

REGISTERED CHARITY NUMBER: 1183942 (England and Wales)

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
BOOKS BEYOND WORDS**

Harrison Beale & Owen Limited
Chartered Accountants
Highdown House
11 Highdown Road
Leamington Spa
Warwickshire
CV31 1XT

BOOKS BEYOND WORDS

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for the year ended 31 March 2021**

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BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Charities Act 2011, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a charitable incorporated organisation as defined by the Charities Act 2011.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1183942 (England and Wales)

Registered office

Highdown House
11 Highdown Road
Leamington Spa
Warwickshire
CV31 1XT

Trustees

Prof B Carpenter	Resigned 27 April 2020
L Bartoszek	Appointed 26 May 2020
P M Felix	
P Griffin	
N Tetruyeva	Appointed 27 April 2020
Prof Sheila the Baroness Hollins	
J G Kelly	
J S Leppard	
A Wood	
T Steed	Appointed 27 April 2020

Independent Examiner

Harrison Beale & Owen Limited
Chartered Accountants
Highdown House
11 Highdown Road
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Warwickshire
CV31 1XT

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2021

Books Beyond Words (charity 1183942) is the successor organisation to the Community Interest Company of the same name.

BACKGROUND

Books Beyond Words, working name "Beyond Words", provides educational and material resources for adults and young people with learning disabilities, their family carers, support workers and other professionals. These include the Books Beyond Words series of picture books which have been helping people with learning disabilities and autism to understand their world since 1989. Founded by our Chair, Professor the Baroness Hollins as a not-for-profit social enterprise, when Professor of the Psychiatry of Disability at St George's Hospital, University of London, in 2011 as a Community Interest Company. Books Beyond Words converted to a Charitable Incorporated Organisation on 18th June 2019, Charity No: 1183942.

OBJECTIVES AND ACTIVITIES

The objects of the CIO are as follows:

1. For the public benefit to advance the education and social inclusion of people of any age with intellectual/communication disabilities and autism in the UK and elsewhere by providing and assisting in the provision of skills and pictorial resources, and the development of their individual capabilities, competencies, skills and understanding in subjects of educational, and/or recreational or occupational value.
2. To advance the education of the public in general (and particularly amongst health, care, faith and education professionals) on the subjects of intellectual and communication disability, mental health and autism and to promote research for the public benefit in all aspects of these subjects and to publish the useful results.
3. To assist in such ways as the charity trustees think fit, any charity in the UK and elsewhere whose aims include advancing education, health and wellbeing, and/or reducing poverty or social exclusion of persons of any age with intellectual/communication disabilities and autism by developing their mental, physical and moral capabilities through health, occupational, and leisure time activities

The activities encompass the following:

1. Book Publishing

Beyond Words develops, publishes and distributes wordless story books for people with learning disabilities and autism – people who prefer pictures to words or people who cannot read. These book resources give people with disabilities the opportunity to better understand the complexities of modern life, to express their feelings and emotions, to share their experiences, to build friendships and inclusiveness, to raise sights and to give them a voice in society.

All our books are co-developed, extensively trialled and promoted by people with learning disabilities, to ensure that the communication objectives are met and that the books genuinely engage and interest the readers.

Our story books are also made available in digital formats, including eBooks and in an App (BWStoryApp) featuring a large number of short stories based upon each book.

2. Projects

In addition to the development and publishing of books, Beyond Words also conducts funded projects. These may involve the further testing of newly published books with relevant organisations (for example supported employment providers trialling our "work" books), or they may be piloting of a new way of educating within special schools, or they may involve working in the community, using our books to encourage youth social action amongst people with learning disabilities.

3. Training

In order to get the most out of our books, we provide training to professionals (in Health Care, Social Care and Education) and to Carers, Support Workers and Family members. This was traditionally delivered through workshops, but we have since developed eLearning modules which can deliver effective training on a wider scale and in safety during the present pandemic.

4. Book Clubs

We encourage the development of Book Clubs, both face-to-face and more recently virtually, as a way of combatting loneliness and isolation. Run by volunteers, traditionally in a library or community centre setting, these clubs meet monthly and people with learning disabilities are encouraged to attend, to get involved in choosing books to read, to learn disciplines such as "turn taking" and listening, and to provoke discussion and debate. But above all we encourage participants to have fun.

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE

1. Strategic update

It became clear early in the year that because of lockdown it would be difficult, if not impossible to deliver the planned digital licensing revenues in Health and Social Care. We were also faced with an initial significant decline in demand for printed matter, for infection risk. So a decision was made to change course and to focus on the development and publication of free digital resources with funding for this initiative obtained through the Covid Emergency funding channels. This enabled us to reach large numbers of people with learning disabilities rapidly.

