

REGISTERED CHARITY NUMBER: 1183942 (England and Wales)

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
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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BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2022

The trustees present their report with the financial statements of the charitable incorporated organisation for the year ended 31 March 2022. 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 (FRS 102) (effective 1 January 2019).

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.

Registered Charity number

1183942 (England and Wales)

Registered office

Highdown House
11 Highdown Road
Leamington Spa
Warwickshire
CV31 1XT

Trustees

Prof Sheila the Baroness Hollins

K Beg

- appointed 25 October 2021

Prof I Tuffrey-Wijne PhD, RN

- appointed 26 July 2021

L Bartoszek

N Tetrueva

T Steed

P M Felix

J G Kelly

Mrs J S Leppard

Ms A Wood

- resigned 25 January 2022

P Griffin RNLD RMN

- resigned 25 April 2022

K Runswick-Cole

- appointed 24 January 2022

Independent Examiner

Harrison Beale & Owen Limited

Chartered Accountants

Highdown House

11 Highdown Road

Leamington Spa

Warwickshire

CV31 1XT

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2022

BACKGROUND

Books Beyond Words, working name "Beyond Words", is the UK's charity for visual literacy and emotional wellbeing. Being able to 'read' the images we see is how we know a green light means go, a smile means someone is happy to see us, or that a piece of art is telling a story. This is the core of visual literacy- the ability to make meaning from the pictures in front of us.

Our picture story-telling began over 30 years ago when our Founder and Chair, Professor the Baroness Hollins began working with people with learning disabilities at St George's Hospital medical school in London to co-create picture stories and resources that would help them understand and navigate the world around them.

We realised that it is not just people with learning disabilities who can benefit from the power of pictures. Nurturing visual literacy- our ability to read meaning in images- can unlock everyone's ability to connect with their feelings and improve their mental health and wellbeing. When we build our mental wealth and resilience, we all thrive.

Beyond Words converted from a Community Interest Company 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. Book Clubs

We run and support the development of Book Clubs, both face-to-face and virtually, as a way of helping people to learn about the various issues our books cover, make friends and have fun. We run the book clubs in partnership with host organisations, libraries and through volunteers, traditionally in a library or community centre setting.

3. Supporting Education and learning

We work in schools to train and mentor teachers and other staff to use our stories and images to support learning and communication.

4. Mental health and emotional literacy.

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REPORT OF THE TRUSTEES for the year ended 31 March 2022

We publish a large number of books about mental health and difficult life experiences. We train mental health professionals, teachers and others to use our stories to encourage conversations about feelings and experiences. We are working with mainstream and specialist schools to set up Feelings Groups to support children through bereavement and other difficult life experiences.

5. Training

We provide training face to face and through e-learning for health and social care professionals to use our books with people with learning disabilities and others who benefit from visual methods of communication. We also provide training to libraries and community groups to set up book clubs.

ACHIEVEMENTS AND PERFORMANCE

1. Book Publishing

In the financial year 2021-22 we continued to publish freely downloadable resources for Covid-19 and now have a series of 16 resources available in several languages. These covered topics such as the vaccine, living in lockdown, prison and secure environments, maintaining relationships, death and bereavement.

During this year we also worked on commissioned books for Pregnancy, Maternity and Refugees. With the Afghan refugee crisis we put out an abridged version of the Refugee Story so that we could support incoming refugees, schools and community services. With the invasion of Ukraine we also created a short story to support Ukrainian refugees.

Book and licence sales were £71,933 for the financial year, compared with £72,345 in the preceding year.

2. Working in education.

With school closures and Covid19 our education work took a blow. We moved online to provide webinars to teaching staff on the benefits of our books. We continued to mentor schools who were using our books as part of online teaching. At the end of the financial year we planned an alternative direction for our Open Book project so our focus is now on a smaller number of schools and understanding the impact our work has on the wellbeing and education of the children taking part.

3. Fundraising

One consequence of the detailed strategy review carried out during the year was that for a short, but critical, period key staff were necessarily diverted from fundraising activities. Consequently grant income is lower this year, at £159,488 compared with £240,639 received in the previous year. We were successful in securing new grants from 3Ts, Hertfordshire University Vaccine Research, Jo Cox Foundation and Winston Churchill Memorial Trust and continued grant funding from Porticus.

