

**Literacy Volunteers in Nottinghamshire Schools**  
(Registered charity, number 1055942)  
**Financial statements**  
**for the year ended 31 March 2016**

<b>Page</b>	<b>Contents</b>
2 - 7	Trustees' annual report
8	Independent examiner's report
9	Receipts & payments account
10	Statement of assets & liabilities
11 - 13	Notes to the accounts

**Literacy Volunteers in Nottinghamshire Schools  
Trustees' annual report  
for the year ended 31 March 2016**

**Full name** Literacy Volunteers in Nottinghamshire Schools

**Other names by which the charity is known** Literacy Volunteers

**Registered charity number** 1055942

**Principal address**

Woodthorpe Drive ,Woodthorpe Grange, Nottingham, NG5 4AH

**Trustees**

Gaynor Elizabeth Preston, Chairperson

Kamlesh Passi, Secretary

David Keeling, from 16/06/15, Treasurer

Doreen Ann Sanderson

Gill Blakemore

Chris Wroe, from 12/05/15

Julia Gunn, from 16/06/15

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road, Nottingham, NG1 3FB

**Governance and management**

The charity is operated under the rules of its constitution adopted on 14th May 1996. Recruitment is via our newsletter as we advertise there and this goes to all our members and schools. It is also sometimes by word of mouth and by targeting individuals. Officers and Committee Members are proposed and elected from existing volunteers and member organisations and from time to time others with an interest in its objectives. Officers serve for 1 year, committee members serve for three years; all may stand for re-election at the end of their respective terms.

- Prospective trustees will have an awareness of the organisation already and/or have a skill that they would like to use to support us;
- They show an interest in the role and they may have a chat with one of the team;
- They attend an informal meeting to find out more about the role, usually with other people present who might also want to become a trustee;
- They agree to sign up to the "7 Principles of Being a Good Trustee";
- They then attend a meeting of the Executive Committee after which point they may be invited to join the committee and they may or may not agree (both parties are under no obligation);
- The committee will then inform them if they wish to co-opt them to the Executive Group. Up to three can then be co-opted (as long as they don't make more than one third of the total) until the next AGM at which they can stand for re-election.

At the AGM other members can be nominated and elected.

## **Literacy Volunteers in Nottinghamshire Schools**

### **Objectives and activities**

The charity's principal objectives are to advance the education of children in particular by helping those experiencing difficulties in acquiring literacy and communication and social skills in the City of Nottingham and the County of Nottinghamshire.

### **Public benefit statement**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Literacy Volunteers aims to develop and promote speech, language, communication, confidence, self-esteem, literacy, strategies for learning in the home and a genuine interest in reading for pleasure. We seek to advance the education of children in particular by helping those experiencing difficulties in acquiring literacy skills in the City of Nottingham and the County of Nottinghamshire. We recruit, train, vet and support volunteers to be placed in primary school settings; we provide "Parent Confidence Building through Family Reading" sessions; we train Sixth Form Reading Mentors and we are also beginning to work in Early Years settings including Nurseries and Children's Centres. We have had over 190 Volunteers helping over 800 children in 119 schools in Nottingham City and County with their reading, communication skills and self-confidence. Since our formation in 1996, we have helped over 10,000 children gain these essential and imperative skills. Many of the children we help live in deprived areas where literacy attainment is at low levels.

### **Summary of the main activities undertaken for the public benefit**

The children benefit in terms of our effect in tackling social disadvantage. They are chosen for a variety of reasons e.g. they may be children whose engagement with reading is poor; they may be withdrawn and uncommunicative; they may have English as a second language; they aren't coping in the classroom environment and perhaps aren't being read to at home. All of these reasons mean that they may be at risk of disengaging with education or not achieving, all of which would mean that their life chances would be affected.

The families that attend our parent training courses benefit in a number of ways. They may be families who have experienced the effects of generational poverty and disadvantage; they may be suffering from the effects of disadvantage and poor aspiration; or they may be from newly arrived communities. We know that when families become engaged with their children's education, the whole family benefits, so all our families benefit because of this. Social isolation can be reduced, social capital is built and better outcomes for the whole family can be achieved.

The Volunteers are drawn from local communities; are often older people, retired and at risk of social exclusion. They benefit from inclusion in community life and from the intergenerational contact that can have a positive effect on social disadvantage. They can also be younger people seeking to develop skills to either enter or move on in the world of work. As such our activities greatly benefit the public.

