

REGISTERED CHARITY NUMBER: 1183942 (England and Wales)

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
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 2024

The trustees present their report with the financial statements of the charitable incorporated organisation for the year ended 31 March 2024. 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 (CIO) as defined by the Charities Act 2011.

Registered Charity number

1183942 (England and Wales)

Registered office

43 High Street
Leatherhead
KT22 8AE

Trustees

Prof Sheila the Baroness Hollins	
M Malcomson	- appointed 06 November 2023
K Beg	
Prof I Tuffrey-Wijne PhD, RN	- resigned 08 July 2024
L Bartoszek	- resigned 08 July 2024
N Tetrueva	
T Steed	
P M Felix	- resigned 22 April 2024
J G Kelly	
Mrs J S Leppard	
Prof K A Runswick-Cole	
K Seligman	
A Fabian	- appointed 08 July 2024
S Hibbert	- appointed 08 July 2024

Independent Examiner

Harrison Beale & Owen Limited
Chartered Accountants
Highdown House
11 Highdown Road
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BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2024

BACKGROUND

Books Beyond Words, working name "Beyond Words", is the UK's pictorial story telling charity. Our word-free books and stories transform lives, empowering people with learning disabilities to understand the world around them, to share their feelings and participate more fully in decisions about their lives.

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 storytelling began 35 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.

OBJECTIVES AND ACTIVITIES

The objects of the Charitable Incorporated Organisation (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) about 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 word free 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 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 their hopes and aspirations 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 featuring many short stories from each book.

2. Book Clubs

We 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. The Book Clubs are run in partnership with host organisations, traditionally in a library or community centre setting.

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3. Supporting Education and learning

In schools we train and mentor teachers and other staff to use our stories and images to support learning and communication.

Our books are used in mainstream and specialist schools as well as in community venues, supporting both children and adults.

4. Mental health and emotional literacy

We publish books about mental health, difficult situations and ordinary everyday life experiences. We train health professionals, teachers and others to use our stories to encourage conversations about feelings and experiences.

5. Training

We provide face to face training and e-learning for health, education and social care professionals who 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

We held a joint launch for three books in May 2023. *Max Goes to the GP*, *When the War Came* and *Lucy Goes Riding*. The three varied books will all help children with their mental health and ability to experience new things positively.

The Having A Vaccine leaflet, sponsored by the RCN Foundation was launched in partnership with the University of Hertfordshire in September.

Our second parenting book sponsored by Porticus, *Loving Babies*, was launched in December at the Kent, Surrey & Sussex Learning Disability Community of Practice conference and distributed to maternity units across the country.

Continuing in production this year are *Getting Help with Gas*, a book for independent living supported by Cadent, *Joe & Julie Stop Smoking*, sponsored by Hertfordshire Partnership NHS Foundation Trust to help people cease smoking, and a Series of Pictures commissioned by Kingston University to help people plan for their funerals. All will complete in the next financial year.

Kent Book Clubs have secured the funding for a jointly co-produced book to add to our Picture This series. The story will follow the adventures of *Sid the Seagull* and will deliver in the next financial year.

Book and licence sales for this financial year were £46,579 compared with £58,417 in the preceding year. In line with our strategy, an increasing number of books are being provided to organisations free having been funded through grant income raised for that initiative.

2. Book Clubs

L&Q Foundation provided funding to support 15 new Book Clubs in Lambeth, Southwark, Wandsworth, Merton, Sutton and Croydon. City Bridge Trust are supporting up to 30 new Book Clubs in Lewisham, Greenwich, Islington, Haringey and Ealing.

We received new funding from the National Lottery Community Fund to start 300 new Book Clubs in England by October 2026. The Book Club in a Box project began with a detailed planning and development phase from October, and officially launched on World Book Day 2024 7th March. By the end of the financial year 11 new clubs had completed training, signed agreements and received their Book Club in a Box.

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for the year ended 31 March 2024

3. Supporting Education & Learning

We displayed and demonstrated our books at both the TES SEND show and the Independent Schools SEND Conference.