Donations and legacies totalled £8,562.

4. Book clubs

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 delivered eLearning in specialist modules in Education (SEMH) and health care. Feedback for the eLearning has been positive.

IMPACT

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

- i. 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,
- ii. On all these measures we have continued to show increases in engagement throughout the year.
- iii. Through the number of free downloads of our digital Covid-19 resources -over this period we reached 56,500 individual downloads from our website. In addition we have continued to share these resources with advocacy, public health, education and social care organisations in UK and internationally.

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2022

iv. For our Refugee story that we published in response to the Afghan refugee crisis and our short story on the Ukraine invasion, When the War Came, we reached 60,000 downloads

v. 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) Reserve 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 £30,916 which represents approximately 3 months of unrestricted expenditure. Although within our stated reserves policy this is at the low end of our desired reserves. However fundraising efforts have resumed with vigour and, taken in conjunction with cost savings, the trustees consider an improvement in reserves will be achieved in the current financial year.

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 promoted vacancies for new trustees. This led to the appointment of two new trustees including our new Treasurer.

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 them, 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.

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 Charity he or she decides in good faith would be most likely to further the purposes of the Charity

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.

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2022

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

1. More than Words- our new strategy

Through much of 2021, the Beyond Words board of trustees and staff team worked on a new 5-year strategy which we have called More Than Words. Following the pandemic we knew that the world we work in had changed, the lives of the people we are here to serve had changed and that we needed to adapt as a charity.

The most important thing to us as a charity is that our stories have a positive impact on the people we serve. We know that in order for people to benefit from our books, they and/or the people supporting them need to know how to use them and understand how visual literacy connects with emotional literacy and wellbeing. Our new strategy sets out how we will work in communities to set up book clubs in libraries, with community groups and in schools to enable people to learn, communicate, make connections and have fun. Our priority will be on using our stories to improve mental health in children and adults and overcome loneliness and isolation.

2. 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 engagement.

3. Activity and evaluation to better understand the impact of the charities work and be able to evidence how our work improves mental health and wellbeing.

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:

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

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2022

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 22nd October 2022 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 Charity')

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2022.

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 2011 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 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:

1. accounting records were not kept in respect of the Charity as required by the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of the 2011 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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
Harrison Beale & Owen Limited
Chartered Accountants
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Warwickshire
CV31 1XT

22 October 2022

BOOKS BEYOND WORDS

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		8,562	-	8,562	25,334
Charitable activities					
Grants received		-	159,488	159,488	240,629
Books and training		71,933	-	71,933	72,345
Investment income	2	<u>7</u>	<u>-</u>	<u>7</u>	<u>4</u>
Total		<u>80,502</u>	<u>159,488</u>	<u>239,990</u>	<u>338,312</u>
EXPENDITURE ON					
Charitable activities	3				
Books and training		81,759	57,692	139,451	164,294
Charitable projects		-	57,785	57,785	29,848
Office and admin costs		45,340	63,735	109,075	97,192
Other		<u>3,751</u>	<u>-</u>	<u>3,751</u>	<u>6,783</u>
Total		<u>130,850</u>	<u>179,212</u>	<u>310,062</u>	<u>298,117</u>
NET INCOME/(EXPENDITURE)		(50,348)	(19,724)	(70,072)	40,195
Transfers between funds	14	<u>(5,589)</u>	<u>5,589</u>	<u>-</u>	<u>-</u>
Net movement in funds		(55,937)	(14,135)	(70,072)	40,195
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>88,624</u>	<u>14,135</u>	<u>102,759</u>	<u>62,564</u>
TOTAL FUNDS CARRIED FORWARD		<u>32,687</u>	<u>-</u>	<u>32,687</u>	<u>102,759</u>