## Literacy Volunteers in Nottinghamshire Schools

### Summary of the main achievements during the period

- We have once again supported over 800 primary school children in this period;
- We have trained 79 volunteers this year and at one point we were supporting 190 volunteers in 119 schools;
- We have provided just under 20,000 Volunteer hours in Nottingham City and County Schools;
- We have received donations from 10 Trusts and Charities to support our work;
- We have raised our subscriptions to better reflect the true cost of recruiting and supporting volunteers in schools and, whilst some schools withdrew, this has not had any more marked effect in terms of the small number who usually leave us at the end of the year for a variety of reasons;
- We have received support from The Doris Pacey and Michael and Anna Brynberg Foundation to pay the subscriptions for 10 new schools in Nottingham City via our "Read and Achieve" project;
- We have received a grant from The Lindhurst Wind Farm to pay for subscriptions of 3 schools in Rainworth;
- We have recruited 15 Champions so far as part of an initiative to recruit 20 in our 20<sup>th</sup> year. They have been recruited to support our work and many of them are showing their support by introducing us to new partners or offering meeting space or skills;
- We have made progress on our Early Years Project and have identified key delivery partners for the next financial year;
- We have started our registration to become a Charitable Incorporated Organisation which will enable us to work outside of Nottingham's boundaries and we have already recruited 3 new schools in Derbyshire who will start using our service in the next financial year. We have had excellent support from many of our local City and County Councillors.

### Financial review

#### The charity's policy on reserves

- 1) The trustees have designated the sum of £24,500 as a reserve to cover possible liabilities regarding staff redundancy payments.
- 2) They also feel it is prudent to hold the sum of one term's expenditure at the year-end to finance general expenditure.
- 3) In addition to the above the trustees think it wise, because of recent possible accommodation issues, that any free reserves be earmarked as a strategic reserve to finance a rent and facilities package for one year in case of need.

Redundancy		£24,500
Rent	£ 2,000	
Salaries	£17,000	
Travel	£ 2,000	
Sundries	£ 2,000	£23,000
		<u>£47,500</u>

## **Literacy Volunteers in Nottinghamshire Schools**

### **Risks**

#### **Schools Memberships**

Our main concern continues to be the continued receipt of subscriptions from member schools, as these make up 2/3rds of our income. These monies greatly enable us to fulfil our core aim of providing trained and supported Volunteers to give 1 to 1 help to primary school children who are struggling with reading and communication. This year we had proposed that from 1<sup>st</sup> April 2016 the subscription would rise and we had been worried that this may result in a loss of member schools. However, early indication is that no more schools than usual have said that they wish to leave us. We have also been more successful this year in receiving charitable donations to pay for a year's subscription with the hope that schools will continue after the service they have received is proved positive. This means that our impact measurements have to be very effectively monitored. The growth of academies still presents challenges to us as many schools pool their budgets and it is more difficult to build relationships with the appropriate people.

#### **Volunteers**

This year we have put in place procedures that minimise the risk of loss of volunteers to our schools by introducing identity badges and trying to meet volunteers more regularly, partly by increasing attendance at our network meetings which we have worked hard to make more relevant.

#### **Services**

We have identified a new risk which is partly due to our size and to the number of "digital" posts we have. This is where only one person performs the role. We have a trainer whose skill is crucial to the services we can sell and we could raise more funds through training if we had more capacity. As such we have responded by nurturing training talent in our volunteers and by creating "associate trainers" to support us as and when needed.

We have also begun to investigate a number of new services and opportunities to be able to diversify and grow, both in terms of the number of new services we can offer and in terms of our geographical area of delivery.

The emergence of new market competitors was also identified as challenging last year and we have sought out and begun to make new partnerships with organisations and competitors.

#### **Funding**

With regard to funding we are at risk because of changes to grant aid from the County Council and from CLaSS/ Inspire. Both organisations are moving to commissioning as a preferred method of engaging organisations to deliver services. Although we are in our second year of a "three year, part funded, revenue grant" from Nottinghamshire County Council, there will be an issue for us after this County Grant ends. We should probably look at becoming part of a consortium or partnership that is commissioned to provide additional/non statutory services to schools.

## Literacy Volunteers in Nottinghamshire Schools

On a positive note, we are still immensely grateful to the City and County Councillors who have supported us and the local Grant Making Trusts who continue to financially support our endeavours. We have been more successful this year in receiving donations from Charities and Trusts and Nottingham City Council also continues to provide "in kind" funding which enables our charity to continue its mission. We would like to thank the following people and organisations for their support in 2015/2016:

Councillors Donated

City

Cllr Chapman - Aspley

Cllr McCulloch – Aspley

Cllr Ifediora - Aspley

Cllr Jenkins - Leen Valley

Cllr Saghir – Leen Valley

County

Cllr Kirkham - Sutton in Ashfield Central

Cllr Gilfoyle - Worksop East

Cllr Woodhead - Blidworth

Cllr Pringle - Ollerton

Cllr Caroll - Sutton in Ashfield East

Cllr Heptinstall - Bramcote and Stapleford

Cllr Williams - Bramcote and Stapleford

Cllr Foale - Beeston South and Attenborough

Cllr Cutts - Radcliffe on Trent

Cllr Yates - Misterton

Cllr Allan - Arnold South

Cllr Allan - Arnold North

Cllr Payne - Arnold North

Cllr Brooks - Carlton East

Cllr Laughton – Southwell & Caunton

Cllr Cottee - Keyworth

Cllr Weisz – Arnold South

The JN Derbyshire Trust

Thomas Farr Charity

Pam Munton

The Charles Littlewood Foundation

Nottingham Community Foundation and Nottingham Building Society "Doing Good Together"

