, Scholastic, worth £1,430.80. These donated books and vouchers have not been included in the accounts.

Review of Expenditure:

From 1st April 2020 to 31st March 2021:

The scale of expenditure was substantially reduced by the impact of Covid 19.

Total expenditure was £26,697.

Of this, £14,589 was Restricted and £12,108 was Unrestricted expenditure.

Only purchase and distribution of free book-bags has been possible:

- £862.72 was spent on the purchase of 3000 large paper carrier bags, as the basis for free book-bags: the LTR "getting books into homes" initiative.
- 5,782 books were purchased at a cost of £14,724.65 to be given away free in the book-bags as part of the same initiative.
- £2,924.16 was spent on publicity/printing of leaflets, nursery rhymes etc, which were given away in each bag, and on LTR stickers, which were stuck to each book.
- £779.67 was spent on craft items for activities in the SCC 'Summer in a Box' packs.
- All support costs were kept well under control:
 - office rental was negotiated down to £375.00 for the year.
 - insurance was increased to £398.09 to cover increased stock held.
 - the operation of the website cost £17.99 per month.
- To overcome the Covid restriction problem, a Zoom account was set up to enable meetings to take place costing £14.99 per month.
- The accounts were 'externally reviewed' at a cost of £550.
- Our employment costs fell slightly to £7,717, due to delayed recruitment of a replacement part-time Coordinator.
- Best Value Purchasing: considerable savings were made by spot-buying books at the point of maximum discounting.

Stock/Inventory and Assets:

Stock:

Considerable numbers of books were purchased during the year in tranches during June, November and February. LTR has completed FY2020/21 with substantial stock:

- Over 2,698 new books across the age range of 0 to adult worth ~ £6,896 (based on the highly discounted average purchase cost of £2.55 per book in 2020/21).
- Bags: paper, cotton and jute, worth £2,778.
- Pre-loved books and stationery etc worth ~ £325
- Overall book stock at year-end has been valued at £9,999.

Assets:

LTR finished the year with assets worth approximately £88.



Mr J Helleur, MBE

Chair of Board of Trustees

On behalf of the board

Date: 16/7/2021

Independent Examiner's Report to the Trustees of Let's Talk Reading CIO

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31 March 2021 which are set out on pages 6 to 12.

Responsibilities and basis of report

As the charity's trustees 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 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

SE Goddard FCA

Sarah Goddard FCA

Sarah Goddard Chartered Accountants

Sapphire House
Cristal Business Centre
Knightsdale Road
Ipswich
IP1 4JJ

16/7/21

LET'S TALK READING
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020		
	£	£	£	£	£
	Restricted Funds	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Total Funds
INCOMING RESOURCES					
Incoming Resources from Generated Funds:					
Voluntary Income					
Grants Received	12,153	18,200	44,795	0	44,795
Gift aid Receipts	0	0	0	3,000	3,000
Donations Received	0	0	0	22,025	22,025
Investment Income					
Interest Received	0	35	0	1	1
TOTAL INCOMING RESOURCES	12,153	18,235	44,795	25,026	69,821
RESOURCES EXPENDED					
Charitable Activities	14,589	11,572	14,029	19,325	33,353
Governance Costs	0	550	0	1,100	1,100
TOTAL RESOURCES EXPENDED	14,589	12,122	14,029	20,425	34,453
NET INCOME FOR THE YEAR	(2,436)	6,113	30,766	4,602	35,368
Reconciliation of Funds					
Total funds brought forward as at 1 April 2020	30,766	11,310	0	6,708	6,708
Total funds carried forward at 31 March 2021	28,331	17,423	30,766	11,310	42,076

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**LET'S TALK READING
BALANCE SHEET
AS AT 31 MARCH 2021**

	2021		2020	
	£	£	£	£
Fixed Assets				
Tangible assets		88		118
Current Assets				
Stock	10,264		7,619	
Debtors	3,313		5,496	
Cash at bank and in hand	32,697		30,267	
	<u>46,274</u>		<u>43,382</u>	
Creditors: amounts falling due within one year	(594)		(1,423)	
Net current assets		45,680		41,958
NET ASSETS		<u>45,768</u>		<u>42,076</u>
Reserves				
Reserves brought forward				
Restricted	30,766		0	
Unrestricted	<u>11,310</u>		<u>6,708</u>	
		42,076		6,708
Movement in year				
Restricted	(2,436)		30,766	
Unrestricted	<u>6,113</u>		<u>4,602</u>	
		3,677		35,368
Restricted Funds		28,331		30,766
Unrestricted Funds		<u>17,423</u>		<u>11,310</u>
TOTAL FUNDS		<u>45,753</u>		<u>42,076</u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and the directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the management committee on 16/7/21 and signed on its behalf by:

.....
Mr J Helleur
Trustee
On behalf of the board



Notes forming part of the financial statements for the year ended 31 March 2021

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

The value of services provided by volunteers has not been included in these accounts. Clothing and other items donated for resale through the charity's shop are included as incoming resources within activities for generating funds when they are sold.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

(e) Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

The following depreciation rates have been used:

Fixtures and fittings 25% reducing balance

(f) Stock

Stock has been valued at cost.

2. Donations

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Donations	0	0	0	22,025

3. Incoming Resources from Activities to further the Charity's Objects

	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
Grants received	18,200	12,153	30,353	44,795

RESOURCES EXPENDED

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Restricted Funds 2020 £	Unrestricted Funds 2020 £	Total Funds 2020 £
Charitable Activities						
Adult Literacy: REI	0	0	0	3,180	0	3,180
Ante- & post-natal (Suffolk Babies) classes	0	0	0	2,586	0	2,586
MSTC	0	0	0	8,250	0	8,250
Book Purchase	15,587	0	15,587	6,687	0	6,687
Community Events	43	0	43	48	0	48
Craft Events	780	0	780	0	0	0
Telephone	0	72	72	0	78	78
Salaries	0	7,717	7,717	0	15,495	15,495
Insurance	0	331	331	0	372	372
Repairs and Renewals	0	28	28	0	54	54
Rent	0	250	250	0	1,750	1,750
Printing	54	2,870	2,924	820	0	820
Stationery	0	0	0	19	328	347
Hospitality	0	0	0	58	211	269
Training and Coordination	0	0	0	0	27	27
Travel	0	150	150	0	0	0
Misc expenses	0	0	0	0	181	181
Stock movement	(2,175)	(470)	(2,645)	(7,619)	0	(7,619)
Depreciation	0	29	29	0	18	18
Governance Costs						
Accountancy	0	550	550	0	1,100	1,100
TOTAL RESOURCES EXPENDED	14,589	12,122	26,711	14,029	20,425	34,453

5. Net Incoming Resources for the Year

This is stated after charging:	2021 £	2020 £
Depreciation	29	18
Independent examiner's fees	550	1,100
Salaries and wages	7,717	15,495
	<u>8,296</u>	<u>16,613</u>

No employee received emoluments of more than £60,000.

The average number of employees during the period was one.

6. Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

7. Taxation

As a charity, Let's Talk Reading is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

8. Tangible Fixed Assets

	Office Equipment 2021 £	Office Equipment 2020 £
Cost b/f	136	0
Additions	0	136
At 31 March 2021	<u>136</u>	<u>136</u>
Accumulated Depreciation b/f	18	0
Charge for the year	29	18
At 31 March 2021	<u>48</u>	<u>18</u>
Net book value		
At 31 March 2021	<u>88</u>	<u>118</u>

9. Debtors

	2021 £	2020 £
Grants receivable	3,000	5,250
Gift Aid recoverable	0	0
Prepayments	313	246
	<u>3,313</u>	<u>5,496</u>

9. Creditors: Amounts Falling Due within One Year

	2021 £	2020 £
Taxation and social security	44	62
Accruals	550	1,361
	<u>594</u>	<u>1,423</u>

10. Analysis of Net Assets Between Funds

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £
Tangible fixed assets		88	88
Current assets	28,331	17,943	46,274
Current liabilities		(594)	(594)
	<u>28,331</u>	<u>17,437</u>	<u>45,768</u>

	Restricted Funds 2020 £	Unrestricted Funds 2020 £	Total Funds 2020 £
Tangible fixed assets		118	118
Current assets	30,766	12,615	43,382
Current liabilities		(1,423)	(1,423)
	<u>30,766</u>	<u>11,310</u>	<u>42,076</u>

11. Movements in Funds

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
Restricted funds	30,766	12,153	(14,589)	0	28,331
Unrestricted funds	11,310	18,235	(12,122)	0	17,423
TOTAL FUNDS	<u>42,076</u>	<u>30,389</u>	<u>(26,711)</u>	<u>0</u>	<u>45,753</u>