CONTINUING OPERATIONS

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

BOOKS BEYOND WORDS
STATEMENT OF FINANCIAL POSITION
31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	8	1,771	-	1,771	3,050
CURRENT ASSETS					
Stocks	9	24,949	-	24,949	31,090
Debtors	10	14,550	-	14,550	27,992
Cash at bank and in hand		<u>89,146</u>	<u>108,490</u>	<u>197,636</u>	<u>221,019</u>
		128,645	108,490	237,135	280,101
CREDITORS					
Amounts falling due within one year	11	<u>(96,786)</u>	<u>(108,490)</u>	<u>(205,276)</u>	<u>(159,311)</u>
NET CURRENT ASSETS		<u>31,859</u>	<u>-</u>	<u>31,859</u>	<u>120,790</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		33,630	-	33,630	123,840
CREDITORS					
Amounts falling due after more than one year	12	<u>(943)</u>	<u>-</u>	<u>(943)</u>	<u>(21,081)</u>
NET ASSETS		<u>32,687</u>	<u>-</u>	<u>32,687</u>	<u>102,759</u>
FUNDS	14				
Unrestricted funds				32,687	88,624
Restricted funds				<u>-</u>	<u>14,135</u>
TOTAL FUNDS				<u>32,687</u>	<u>102,759</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 22 October 2022 and were signed on its behalf by:



 Professor Sheila the Baroness Hollins

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2022

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.

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	- 33.3% on cost
Computer equipment	- 33.3% on cost

Stocks

Stock is recorded at the lower of its cost and net realisable 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. 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.

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BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

1. ACCOUNTING POLICIES - continued

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 on demand are recorded at transaction price. Any losses arising from impairment are recognised in the SoFA.

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>7</u>	<u>4</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 4) £	Totals £
Books and training	139,451	-	139,451
Charitable projects	57,785	-	57,785
Office and admin costs	<u>-</u>	<u>109,075</u>	<u>109,075</u>
	<u>197,236</u>	<u>109,075</u>	<u>306,311</u>

4. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Other resources expended	-	3,751	-	3,751
Office and admin costs	<u>103,069</u>	<u>-</u>	<u>6,006</u>	<u>109,075</u>
	<u>103,069</u>	<u>3,751</u>	<u>6,006</u>	<u>112,826</u>

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

Governance costs

	2022	2021
	Office and admin costs £	Total activities £
Independent examiners fees	1,750	1,750
Accountancy and bookkeeping	4,020	3,938
Legal fees	<u>236</u>	<u>1,095</u>
	<u>6,006</u>	<u>6,783</u>

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BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

5. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Independent examiners fees	1,750	1,750
Depreciation - owned assets	<u>1,279</u>	<u>786</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

Trustees' expenses paid for the year ended 31 March 2022 totalled £21,265 (2021 - £nil) relating to three trustees (2021 - none).

7. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	83,404	76,887
Social security costs	3,828	2,841
Other pension costs	<u>1,777</u>	<u>1,722</u>
	<u>89,009</u>	<u>81,450</u>

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

	2022	2021
	3	3
Office and administration	<u>3</u>	<u>3</u>

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

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	<u>8,727</u>	<u>4,013</u>	<u>12,740</u>
DEPRECIATION			
At 1 April 2021	8,554	1,136	9,690
Charge for year	<u>58</u>	<u>1,221</u>	<u>1,279</u>
At 31 March 2022	<u>8,612</u>	<u>2,357</u>	<u>10,969</u>
NET BOOK VALUE			
At 31 March 2022	<u>115</u>	<u>1,656</u>	<u>1,771</u>
At 31 March 2021	<u>173</u>	<u>2,877</u>	<u>3,050</u>

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BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

9. STOCKS

	2022	2021
	£	£
Stocks	<u>24,949</u>	<u>31,090</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	4,237	26,721
VAT	220	989
Prepayments and accrued income	<u>10,093</u>	<u>282</u>
	<u>14,550</u>	<u>27,992</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other loans (see note 13)	20,228	20,228
Trade creditors	11,079	17,211
Social security and other taxes	2,940	1,765
Pensions payable	411	331
Other creditors	57,930	-
Accruals and deferred income	<u>112,688</u>	<u>119,776</u>
	<u>205,276</u>	<u>159,311</u>

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

	2022	2021
	£	£
Balance brought forward	110,253	105,052
Amounts released to income	(110,253)	(105,052)
Amounts received and deferred	<u>108,490</u>	<u>110,253</u>
Balance carried forward	<u>108,490</u>	<u>110,253</u>

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BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

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

	2022	2021
	£	£
Other loans (see note 13)	<u>943</u>	<u>21,081</u>

13. LOANS

An analysis of the maturity of loans is given below:

	2022	2021
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>20,228</u>	<u>20,228</u>
Amounts falling between one and two years:		
Other loans - 1-2 years	<u>943</u>	<u>21,081</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.