2. Fundraising

Following the onset of the Coronavirus pandemic we set about securing Covid-19 Emergency funding, to enable the organisation to continue its activities and in particular to develop free downloadable digital resources to support and inform people with learning disabilities about Covid-19. We were successful in receiving grants from two funders supporting the London Community Response Fund, a Kent based fund and finally, a grant from the National Lottery Community Fund.

Grants received of £240,639 were ahead of the previous year's £220,322 and included £66,333 of Covid Emergency funding.

Donations and legacies totalled £25,334.

3. Book Publishing

The major and most urgent publishing initiative was the rapid creation of digital resources to help people with learning disabilities to understand Covid-19. In total we published 16 different resources, some in traditional wordless story form, and others involving combinations of explanatory text and supporting pictures, for use by carers and other supporters. Further work was done to adapt imagery for international use and text versions were translated into 4 European languages. We also gained specific funding for two mental health recovery books for primary school-aged children.

During the year we also continued to work on a book about Maternity and commenced work on a book about Refugees.

Book sales increased in this year from £50,303 to £72,345 which was highly encouraging given that book sales were negligible in the first quarter, during the first lockdown.

4. Projects

Of our continuing projects from 2020, we continued into a third year of a Transitions project in two Special Schools in Thanet, Kent, though work was restricted by the pandemic and the book clubs were recreated as virtual Zoom clubs.

Our two-year Open Book pilot project to improve safeguarding amongst vulnerable children and to develop the Social, Emotional & Mental Health (SEMH) curriculum in 21 Special schools and 1 mainstream Primary School was completed successfully. The results were impressive, with teachers reporting increased confidence levels amongst both teachers and pupils to discuss sensitive subjects and real progress in behaviours, vocabulary, school attendance and engagement. Following submission of the final report we were able to secure further funding for a three year roll-out of the Open Book programme, targeting a further 250 schools.

During the year we continued to test the effectiveness and price/value of our digital resources (BWStoryApp and eBooks) through partnerships with one Mental Health Trust (HPFT) and a Social Care provider (Dimensions). We also made digital resources freely available to participating Libraries, Special Schools and Mental Health Trusts in Greater London and Kent as part of the Covid Emergency funding.

Finally, we transferred half of our Book Clubs from "face to face" to virtual clubs, utilising Zoom and screen sharing of our stories – in particular, the Covid-related stories, which the club members valued.

5. Training

Unable to provide any face-to-face training, we further developed our eLearning offering by completing both the specialist modules in Education (SEMH) and Health care. Feedback by those who have completed the modules has been very positive.

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2021

IMPACT

We measure the impact that we have on people with learning disabilities in a number of ways:

1. The level of engagement of professionals, supporters and end users through our website, our mailing list, our social media channels (Facebook and Twitter) and ultimately in sales of printed books, eBooks and other digital downloads. On all these measures we have shown healthy increases in engagement throughout the year.
2. Specifically, through the number of free downloads of our digital Covid-19 resources – over 50,000 individual downloads direct from our website measured in the first year. This excludes the sharing of these resources with advocacy and public health and social care organisations in UK and Internationally.
3. Through our projects and in reporting to our funders on the number of people engaged in the projects, their progress through using our resources and any wider community benefits that have accrued.

FINANCIAL REVIEW

a) Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b) Reserves Policy

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three to six months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to allow for response times for grant applications and to ensure that support and governance costs are covered.

The balance held at 31st March as free reserves, excluding fixed assets, stands at £85,574 which represents approximately 8 months of unrestricted expenditure. In view of the ongoing uncertainties provided by the Covid-19 crisis the trustees intend to maintain a cautious approach to finances over the next twelve months.

c) Principal funding

The principal funding source is grants, for book publishing and projects, followed by book sales and donations.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a) Constitution

Books Beyond Words is a Charitable Incorporated Organisation (CIO) charity registration no. 1183942.

b) Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution. During the year the Board sought to widen their recruitment pool and engaged a search consultancy to help advertise and promote vacancies for new trustees. This led to the appointment of three new trustees – none of whom were known to existing members of the Board.

c) Organisational structure and decision-making policies

The business of the Charity is conducted by the Board of Trustees which has a legal responsibility for the organisation. Decisions are made collectively by the Board of Trustees which meets four times per annum. The day-to-day management of the Charity is delegated to the Chief Executive Officer and through him, to the members of the staff team. The team works to deliver the agreed strategic plans, which are aligned to its core aims and objectives ensuring its current activities have maximum relevance, impact and are of benefit to the public.

d) Policies adopted for the induction and training of Trustees

The Board of Trustees constantly reviews the number of Trustees and the balance of necessary skills and experience, and recruits when required. Any new Trustees will have their responsibilities explained by the existing Trustees and other professional advisors as appropriate.

