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The Bible Reading Fellowship

Enabling all ages to grow in faith

THE BIBLE READING FELLOWSHIP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2020

COMPANY REGISTERED NO: 301324

REGISTERED CHARITY NO: 233280



THE BIBLE READING FELLOWSHIP
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FOR THE YEAR ENDED
31 MARCH 2020

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THE BIBLE READING FELLOWSHIP

REFERENCE AND ADMINISTRATIVE INFORMATION

Registered Name:	The Bible Reading Fellowship (also known as 'BRF')	
Charity Registration Number:	233280	
Company Registered Number:	301324	
Registered Office:	15 The Chambers, Vineyard, Abingdon OX14 3FE	
Vice Presidents:	Mrs A Donald Lord Green of Hurstpierpoint Canon Dr G Lings Rt Revd S Platten Rt Revd T Thornton Rt Revd M Turnbull	
Council / Trustees:	Rt Revd C Fletcher OBE (Chair) Canon Dr C Baxter CBE (Vice Chair) ^ Mrs J Agg * Mr A J Barton (appointed 12 March 2020) * Mr A Booth ^ Mr P A Cox * Revd S Hayes * Mr P R Lloyd (Treasurer) * Mr M Wilkinson * Members of the Finance Committee ^ Members of the People Committee	
Senior Management Team:	Canon R Fisher Miss J Elliott Mrs K Laister Mrs S Sheerin Mrs O Warburton	Chief Executive Head of Finance and Operations Head of Marketing and Communications Head of People Head of Content Creation
Company Secretary:	Miss J Elliott	
Auditors:	Azets Audit Services, Gladstone House, 77-79 High Street, Egham, Surrey TW20 9HY	
Bankers:	The Royal Bank of Scotland plc, Drummonds Branch 49 Charing Cross, Admiralty Arch, London SW1A 2DX	
Investment Advisers:	Gallagher, 1 st Floor, Building 1, Genesis Business Park, Woking, Surrey GU21 5RW	
Solicitors:	Blake Morgan LLP, Seacourt Tower, West Way, Oxford OX2 0FB	

REPORT OF THE COUNCIL

The Council presents its report and audited financial statements for the year ended 31 March 2020.

Introduction from the Chief Executive

2019-20 was another action-packed year as BRF continued enabling all ages to grow in faith. Each of our programmes and ministries have worked on increasing their breadth, strength and depth as BRF approaches its centenary in 2022. And as the year came to an end COVID-19 had a significant impact on our operations, leading to many challenges but also opportunities.

The year started strongly, with the second **Messy Church** International Conference in May. The weekend conference saw over 200 Messy Church leaders and delegates from 14 countries come together for a series of workshops, presentations and worship, as well as a Messy Church session.

Our work with older people now focuses purely on **Anna Chaplaincy**. The network has grown significantly, reaching 146 by the year end, and in February 2020 we celebrated the milestone of Anna Chaplaincy's tenth anniversary.

During the year all of our activity encouraging individual Christian growth was brought together under a new name **Living Faith**. Our five series of Bible reading notes continue to inspire and comfort, alongside our other print and digital resources and events. The **Holy Habits** range expanded with a series of Bible reflections and group studies for each of the ten holy habits.

Parenting for Faith saw increasing numbers of people using our free, content-rich materials, as well as leading Parenting for Faith courses. A new section of the website was developed for churches, and a new book *Parenting as a Church Leader* was published to complement the new course of the same title.

Barnabas in Schools celebrated its 20th anniversary in October 2019. During this time over 500,000 children have experienced a creative and fun Barnabas RE Day.

Coronavirus and post year end events

In March of this year, as with many other charities in this country, BRF had to move very quickly to working as a dispersed community. In April 2020 we made use of the government's Job Retention Scheme and a number of staff members were put on furlough; five roles were later made redundant. However, much of BRF's work has continued albeit by adapting processes. We have worked and still work hard to keep in touch with our subscribers, supporters and church partners by post, email and telephone to support, resource and encourage many thousands of people in the networks and communities that we engage with across our ministries and programmes.