Open Book, funded by Porticus, moved to the assessment stage in the Autumn Term. This followed an extended period whilst the mentors involved in the project helped ImpactEd to develop a robust evaluation process for the 18 schools engaged with the programme.

The results of the Open Book project will be launched in the next financial year, but initial results show:

- A strong causal link between use of the books and pupil progress towards emotional wellbeing, stronger peer relationships and an ability to express and recognise a range of emotions.
- The resources are easily adaptable to different school contexts, pedagogical patterns and needs. They are highly valued by participating schools and fill a gap in provision not met through other resources.
- Non-SEND pupils, SEN pupils in mainstream and pupils in specialist education settings all made progress in key outcomes, demonstrating the effectiveness of the books across mainstream and specialist settings and the adaptability of the approach.

4. Supporting Mental Health & Emotional Literacy

The BW Story App has been problematic this financial year. After a major crash it is having to be rebuilt and repopulated. Subscribers who use the App in education and in the community to support individuals with their mental health and emotional literacy have been given access to a restricted website where PDFs of the stories have been temporarily made available until the problem is fixed.

Sale of licences to use our digital support package are currently on hold, which is restricting our ability to raise core funds.

5. Training

We have started a new training programme at City Lit, an adult education college in Holborn, central London, to support the development of the aforementioned London Book Clubs. Potential Book Club facilitators join us for a half-day in person training session which is co-led by a member of staff, an experienced self-advocate and students enrolled on the City Lit Inclusive Education programme. A demonstration of how to read the books, how to start conversations and how to explore difficult topics in a group setting is followed by a chance for participants to ask questions. The feedback has been very positive.

6. Fundraising

Fundraising was focussed on our strategic priorities: working in schools, community Book Clubs and creating new books. We had a very successful bid to the National Lottery Supporting Communities Fund, but other fundraising from trusts and foundations was disappointing. Beyond Words was chosen as a BBC Lifeline charity which raised over £33,000.

We are engaging our community with low-cost fundraising initiatives such as Easyfundraising which brought in over £100 in the first three months after registration. Our biggest success with fundraising has come from the National Lottery Community Fund for our Book Club in a Box project.

We are grateful to the following charities and organisations that have made grants or given donations to Beyond Words to support our work:

BOOKS BEYOND WORDS

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3Ts

BBC Radio 4 Appeal Donors

Cadent Foundation

City Bridge Trust

Forest Hill & Sydenham Girl Scouts

Heart n Soul

Hertfordshire Partnership NHS Foundation Trust

L&Q Foundation

National Lottery Fund

Porticus

Social Enterprise Kent

Southwark Schools Learning Partnership

Those giving in memory of Frances Coulton

Thank you to the eight individuals who made personal donations.

Grants totalled £218,442, Donations and legacies totalled £55,586.

IMPACT

People with learning disabilities experience significant health inequalities in the UK. The 2021 LeDeR annual report said that 49 percent of the deaths of people with a learning disability were avoidable which compares to 22% for the general population.

During the Covid 19 pandemic the death rate for people aged 18 to 34 with learning disabilities was 30 times higher than the rate in the same age group without disabilities. 6 out of 10 people with learning disabilities die before age 65, compared to 1 out of 10 for people from the general population.

Beyond Words books help develop health and emotional literacy in people with learning disabilities, their families and health and social care workers. Our books cover a significant number of physical and mental health conditions that people with learning disabilities experience.

Research has found that health literacy is reflected in the Beyond Words approach which is based on a strong relationship between supporter and reader, the picture book as a shared means of communicating about a focused topic, and the ability of the reader to develop understanding over time through repeated use/exposure to the book/s. Research into the use of Beyond Words books in clinical consultations found that minimising the cognitive load by using wordless pictorial narrative reduces anxiety, and empowers the patient. Clinicians using the resources describe positive clinical outcomes.