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT CONTINUED

e) Trustees' Duties

The trustees have given due regard to the Charity Commission guidance on public benefit and the duties of the Trustees are outlined in the Constitution, as follows:

- 1) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO;
- 2) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to: (i) any special knowledge or experience that he or she has or purports to have; and, (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

f) Financial risk management

The Trustees are satisfied that there are adequate control systems in place to provide reasonable assurance against misstatement or loss. These include a strategic business plan reviewed by the Trustees quarterly and a review of a detailed Risk Register, covering Strategic, Financial, Organisational and Governance risks. On a monthly basis the Chief Executive Officer reviews performance against budget and financial reconciliations. Authority to spend is delegated within defined limits and segregation of duties where appropriate. Other external risks to which the Charity may be exposed are identified and discussed at Trustee meetings and additional Project Steering meetings and any appropriate actions implemented.

g) Safeguarding

The Charity's aim is to advance the education and social inclusion of people with learning disabilities of all ages. Through their publishing, training and dissemination activities, staff members and occasionally Trustees may work face-to-face with people with learning disabilities. As such, the Charity has established safeguarding policies for working with both Adults and Children and these policies, which are reviewed and updated every two years, are included in the Handbooks for both Staff and Trustees. In addition, the Charity seeks to obtain DBS certification for any individual who may need to work directly with people with learning disabilities.

h) Future Plans

As previously stated, the impact of the Coronavirus pandemic and the likely duration led Trustees and Staff to rethink the business model, to prepare contingency plans and to align the revised strategy to the current environment. The learning points from this first year with the pandemic have led us to reconsider our future strategy and we are in the process of refining this with the following considerations:

1. Continued reliance on home working and use of video conferencing, with a plan to hold monthly face-to-face team meetings. Encouraging further development of online Book Clubs to help overcome loneliness and isolation.
2. Further provision of free digital resources to support people with learning disabilities to better understand Covid-19.
3. Greater focus on the Education sector, extending our Open Book programme to more schools nationally, supported by regular webinars and professional mentor support.
4. Development and execution of a communications strategy, to enable Beyond Words proposition to be shared more widely across Education, Health and Social Care, through website improvements and social media programmes.
5. Testing of strategic international partnerships with large learning disability care providers, enabling sale and distribution of locally translated and printed books, starting in Germany.

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2021

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 20th October 2021 and signed on its behalf by:



Professor Sheila the Baroness Hollins
Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BOOKS BEYOND WORDS

Independent examiner's report to the trustees of Books Beyond Words ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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

Independent examiner's statement

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

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:

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.



Gregg Olnier MPhil BA Hons ACA
ICAEW
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Highdown House
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CV31 1XT

Date: 20th October 2021

BOOKS BEYOND WORDS

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		25,334	-	25,334	29,789
Charitable activities					
Grants received		52,834	187,795	240,629	220,322
Books and training		72,345	-	72,345	50,303
Investment income	2	<u>4</u>	<u>-</u>	<u>4</u>	<u>17</u>
Total		150,517	187,795	338,312	300,431
EXPENDITURE ON					
Charitable activities					
Books and training	3	85,557	78,737	164,294	117,489
Charitable projects		1,148	28,700	29,848	66,184
Office and admin costs		30,969	66,223	97,192	101,204
Other		<u>6,783</u>	<u>-</u>	<u>6,783</u>	<u>6,675</u>
Total		124,457	173,660	298,117	291,552
NET INCOME		26,060	14,135	40,195	8,879
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>62,564</u>	<u>-</u>	<u>62,564</u>	<u>53,685</u>
TOTAL FUNDS CARRIED FORWARD		<u>88,624</u>	<u>14,135</u>	<u>102,759</u>	<u>62,564</u>

CONTINUING OPERATIONS

The statement of financial activities includes all gains and losses recognised during the year.