Our ministries themselves have adapted, with Parenting for Faith leading the way on reaching parents through social media, Living Faith hosting the first Holy Habits online home group, Anna Chaplaincy supporting its network online and sharing creative ways to continue ministry to older people and Messy Church adapting and creating new material for 'Messy Church at Home'. COVID-19 led to the cessation of Barnabas RE Days in schools from March 2020 and in July 2020 we announced the difficult decision to draw this programme to a close. We will however continue to make some of the online educational resources available via the BRF website.

We give thanks for those who have partnered with us, through giving, praying and working alongside us during this past year and as we look to the future.

Richard Fisher
Chief Executive

Aims, objectives and activities

BRF's charitable objectives are to advance the Christian religion by encouraging understanding of the Bible by people of all ages and encouraging and resourcing the development of Christian life and/or ministry among people of all ages. BRF is a Christian charity that is passionate about enabling people of all ages to grow in faith and understanding of the Bible.

During the year, BRF resourced the spiritual journey of individuals and the mission and ministry of local churches. BRF also provided a professional education service equipping primary schools to explore Christianity creatively and confidently.

BRF's strategic priorities

BRF's strategic priorities are:

- **BRF at the centre:** making a clear link back to BRF as a whole in everything we do.
- **Maximise impact:** maximising the potential and impact of all our programmes, ministries and resources.
- **Invest in our people:** ensuring that BRF is a great place to work, developing individuals and enabling teams to play their part in seeing BRF's vision fulfilled.
- **Financial sustainability:** securing the funding we need, ensuring prudent financial management and maximising our assets.

BRF has worked with three key constituencies:

- **Individuals:** resourcing individuals of all ages to grow in their Christian faith and understanding of the Bible.
- **Churches:** resourcing the mission and ministry of local churches; BRF is the home of Messy Church, Parenting for Faith and Anna Chaplaincy.
- **Primary schools:** resourcing pupils and their teachers to explore Christianity and the Bible creatively and confidently through our Barnabas in Schools programme.

Strategic report

Achievements and performance

Working with individuals and churches

Living Faith – resourcing your spiritual journey

Resourcing your spiritual journey has been a core area of focus for BRF since its founding in 1922. During the year the work involved in this area of ministry was brought together under a new name: Living Faith. We want to enable people to discover and experience vibrant Christian faith and to grow a deeper relationship with God through Bible reading, prayer and fellowship.

BRF continues to produce its five popular daily Bible reading notes series. In addition, 43 (2019:30) new titles were published. Highlights included *God of Violence Yesterday, God of Love Today?* by Helen Paynter, *Finding God in a Culture of Fear* by Joanne Cox-Darling, *The Essential Guide to Family Ministry* by Gail Adcock, as well as the BRF Lent book *You are Mine* by David Walker and Advent book *Image of the Invisible* by Amy Scott Robinson. During the year 184,340 copies of BRF publications were sold in print and digital formats.

Other highlights of the year included the one-day conference on women's spirituality in June on the theme 'God's resources for life's challenges', exploring praying with the Psalms, and the ninth annual Festival of Prayer in July, with Pete Greig of 24-7 Prayer as keynote speaker.

The Holy Habits programme developed significantly during the year, with more churches taking up its approach. The range of resources expanded with publication of volumes of Bible reflections and group study guides to complement each of the ten holy habits, along with *Holy Habits in Messy Church*. July 2019 saw the creation and launch of a new website holyyhabits.org.uk, and in March 2020 the first Holy Habits retreat took place at Cliff College. The second retreat is already booked for March 2021.

Prayer has always been an important part of BRF. During the year BRF's four-monthly prayer diary was completely reimagined with a new format and approach. Increased regular social media posts sharing prayers have been appreciated by the wider BRF community. New prayers were written specifically for each of BRF's ministry areas.