The Rothera Family Trust

HSBC

The Ella Kirk Charitable Trust

The Whitacker Charitable Trust

The Jones 1986 Trust

Sir John Eastwood Foundation

Doris Pacey and Michael and Anna Brynberg Foundations

The Lindhurst Wind Farm Fund

The Opportunities Fund

## Literacy Volunteers in Nottinghamshire Schools

Anyone who has donated through Give as You Live, Payroll Giving (specifically Andrew Fearn) and Local Giving.

And also Brian O'Neill and Carol Smith for their donations.

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Gaynor Elizabeth Preston, Trustee

## **Independent examiner's report to the trustees of Literacy Volunteers in Nottinghamshire Schools for the year ended 31 March 2016**

I report on the accounts of the charity, which are set out on pages 9 to 13.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
John O'Brien MSc, FCCA, FCIE, DChA  
Employee of Community Accounting Plus



**Literacy Volunteers in Nottinghamshire Schools  
Statement of assets and liabilities  
at 31 March 2016**

2015		Note	2016
£	<b>Cash assets</b>		£
55035	Bank accounts		67162
9	Cash in hand		15
<u>55044</u>			<u>67177</u>
	 <b>Other monetary assets</b>		
1881	Debtors	4	1162
<u>1881</u>			<u>1162</u>
	 <b>Assets retained for the charity's own use</b>		
	Three laptops & accessories purchased Oct 2013, total cost £3,022.		
	General Fund		
	 <b>Liabilities</b>		
(2055)	Creditors	5	(2339)
(248)	Advance receipts - subscriptions		(600)
<u>(2303)</u>			<u>(2939)</u>

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

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
David Keeling, Trustee

**Literacy Volunteers in Nottinghamshire Schools**  
**Notes to the accounts**  
**for the year ended 31 March 2016**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted	Restricted	Total
	£	£	£
Notts County Council	15189	4305	19494
Doris Pacey Charitable Foundation	900	7210	8110
The Jones 1986 Trust	5000	-	5000
The Charles Littlewood Hill Trust	2500	-	2500
Ella Kirk Charitable Foundation	2000	-	2000
The Lindhurst Windfarm Fund	-	1775	1775
J N Derbyshire Trust	1500	-	1500
The Opportunities Fund	-	1060	1060
Thomas Farr Charity	1000	-	1000
Sir John Eastwood Foundation	1000	-	1000
The Rothera Family Charity Trust	750	-	750
Notts Community Foundation	-	500	500
HSBC Bank PLC	500	-	500
Whittaker Charitable Trust	500	-	500
Nottm City Council	900	-	900
Sundry grants & donations	737	-	737
	<u>32476</u>	<u>14850</u>	<u>47326</u>

## Literacy Volunteers in Nottinghamshire Schools

### 3. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
<b>Restricted funds</b>				
Subs, books & travel (EDI)	4443	-	(4158)	285
Training (Opportunities fund)	205	-	(205)	-
Basic training (ACLS9)	(1798)	3350	(1552)	-
Volunteer resources (Freemason)	130	-	(130)	-
Early Years Project (Lloyds CF)	2000	-	(226)	1774
Basic training (ACLS10)	-	955	(2117)	(1162)
Volunteers travel (NCF)	-	500	(496)	4
Salaries (Opps fund)	-	1060	(1060)	-
The Lindhurst Wind farm project	-	1775	-	1775
Read & achieve (Doris Pacey)	-	7210	(523)	6687
	<u>4980</u>	<u>14850</u>	<u>(10467)</u>	<u>9363</u>
<b>Unrestricted funds</b>				
General fund	50064	74858	(67108)	57814
	<u>50064</u>	<u>74858</u>	<u>(67108)</u>	<u>57814</u>

### 4. Debtors

	£
Grants & donations	1162
	<u>1162</u>

### 5. Creditors

	£
Wages & NI (HMRC)	1417
Independent examination fee	768
Payroll service	154
	<u>2339</u>

### 6. Trustees' remuneration

During this period, a total of £196 was reimbursed to two trustees for travel expenses incurred.

## Literacy Volunteers in Nottinghamshire Schools

### 7. Glossary of terms

**Advance receipts:** These are amounts received by the charity in the accounting period, for use in a future period.

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Debtors:** These are amounts owed to the charity, but not received in the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.