14. MOVEMENT IN FUNDS

	At 1.4.21	Net movement in funds	Transfers between funds	At 31.3.22
	£	£	£	£
Unrestricted funds				
General fund	88,624	(50,348)	(5,589)	32,687
Restricted funds				
Grants and donations	14,135	(19,724)	5,589	-
TOTAL FUNDS	<u>102,759</u>	<u>(70,072)</u>	<u>-</u>	<u>32,687</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	80,502	(130,850)	(50,348)
Restricted funds			
Grants and donations	159,488	(179,212)	(19,724)
TOTAL FUNDS	<u>239,990</u>	<u>(310,062)</u>	<u>(70,072)</u>

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

14. MOVEMENT IN FUNDS - continued

Comparatives for 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
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>62,564</u>	<u>40,195</u>	<u>102,759</u>

Comparative 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
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>338,312</u>	<u>(298,117)</u>	<u>40,195</u>

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

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	62,564	(24,288)	(5,589)	32,687
Restricted funds				
Grants and donations	-	(5,589)	5,589	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>62,564</u>	<u>(29,877)</u>	<u>-</u>	<u>32,687</u>

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2022

14. MOVEMENT IN FUNDS - continued

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	231,019	(255,307)	(24,288)
Restricted funds			
Grants and donations	347,283	(352,872)	(5,589)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>578,302</u>	<u>(608,179)</u>	<u>(29,877)</u>

15. RELATED PARTY DISCLOSURES

Two trustees received payments relating to their work on forming charity strategy. L Bartoszek was paid £13,666 relating to the marketing strategy and Ms A Wood received £5,467 for her work on the overall strategy. Ms A Wood also received £365 relating to travel expenses incurred on grant funded projects. Professor Sheila the Baroness Hollins received £1,767 relating to travel expenses for the same reason.

Following her resignation as a trustee Ms A Wood was appointed as Chief Executive Officer.

BOOKS BEYOND WORDS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	2
Donations	<u>8,562</u>	<u>25,332</u>
	8,562	25,334
Investment income		
Deposit account interest	7	4
Charitable activities		
Books and training	71,933	72,345
Grants	<u>159,488</u>	<u>240,629</u>
	<u>231,421</u>	<u>312,974</u>
Total incoming resources	239,990	338,312
EXPENDITURE		
Charitable activities		
Books, licences and training	42,162	92,417
Commission	156	225
Subcontractors	61,784	58,455
Postage and carriage	3,133	4,080
Project costs	57,785	27,438
Consultancy fees	<u>32,216</u>	<u>11,687</u>
	197,236	194,302
Support costs		
Management		
Wages	83,404	76,887
Social security	3,828	2,841
Pensions	1,777	1,722
Rent	1,957	3,292
Insurance	2,091	1,993
Advertising	725	531
Sundries	1,827	604
Staff training	970	199
Travel and subsistence	2,068	308
Printing, postage, stationery	406	129
Software and IT costs	3,831	2,868
Subscriptions	185	962
Other support costs	<u>-</u>	<u>173</u>
	103,069	92,509

BOOKS BEYOND WORDS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2022

	2022 £	2021 £
Management		
Finance		
Bank charges	542	438
Depreciation of tangible fixed assets	1,280	786
Bank loan interest	<u>1,929</u>	<u>3,299</u>
	3,751	4,523
Governance costs		
Independent examiners fees	1,750	1,750
Accountancy and bookkeeping	4,020	3,938
Legal fees	<u>236</u>	<u>1,095</u>
	<u>6,006</u>	<u>6,783</u>
Total resources expended	<u>310,062</u>	<u>298,117</u>
Net (expenditure)/income	<u>(70,072)</u>	<u>40,195</u>