In May 2019 BRF observed Mental Health Awareness Week by showing how, through our programmes, ministries and resources we help individuals, churches and schools promote positive mental health. This included promotion of a special Messy Church session titled 'Am I enough?' and the BRF book *Resilience in Life and Faith* by Tony Horsfall and Debbie Hawker. More recently, in March 2020 BRF celebrated International Women's Day by sharing stories of inspirational women from around the world involved across BRF's ministries.

Messy Church

With over 500,000 people estimated to attend each month, Messy Churches continued to be found in all the mainstream denominations across the UK and in 30 countries worldwide.

At the start of May 2019 the Messy Church team hosted the second Messy Church International Conference. The keynote speakers were Lucy Moore sharing stories of Messy heroes; Claire Dalpra of Church Army's Research Unit sharing the exciting findings of their comprehensive research into the effects of Messy Church in a Church of England context, which had been published in February 2019 as the report *Playfully Serious: How Messy Churches create new space for faith*; and Andrew Roberts of Holy Habits sharing how Holy Habits can work in a Messy Church context. Over 200 delegates attended from 14 different countries. Lucy Moore said, 'Welcoming people from so many countries was a privilege and having people from four continents made everything so exciting. There was an atmosphere of mutual encouragement, interest, hope and joy.'

Following the release of the research from Church Army's Research Unit, several opportunities have been explored on how to strengthen discipleship in Messy Church. As a result, multi-year discipleship projects have been started with both the United Reformed Church and the Church of England.

During the year four new Messy Church books were published: *Seriously Messy*, *God's Word for Messy People*, *What's in the Bible (for me)?* and *Holy Habits in Messy Church*. In addition, the team created special Messy Church sessions for Toilet Twinning and Germinate, a new Christingle session for The Children's Society and a 'Messy Money' session for The Ecumenical Council for Corporate Responsibility (ECCR).

Messy Church's digital output was shortlisted for the 'People's Choice Award' at the Premier Digital Awards 2019. Digital communications, such as social media and e-news, enable BRF's Messy Church team to build a sense of community among thousands of Messy Church volunteers all over the world as well as to respond quickly to particular needs as they arise.

The team undertook numerous training and speaking engagements during the year. Highlights included Lucy lecturing at St Padarn's Institute, Cardiff and visits to Sweden in September 2019 and Estonia in January 2020, where she met with 40 Baptist youth, family and children's leaders from six different countries in the region. Consultancy projects also continued with Southwark and Hereford Church of England dioceses.

Our team of volunteer Regional Coordinators, providing vital help, support and advice to Messy Church leaders at grassroots level, now totals 169, comprising 77 across the UK, 88 across eleven other countries, and four specialist coordinators. We have continued to invest time and resources into managing this group of volunteers in the UK and providing advice and support to those who are developing similar networks of Regional Coordinators in their countries.

Parenting for Faith

The Parenting for Faith team continued to support and nurture their community of parents, carers, grandparents, godparents, children and family workers and church leaders. During the year this has included the fortnightly podcast, monthly Facebook Live events, the regular addition of articles and resources on the website and much activity on social media, as well as responding to many questions and concerns from individuals emailing for advice and support.

A number of 'Parenting as a Church Leader' training days took place, including the first of a series of days planned with The Salvation Army. These days are designed to encourage and equip church leaders in the often-complicated journey of helping their own children flourish spiritually and emotionally while also fulfilling their church leadership responsibilities. One participant commented: '... exactly what I needed. I have felt alone battling the tricky situation of parenting as a church leader. I had been praying for help and then I heard of this training day! Nowhere else has this content.' In March 2020 the book *Parenting as a Church leader: Helping your family thrive* by Rachel Turner was published.