The notes form part of these financial statements

BOOKS BEYOND WORDS

STATEMENT OF FINANCIAL POSITION 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	9	3,050	-	3,050	350
CURRENT ASSETS					
Stocks	10	31,090	-	31,090	66,668
Debtors	11	27,992	-	27,992	59,374
Cash at bank and in hand		<u>102,656</u>	<u>118,363</u>	<u>221,019</u>	<u>107,840</u>
		161,738	118,363	280,101	233,882
CREDITORS					
Amounts falling due within one year	12	(55,083)	(104,228)	(159,311)	(135,201)
NET CURRENT ASSETS		<u>106,655</u>	<u>14,135</u>	<u>120,790</u>	<u>98,681</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		109,705	14,135	123,840	99,031
CREDITORS					
Amounts falling due after more than one year	13	(21,081)	-	(21,081)	(36,467)
NET ASSETS		<u>88,624</u>	<u>14,135</u>	<u>102,759</u>	<u>62,564</u>
FUNDS	15				
Unrestricted funds				88,624	62,564
Restricted funds				<u>14,135</u>	-
TOTAL FUNDS				<u>102,759</u>	<u>62,564</u>

The charitable company is entitled to exemption from audit under the Charities Act 2011 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with the Charities Act 2011.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with the Charities Act 2011
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of the Charities Act 2011, so far as applicable to the charitable company.


The notes form part of these financial statements

BOOKS BEYOND WORDS

STATEMENT OF FINANCIAL POSITION

31 March 2021

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


.....
Professor Sheila the Baroness Hollins
Chair

20. 10. 2021

The notes form part of these financial statements

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going Concern

At the time of approving the financial statements the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

The financial statements have been prepared on a going concern basis as there are no material uncertainties about the company's ability to continue its operations. The trustees are aware of the possible impact of COVID-19 and are confident sufficient steps have been taken to mitigate these impacts.

Income

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

Expenditure

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

Tangible fixed assets

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

Fixtures and fittings	- 33.33% on cost
Computer equipment	- 33.33% on cost

Stocks

Stock is recorded at the lower of its cost and net replacement value. Stock impairment is considered on an annual basis.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Restricted funds received consist of grants and donations provided to the charity for specific projects.

Pensions

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

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2021

The charitable company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

Financial instruments

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment.

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the income statement.

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

2. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>4</u>	<u>17</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 4) £	Totals £
Books and training	161,229	3,065	164,294
Charitable projects	29,848	-	29,848
Office and admin costs	<u>3,225</u>	<u>93,967</u>	<u>97,192</u>
	<u>194,302</u>	<u>97,032</u>	<u>291,334</u>

4. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Other resources expended	-	-	6,783	6,783
Books and training	2,945	120	-	3,065
Office and admin costs	<u>89,564</u>	<u>4,403</u>	<u>-</u>	<u>93,967</u>
	<u>92,509</u>	<u>4,523</u>	<u>6,783</u>	<u>103,815</u>

Support costs, included in the above, are as follows:

Governance costs

	2021	2020
	Other resources expended £	Total activities £
Independent examiners fees	1,750	1,825
Accountancy and bookkeeping	3,938	2,632
Legal fees	<u>1,095</u>	<u>2,218</u>
	<u>6,783</u>	<u>6,675</u>

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Independent examiners fees	1,750	1,825
Depreciation - owned assets	<u>786</u>	<u>1,019</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

7. TRUSTEES' EXPENSES PAID IN THE YEAR

Trustees' expenses paid for the year ended 31 March 2021 totalled £nil (2020 - £61).

8. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	76,887	75,562
Social security costs	2,841	3,831
Other pension costs	<u>1,722</u>	<u>1,709</u>
	<u>81,450</u>	<u>81,102</u>

The average monthly number of employees during the year was as follows:

	2021	2020
	<u>3</u>	<u>3</u>
Office and administration		

No employees received emoluments in excess of £60,000.

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2020	8,554	700	9,254
Additions	<u>173</u>	<u>3,313</u>	<u>3,486</u>
At 31 March 2021	<u>8,727</u>	<u>4,013</u>	<u>12,740</u>
DEPRECIATION			
At 1 April 2020	8,554	350	8,904
Charge for year	<u>-</u>	<u>786</u>	<u>786</u>
At 31 March 2021	<u>8,554</u>	<u>1,136</u>	<u>9,690</u>
NET BOOK VALUE			
At 31 March 2021	<u>173</u>	<u>2,877</u>	<u>3,050</u>
At 31 March 2020	<u>-</u>	<u>350</u>	<u>350</u>

10. STOCKS

	2021 £	2020 £
Stocks	<u>31,090</u>	<u>66,668</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	26,721	54,181
VAT	989	-
Prepayments and accrued income	<u>282</u>	<u>5,193</u>
	<u>27,992</u>	<u>59,374</u>