Other key achievements have been:

a) Moving into a dedicated office space in Leatherhead has brought the team back together following the isolation of Covid. The office space has a small reading area which can be used to introduce visitors to our books, to host small meetings and as an inclusive quiet space for members of the team who need it. The presence on the High Street and proximity to our printer is enabling us to become part of the Surrey Learning Disability and Charity communities.

b) New additions to our staff team, including an Office Manager and a permanent CEO, has helped us to refocus on our priorities and to develop longer-term business plans, whilst also ensures we have the necessary policies, procedures and governance to best serve our community.

c) Our first nationwide project to introduce Book Clubs was launched on March 7th. The project aims to create 300 new Book Clubs over three years, reaching 3,000 new people. It has benefitted from the dedicated lead-in time which has developed the administration and record keeping that will support the facilitators and members. Book Club in a Box will build on the existing network of approximately 40 Book Clubs with an audience of 400 people with learning disabilities.

d) Our work in 14 schools was evaluated by ImpactEd. The evaluation, involving 110 pupils, will demonstrate how our picture stories can improve emotional wellbeing and help young people to identify and express their emotions.

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e) Awareness of our work was raised with thousands of new people through our Radio 4 Appeal, raising over £22,000 from 167 donors, and generating 18 inquiries about how to use the books in schools.

f) We reached over 8,000 people through our newsletter, events and training. Our website had an 8% increase in traffic compared to the previous year, bringing over 100,000 people and over 199,000 page views and downloads.

g) We sold 2246 paperback books, on average one facilitator will use each title with 3 people, equalling 6729 people. This compares with 2015 books, and 6045 people, in the previous year.

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 £33,139 which represents approximately 3 months of unrestricted charitable expenditure. This represents a modest improvement on the prior year and although within our stated reserves policy continues to be at the low end of our desired reserves. The Charity's financial projections support the trustees' expectations of further recovery and growth in the current 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. Prior to the CIO's commencement on 18th June 2019 the organisation operated for a number of years as a Community Interest Company.

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.

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.

BOOKS BEYOND WORDS

REPORT OF THE TRUSTEES for the year ended 31 March 2024

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.

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 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 has obtained DBS certification for any individual who may need to work directly with people with learning disabilities.

FUTURE PLANS

Book Publishing

Getting Help with Gas, The Funeral Planning Resource and *Joe and Julie Stop Smoking* will all be published in the next financial year. *Sid the Seagull* may be ready for publication at the end of the year or early in Fiscal Year 26.

We aim to secure funding for two or more new books during the year. Potential titles include *The Menopause*, *Gambling Harm*, *Online Safety* and *Looking After My Money*.

Book Clubs

By October 2024 we aim to establish 50 new Book Clubs as part of the Book Club in a Box project, with a further 100 by the following October. This will put us on target for the 300 total by October 2026. We will also recruit a project coordinator for the project and establish a role for an employee with a learning disability.

To mark the 1-year anniversary of the project launching we aim to organise a low-key awards programme on World Book Day 2025 to celebrate the diversity of the Book Clubs and their achievements.

Supporting Education & Learning

We will publish the results of the impact evaluation conducted on our books as part of the Open Book project. We will aim to use these results to introduce more schools, colleges and specialist providers to our resources using strategic partnerships where possible.

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REPORT OF THE TRUSTEES for the year ended 31 March 2024

Supporting Mental Health & Emotional Literacy

A significant resource is being dedicated to ensuring the App is once again available to mental health workers, educators and health providers so that our stories can be used in a greater variety of settings, directly with people at their time of need. The App gives subscribers access to the full bookshelf without the need to carry 70+ physical books.

Training

We will seek continued funding for the training being run at City Lit. As well as the benefit to the new facilitators who attend, the students who have become co-trainers have grown in confidence and developed their understanding of a range of life experiences.

We have identified one or two students who might progress to being self-advocates in other areas of our work.

Fundraising

We will step up our internal capacity to fundraise from all sources by dedicating some employee time to the role. This may involve the employment of new a part-time employee. We hope to see improved results from Trusts and Foundations particularly.