Two 'Forge' gatherings occurred during the year, providing a residential retreat for children's, youth and family leaders. These occasions are much appreciated with one attendee saying 'I cannot verbalise adequately how valuable this time has been on a personal and professional level. By far the best retreat / conference I have ever been on.'

Parenting for Faith's podcast, which discusses various topics, provides new ideas and answers listeners' questions was shortlisted for 'Podcast of the Year' at the Premier Digital Awards 2019. A new section of the website went live in December 2019, bringing together and presenting all that Parenting for Faith has to offer to churches wanting to develop this ministry, as distinct from parents wanting support and help for themselves.

During the year there were over 48,000 visits to the website, from which nearly 5,000 Parenting for Faith course videos were streamed or downloaded for free. In January 2020 the course was made available also on DVD with printed leaders' and participants' handbooks, in response to demand. January also saw the team offering the course for the second time as a Facebook Watch Party. Although it is difficult to quantify the actual number of Parenting for Faith courses running each year, we receive a steady stream of positive and encouraging feedback from those leading and participating in them.

Members of the team continue to be in demand for numerous training and speaking engagements. Highlights included providing daily parent and toddler sessions during New Wine 2019, a training programme with The Salvation Army and being a key partner in the 'Homegrown' online conference with the Methodist Church in October 2019.

Anna Chaplaincy

BRF's work with older people was previously known as The Gift of Years, with the Anna Chaplaincy model of ecumenical, community-based chaplaincy as the core component of this ministry. Interest in Anna Chaplaincy has grown significantly and it became clear that this should be the sole focus. Therefore, in July 2019 the ministry became known as Anna Chaplaincy and a new website was launched to reflect this. In the same month a motion was debated at the General Synod of the Church of England, endorsing Anna Chaplaincy and the importance of ministry to older people. The motion was passed unanimously. A fringe meeting at General Synod saw the launch of a new publication *Anna Chaplaincy in Rochester Diocese: A blueprint for other dioceses*, sharing the experience and the lessons learned in the course of the development of the ministry across Kent.

The Anna Chaplaincy network has grown significantly over the year increasing from 80 to 146 members. By the end of the year we estimate that the network, supported by some 300 Anna Friends working with them, collectively had 25,000 monthly contacts with older people, their families and care workers. Reaching the 100-member milestone for the network happened shortly before the Anna Chaplaincy tenth anniversary, which was celebrated at the Candlemas carol service at Christ Church Cathedral, Oxford, in February 2020. Around 90 guests attended the service and a reception in the Deanery.

During the year a working group was established bringing together seven members of the Anna Chaplaincy network to help shape the future development of the ministry. In October 2019, 70 people from all over the UK came together for the annual Anna Chaplaincy Gathering. The focus of this year's event was loneliness, a key issue for many older people. As Anna Chaplaincy pioneer Debbie Thrower commented: 'This was the largest gathering so far, with many delegates becoming like old friends as well as colleagues. It was gratifying to see that more than half the members were new, having never attended an Anna Chaplaincy gathering before.'

The team undertook several speaking and training engagements over the year. In September 2019, the first weekend training course, 'An Introduction to Ministry among Older People', took place at Cliff College. Seventeen people from a variety of church denominations attended the course. Feedback was positive with the sessions being described as

‘illuminating’, ‘confidence-boosting’ and ‘inspirational’. Later in the year Cliff College was also the venue for an oversubscribed week-long Certificate in Ministry Among Older People, led by Debbie Thrower and Julia Burton-Jones. Julia joined the BRF staff team in May 2020. Other highlights of the year included Debbie leading a workshop at a day conference, ‘Faith and mental health: a Christian response’ at Lambeth Palace in October 2019 and chairing the launch of ‘Care in Time’, a report from the Caritas Social Action Network, in December 2019.