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other loans (see note 14)	20,228	18,983
Trade creditors	17,211	6,198
Social security and other taxes	1,765	133
Pensions payable	331	352
VAT	-	1,061
Accruals and deferred income (see note 17 regarding deferred income)	119,776	108,474
	<u>159,311</u>	<u>135,201</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Other loans (see note 14)	<u>21,081</u>	<u>36,467</u>

14. LOANS

An analysis of the maturity of loans is given below:

	2021	2020
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>20,228</u>	<u>18,983</u>
Amounts falling between one and two years:		
Other loans - 1-2 years	<u>21,081</u>	<u>36,467</u>

The loan financing is provided by Charities Aid Foundation (CAF) in the form of an unsecured loan at an interest rate of 6.5% per annum. The purpose of the loan is to provide cash flow support to aid the transition to a licence-based business model.

15. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
General fund	62,564	26,060	88,624
Restricted funds			
Grants and donations	-	14,135	14,135
TOTAL FUNDS	<u>62,564</u>	<u>40,195</u>	<u>102,759</u>

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	150,517	(124,457)	26,060
Restricted funds			
Grants and donations	187,795	(173,660)	14,135
TOTAL FUNDS	<u>338,312</u>	<u>(298,117)</u>	<u>40,195</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	53,685	8,879	62,564
TOTAL FUNDS	<u>53,685</u>	<u>8,879</u>	<u>62,564</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	122,729	(113,850)	8,879
Restricted funds			
Grants and donations	177,702	(177,702)	-
TOTAL FUNDS	<u>300,431</u>	<u>(291,552)</u>	<u>8,879</u>

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2021

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	53,685	34,939	88,624
Restricted funds			
Grants and donations	-	14,135	14,135
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>53,685</u>	<u>49,074</u>	<u>102,759</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	273,246	(238,307)	34,939
Restricted funds			
Grants and donations	365,497	(351,362)	14,135
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>638,743</u>	<u>(589,669)</u>	<u>49,074</u>

Restricted funds are grants and donations and relate to publishing activity for specific projects.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021 or the year ended 31 March 2020.

17. DEFERRED INCOME

Deferred income comprises grants and donations received in the current year for outstanding projects at the year end.

	2021 £	2020 £
Balance as at 1 April 2020	105,052	62,499
Amount released to grants and donations received	(105,052)	(62,499)
Amounts deferred in the year	<u>110,253</u>	<u>105,052</u>
	<u>110,253</u>	<u>105,052</u>

BOOKS BEYOND WORDS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	2	-
Donations	<u>25,332</u>	<u>29,789</u>
	25,334	29,789
Investment income		
Deposit account interest	4	17
Charitable activities		
Books and training	72,345	50,303
Grants	<u>240,629</u>	<u>220,322</u>
	<u>312,974</u>	<u>270,625</u>
Total incoming resources	338,312	300,431
EXPENDITURE		
Charitable activities		
Books and training costs	92,417	41,830
Commission	225	261
Subcontractors	58,455	63,166
Postage and carriage	4,080	4,043
Project costs	27,438	63,590
Consultancy fees	<u>11,687</u>	<u>8,103</u>
	194,302	180,993
Support costs		
Management		
Wages	76,887	75,562
Social security	2,841	3,831
Pensions	1,722	1,709
Rent	3,292	6,940
Insurance	1,993	2,067
Advertising	531	526
Sundries	604	518
Staff welfare and entertaining	-	227
Staff training	199	1,273
Travel and subsistence	308	2,583
Printing, postage, stationery	129	799
Software and IT costs	2,868	2,955
Subscriptions	962	489
Other support costs	<u>173</u>	<u>525</u>
	92,509	100,004

This page does not form part of the statutory financial statements

BOOKS BEYOND WORDS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

	2021 £	2020 £
Management		
Finance		
Bank charges	438	1,559
Depreciation of tangible fixed assets	786	1,019
Bank loan interest	3,299	-
Loan interest	-	1,302
	<u>4,523</u>	<u>3,880</u>
Governance costs		
Independent examiners fees	1,750	1,825
Accountancy and bookkeeping	3,938	2,632
Legal fees	1,095	2,218
	<u>6,783</u>	<u>6,675</u>
Total resources expended	<u>298,117</u>	<u>291,552</u>
Net income	<u>40,195</u>	<u>8,879</u>

This page does not form part of the statutory financial statements