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 a going concern basis unless it is inappropriate to assume 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 19 December 2024 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 2024.

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

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 member of the 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 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) FCA

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

19 December 2024

BOOKS BEYOND WORDS

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		55,586	-	55,586	9,142
Charitable activities					
Grants received		-	218,442	218,442	184,610
Books and training		46,579	-	46,579	58,417
Investment income	2	<u>1,234</u>	<u>-</u>	<u>1,234</u>	<u>442</u>
Total		<u>103,399</u>	<u>218,442</u>	<u>321,841</u>	<u>252,611</u>
EXPENDITURE ON					
Charitable activities					
Books and training	3	13,092	27,693	40,785	32,916
Charitable projects		-	79,540	79,540	84,369
Office and admin costs		<u>80,875</u>	<u>116,018</u>	<u>196,893</u>	<u>138,238</u>
Total		<u>93,967</u>	<u>223,251</u>	<u>317,218</u>	<u>255,523</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	12	<u>9,432</u> <u>(4,809)</u>	<u>(4,809)</u> <u>4,809</u>	<u>4,623</u> <u>-</u>	<u>(2,912)</u> <u>-</u>
Net movement in funds		4,623	-	4,623	(2,912)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>29,775</u>	<u>-</u>	<u>29,775</u>	<u>32,687</u>
TOTAL FUNDS CARRIED FORWARD		<u>34,398</u>	<u>-</u>	<u>34,398</u>	<u>29,775</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 2024

		Unrestricted fund	Restricted fund	2024 Total funds £	2023 Total funds £
	Notes	£	£		
FIXED ASSETS					
Tangible assets	8	1,259	-	1,259	608
CURRENT ASSETS					
Stocks	9	31,853	-	31,853	30,619
Debtors	10	8,301	-	8,301	11,525
Cash at bank and in hand		<u>1,162</u>	<u>64,645</u>	<u>65,807</u>	<u>143,013</u>
		41,316	64,645	105,961	185,157
CREDITORS					
Amounts falling due within one year	11	(8,177)	(64,645)	(72,822)	(155,990)
NET CURRENT ASSETS		<u>33,139</u>	<u>-</u>	<u>33,139</u>	<u>29,167</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>34,398</u>	<u>-</u>	<u>34,398</u>	<u>29,775</u>
NET ASSETS		<u>34,398</u>	<u>-</u>	<u>34,398</u>	<u>29,775</u>
FUNDS	12				
Unrestricted funds				<u>34,398</u>	<u>29,775</u>
TOTAL FUNDS				<u>34,398</u>	<u>29,775</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 19 December 2024 and were signed on its behalf by:



Professor Sheila the Baroness Hollins

The notes form part of these financial statements

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable incorporated organisation, 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% on cost
Computer equipment	- 33% 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 incorporated organisation operates a defined contribution pension scheme. Contributions payable to the charitable incorporated organisation'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 charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in creditors on the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

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

	2024	2023
	£	£
Deposit account interest	<u>1,234</u>	<u>442</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 4) £	Totals £
Books and training	40,785	-	40,785
Charitable projects	79,540	-	79,540
Office and admin costs	<u>39,606</u>	<u>157,287</u>	<u>196,893</u>
	<u>159,931</u>	<u>157,287</u>	<u>317,218</u>

4. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Office and admin costs	<u>147,720</u>	<u>1,211</u>	<u>8,356</u>	<u>157,287</u>

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

Governance costs

	2024 Office and admin costs £	2023 Total activities £
Independent examiners fees	1,750	1,900
Accountancy and bookkeeping	3,410	4,214
Legal fees	<u>3,196</u>	<u>(113)</u>
	<u>8,356</u>	<u>6,001</u>

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

5. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Independent examiners fees	1,750	1,900
Depreciation - owned assets	<u>967</u>	<u>1,163</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

Trustees' expenses paid for the year ended 31 March 2024 totalled £362 (2023 - £101) relating to two trustees (2023 - one).

7. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	107,133	74,836
Social security costs	5,828	4,552
Other pension costs	<u>2,571</u>	<u>2,056</u>
	<u>115,532</u>	<u>81,444</u>

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

	2024	2023
Office and administration	<u>4</u>	<u>3</u>

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

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2023	8,727	4,013	12,740
Additions	<u>-</u>	<u>1,618</u>	<u>1,618</u>
At 31 March 2024	<u>8,727</u>	<u>5,631</u>	<u>14,358</u>
DEPRECIATION			
At 1 April 2023	8,670	3,462	12,132
Charge for year	<u>57</u>	<u>910</u>	<u>967</u>
At 31 March 2024	<u>8,727</u>	<u>4,372</u>	<u>13,099</u>
NET BOOK VALUE			
At 31 March 2024	<u>-</u>	<u>1,259</u>	<u>1,259</u>
At 31 March 2023	<u>57</u>	<u>551</u>	<u>608</u>

9. STOCKS

	2024 £	2023 £
Stocks	<u>31,853</u>	<u>30,619</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	-	6,352
Other debtors	4,000	2,710
VAT	1,319	-
Prepayments and accrued income	<u>2,982</u>	<u>2,463</u>
	<u>8,301</u>	<u>11,525</u>

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	106	2,952
Social security and other taxes	4,220	1,743
Pensions payable	903	289
VAT	-	754
Accruals and deferred income	<u>67,593</u>	<u>150,252</u>
	<u><u>72,822</u></u>	<u><u>155,990</u></u>

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

	2024	2023
	£	£
Balance brought forward	139,955	108,490
Amounts released to income	(139,955)	(108,490)
Amounts received and deferred	<u>64,645</u>	<u>139,955</u>
Balance carried forward	<u><u>64,645</u></u>	<u><u>139,955</u></u>

12. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
Unrestricted funds				
General fund	29,775	9,432	(4,809)	34,398
Restricted funds				
Grants and donations	-	(4,809)	4,809	-
TOTAL FUNDS	<u><u>29,775</u></u>	<u><u>4,623</u></u>	<u><u>-</u></u>	<u><u>34,398</u></u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	103,399	(93,967)	9,432
Restricted funds			
Grants and donations	218,442	(223,251)	(4,809)
TOTAL FUNDS	<u><u>321,841</u></u>	<u><u>(317,218)</u></u>	<u><u>4,623</u></u>

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	32,687	(400)	(2,512)	29,775
Restricted funds				
Grants and donations	-	(2,512)	2,512	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>32,687</u>	<u>(2,912)</u>	<u>-</u>	<u>29,775</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	68,001	(68,401)	(400)
Restricted funds			
Grants and donations	184,610	(187,122)	(2,512)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>252,611</u>	<u>(255,523)</u>	<u>(2,912)</u>

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

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	32,687	9,032	(7,321)	34,398
Restricted funds				
Grants and donations	-	(7,321)	7,321	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>32,687</u>	<u>1,711</u>	<u>-</u>	<u>34,398</u>

continued...

BOOKS BEYOND WORDS

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

12. 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	171,400	(162,368)	9,032
Restricted funds			
Grants and donations	403,052	(410,373)	(7,321)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>574,452</u>	<u>(572,741)</u>	<u>1,711</u>

To meet the shortfall in restricted income, a fund transfer of £4,809 (2023 - £2,512) has been transferred from the general fund.

13. RELATED PARTY DISCLOSURES

Two trustees received payments relating to their work on forming charity strategy. Professor K A Runswick-Cole received £230 (2023 - £nil) relating to travel expenses incurred carrying out their duties. Professor Sheila the Baroness Hollins also received £132 (2023 - £101) relating to travel expenses for the same reason.

Professor Sheila the Baroness Hollins made a donation to the value of £12,000 (2023 - £2,000) during the period. J G Kelly also made a donation to the value of £180 (2023 - £180) during the period.