Working with primary schools

September 2019 marked the 20th anniversary of BRF’s Barnabas in Schools programme, a period in which we have had the opportunity and privilege to work with over 500,000 children. Since its pilot in a primary school in Oxted, Surrey in 1999, each Barnabas RE Day has used storytelling and drama to bring Bible stories and characters to life and to stimulate the children’s imagination, thinking skills and discussion around a particular theme.

The year saw the continued development of the ‘Christianity around the World’ theme. A collective worship resource on Christian festivals from around the world was created for free download and use by teachers. Work also commenced on a video resource for teachers on exploring Christianity around the world which was released in August 2020.

During the year approximately 20,000 (2019: 23,600) children attended a Barnabas RE Day, and 309 (2019: 149) teachers attended a Barnabas INSET session.

In July 2020 BRF took the difficult decision to bring our work in schools to a close, as the impact of COVID-19 has meant that this is no longer viable. While this has been a very painful decision, we celebrate all that has been achieved – from the Barnabas RE Days and INSETs to the high-quality materials on the website – and the opportunities that we have had to work with primary schools during the past 20 years. Going forward, a wide range of the most popular ideas, videos and resources will continue to be available on the BRF website.

Planned activities

Our plans for 2019–20, as set out in our last Annual Report, included the following:

- Deliver the second Messy Church International Conference.
- Reposition The Gift of Years programme to make Anna Chaplaincy the sole focus.
- Launch a new dedicated website for Holy Habits.
- Explore the potential for offering online training across BRF ministries and programmes.
- Expand the range of opportunities for volunteer involvement with BRF’s areas of work.
- Consolidate the head office back into a single office building.

Most of the above have already been commented upon. For the other points, these are set out below.

Online training

Scoping exercises were undertaken across each of BRF’s programmes and ministries. Since the year end the need for online training has increased as well as the opportunities available for collaborations with other organisations. Work is now underway on developing structured online training.

Volunteer opportunities

During the year, work has been done to clarify further the various volunteer roles, support needs and opportunities across the organisation. Since the year end a new Volunteer Manager has been appointed to take this project forward.

Office buildings

The office building consolidation was completed in August 2019. As well as the physical move, new IT systems were put in place to enable greater levels of flexible working. This proved a good investment when all except two members of staff moved to working from home in March 2020.

Plans for future periods

BRF plans to continue with the activities outlined above, subject to securing the funding necessary. Particular developments for the coming year include:

- Launch a new website for brf.org.uk
- Develop online training opportunities across the ministries
- Expand the range of opportunities for volunteer involvement with BRF's ministries
- Centenary (2022) planning and preparation
- Commence charity-wide data and website integration
- Replace and upgrade BRF's IT servers

COVID-19 has inevitably had an impact on BRF's plans for future periods. There is an expected income reduction for 2020-21 and therefore costs have been reviewed accordingly. Also, there is a greater priority for online training as the need has become more urgent.

Financial review

In 2020, total income was down 8.7% to £1,873,924 (2019: £2,052,225).

49% of income in 2020 was voluntary, and BRF is grateful for the support from our donors to enable us to carry out work across our ministries and programmes. Voluntary income was £910,364 down from the 2019 figure of £1,049,491. The decrease was due to charitable trust grants being lower than the prior year. However, encouragingly donations remained consistent. Of the voluntary income received during the year, 55% (2019: 49%) came from individual donations (including legacies) and 45% (2019: 51%) from charitable trust grants. Income from legacies was £10,679. Of the total voluntary income received, 63% was restricted for specific programmes of work. The cost of raising funds was £193,240, amounting to 9% of expenditure.

A significant portion of income was from the sale of resources and events, amounting to £944,761. We wish to enable individuals to grow in their faith, and as such a pricing strategy is adopted to make it as affordable as possible to our readers and event attendees. The sales of BRF's Bible reading notes range account for the majority of the income from sales of resources, with *New Daylight* as our flagship publication. This income stream continues to slowly decline and, as we look to the future, we are considering alternative funding models for this area of our charitable activity.

Expenditure was lower year on year at £2,082,736 (2019: £2,212,602) in part due to the lower costs relating to lower sales of resources and also due to tight cost control. Payroll costs remain the most significant cost; however, this doesn't recognise the significant contribution of the 187 volunteers that support BRF's work. During the year the lease of the second office property was ended, which will lead to lower overheads in the next financial year.

BRF owns a property in which the head office is based. This property is owned outright.

Investments performed well for much of the year; however they were subject to extreme volatility towards the end of the year. The end of the year saw an unrealised loss of £34,302, though this reversed shortly after the year end. The year end valuation was £872,545 (2019: £1,000,537). £92,924 was realised in the year from the assets of the development fund.

The overall net movement of funds of £(241,880) (2019: £(124,915)) provided overall reserves at 31 March 2020 of £1,813,687 (2019: £2,055,567), of which unrestricted reserves were £1,755,409 (2019: £1,924,868).

Principal funding sources

BRF generates 50.4% (2019: 48.9%) of our annual overall funding from income from sales of resources and fees charged for training and events. The growth and expansion of BRF's work, particularly its specific ministries and programmes over the past 20 years, have been made possible largely through the very generous support of individual donors, churches and charitable trusts. Other than Gift Aid, BRF receives no funding from government or other statutory bodies, or from the National Lottery.



Fundraising

Recognising our dependence on voluntary income, BRF aims to inspire and encourage others to give in support of our work. BRF seeks to act responsibly in our communications with supporters and donors. In our approach to potential donors, we will never subject anyone to pressure or a 'hard sell', but will always treat individuals with dignity, integrity and respect. We are aware that some of our donors may be older, potentially vulnerable adults. BRF has guidance for staff on identifying vulnerable older donors and how to work with them in a way that maintains their dignity. We seek to work to the highest level of transparency, integrity and respect towards all who engage with the charity, including those who give to our work.

All fundraising activity is carried out by BRF's in-house fundraising team, managed during the year by BRF's Head of Finance and Operations, working closely with the Chief Executive. During the year a major gifts executive was appointed to the fundraising team. Following the year end a new Head of Fundraising was appointed. This completes the development programme for the fundraising department. No professional fundraiser or commercial participator was used during the year. BRF is registered with the Fundraising Regulator, adheres to the standards of the Regulator's Code of Fundraising Practice and has signed up to receive suppressions under the Fundraising Preference Service.

BRF's fundraising team looks for appropriate ways to share our funding needs with those churches and individuals who engage with the charity and its particular programmes, alongside identifying charitable trusts and foundations whom we may approach for grant funding support.

During the year, specific initiatives included the continued development of the Messy £100 Appeal to the Messy Church community through the sharing of stories of how Messy Church has changed lives.

BRF benefitted from a number of significant grants from the following charitable trusts: The Jerusalem Trust, The Bishop Radford Trust, The Mercers' Company, The Douglas Trust, The Tufton Charitable Trust and The Community of St John Baptist.

BRF readers and subscribers are kept informed about BRF's wider ministry and funding needs through articles in *New Daylight* and *Guidelines* Bible reading notes, through regular newsletters such as BRF News and through our social media channels. Focused news updates keep donors who specifically support Barnabas in Schools, Messy Church and Anna Chaplaincy regularly informed of progress, as BRF Partners News does for our key supporters.

No complaints were received during the year about fundraising for the charity.

The Trustees wish to thank all the individuals, churches and charitable trusts for their generous funding support during the year.

Reserves policy

BRF's reserves are unrestricted funds that are freely available to spend on its charitable purposes.

BRF's various ministries (particularly Messy Church, Anna Chaplaincy and Parenting for Faith) are almost exclusively funded from voluntary income. Much of the recent development of these ministries has been made possible through generous grants from individuals and charitable trusts. However, donor and grant income is unpredictable; while BRF seeks to secure funding each year to cover the annual costs of its programmes, reserves are extremely important in providing resilience and sustainability. Reserves also provide the potential to invest in new developments and opportunities.

The status of reserves is reported within BRF's monthly management accounts and reviewed by the Finance Committee, which meets four times a year. The level of reserves needed is reviewed each year by the full Council when the annual budget is agreed, so there is an integrated approach to BRF's overall financial planning.

The Trustees consider that BRF requires unrestricted free reserves of 50% (i.e. six months) of annual budgeted expenditure for its charitable activities given the time it takes to cut costs. These reserves enable us to make good any fluctuations in voluntary income and any shortfall of income over expenditure for these programmes, allowing time for us to seek alternative sources of income and enabling us to continue the delivery of our charitable activities each year.

The Trustees continue to hold the view, therefore, that a level of £1,166,576 is currently appropriate in order to safeguard future activities. At the end of March 2020, BRF's total funds were £1,813,687 (of which free reserves comprised £1,072,965). These comprised:

£1,072,965	General funds
£313,644	Development fund
£25,000	Centenary fund
£343,800	Property fund
£58,278	Restricted funds, available for use only for the specific charitable activity for which they are given

The development, centenary and property funds are designated. The purpose of the development fund, which has been invested, is to provide designated funding for two senior management posts over a period of around five years (three years remaining). The centenary fund has been created to fund events to mark BRF's centenary in 2022. The property fund is a designated fund representing the net book value of the charity's long leasehold property.

These funds are considered to be adequate for the immediate future requirements of BRF's activities. At the end of March 2020, BRF had 5.5 months (2019: 6.3 months) of free unrestricted fund reserves. In this calculation, the centenary fund and development fund have been excluded, given their designation. Should the designation of any fund be reversed there are 9.0 months of funds available. The Trustees expect to draw on BRF's reserves in the coming year to ensure the continued delivery of its ministries while working on increasing sustainable income streams with the view to be break even in 2021. Following the year end the budget was revised to reduce costs in order to prepare for scenarios where future income is lower than initially expected.

Going concern

The Trustees expect the charity to continue to operate for more than twelve months from the date of this report. As such they consider the charity to be a going concern. Along with Key Management Personnel, the Trustees regularly review historical and projected financial information as well as reviewing future strategic plans.

Investment policy

BRF held investments of £872,545 at 31 March 2020. BRF splits the investments between two funds, portfolio 1, invested in Cofunds, an unrestricted fund for general use, and portfolio 2, again invested in Cofunds, unrestricted though designated as the development fund. BRF takes an ethical investment approach. All ethical investments are deemed as matching the criteria as described by the EIRIS Foundation research or other recognised ethical investment bodies. BRF engages Argentis Financial Services as investment advisers.

The investment policy reviewed and agreed by BRF's Trustees on 14 June 2018 is that all investments with Cofunds are held in ethical investments and should not hold more than 30% (+/- 3%) in equities. The Trustees' attitude to investment risk is Moderately Cautious, and they seek to achieve BRF's investment objectives by investing prudently in a broad range of fixed interest securities and equities which are quoted on a Recognised Investment Exchange and unit trusts and OEICs (open-ended investment companies) which are authorised under the Financial Services and Markets Act 2000.

The objective for portfolio 1 is to provide a balanced return between income and capital, both of which may be used at any time for the furtherance of BRF's aims. The portfolio is therefore managed on a total return basis, targeting 1-2% above inflation as a total return. Dividends and interest are paid away monthly to BRF. To the year ending 31 March 2020, our investment report showed that the portfolio produced a total return after fees of -3.26%.

The objective for portfolio 2 was and is to create sufficient income and capital growth to enable BRF to fund particular staff roles for a minimum of five years. The investment is anticipated to be depleted over a six-year period, with funds drawn down as required at the end of each financial year. Both capital and income may be used for the furtherance of the portfolio's objective and therefore the portfolio is managed on a total return basis. Dividends and interest are split, with part of the fund being accumulated and part paid away monthly. To the year ending 31 March 2020, our investment report showed that the portfolio produced a total return after fees of +0.8%.

The economic impact of COVID-19 on the global markets saw investment valuations decrease. Since the year end the investment valuation has shown improvement.

The Trustees receive monthly valuations and the Finance Committee reviews the investment at each of its meetings.

Taxation

The company is entitled to exemption from taxation on income and capital gains to the extent that the funds are applied for charitable purposes.

Structure, governance and management

Governing document

The Bible Reading Fellowship (BRF) was established in 1922. It is a charitable company limited by guarantee, incorporated on 30 May 1935 and registered as a charity on 1 February 1965. It is governed by its Memorandum and Articles of Association. BRF's charitable objectives are 'to advance Christian religion by:

- a) encouraging understanding of the Bible by people of all ages;
- b) encouraging and resourcing the development of Christian life and/or ministry among people of all ages.'

The Memorandum of Association prohibits the distribution of the income and property of BRF to the members. Upon dissolution or winding up of BRF, the assets shall be given or transferred to some similar institution or institutions having objects similar to BRF.

Appointment of Trustees

The directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Council. Under the requirements of the Articles of Association, there is no fixed term of service for members of the Council, but one-third of the members retire at the March Council meeting each year, determined by length of service. Retiring members may be re-elected to serve again.

Mr A Booth, Mr P Cox and Revd S Hayes were due to retire during the year. All offered themselves for re-election and were re-elected.

Mr A Barton was appointed to the Council on 12 March 2020.

The Council aims to reflect the breadth of church tradition that BRF seeks to serve, and the breadth of activities with which the charity is engaged. The skill set of the Council is periodically reviewed and if a gap is identified steps are taken to recruit a Trustee with skills and experience in that field.

New Trustees are recommended by current Council or staff members. They are issued with briefing papers about the nature, aims and objectives of the charity, and are interviewed by the Chief Executive and usually at least one Council member. Candidates are invited to attend two Trustee meetings before proceeding with the formal joining procedure.

The charity has six vice presidents. This role is honorary and the vice presidents support the charity in an advocacy and advisory capacity.

Trustee induction and training

In practice, most new Trustees are already familiar with at least some aspects of the work of the charity. Upon joining the Council, they are provided with detailed information about our vision, including major initiatives and key issues, organisation structure, copies of the Memorandum and Articles of Association, and the latest financial statements. All Trustees are issued with a copy of *The Essential Trustee: What you need to know (CC3)*, as well as *Welcome – you're a charity Trustee*, both published by the Charity Commission.

A formal induction programme provides Trustees with a detailed insight into the different aspects of our work and a chance to meet members of staff. This is available to both new and current Trustees.

Organisation

The Council, BRF's policy-making body, is responsible for the overall vision, direction and strategy of the charity and meets four times a year. A Finance Committee, comprising at least three Trustees, also meets four times a year. A People

Committee, comprising two Trustees, the CEO and Head of People, meets at least three times per year. A Senior Management team, comprising the Chief Executive, Head of Content Creation, Head of Finance and Operations, Head of Marketing and Communications and Head of People, manages the day-to-day operations and has delegated authority, approved by the Council, for operational matters including finance and employment.

Pay policy for senior staff

No Trustee received any remuneration, nor did they receive any other benefit during the year in their role as a member of the Council.

The Trustees, through the People Committee, annually review all staff salaries. Within the scope of the organisational review conducted during the year, all salaries were also reviewed to ensure they appropriately reflected the duties of the individual postholders. In recruiting for new positions, the Senior Management team takes into consideration current market rates and salary levels for similar posts in comparable organisations, as well as the experience of applicants. The salaries of members of the Senior Management team (who are listed on page 3) are similarly determined according to these criteria.

Risk management

The Council and Management team identify and evaluate risks to the charity on an ongoing basis and action is agreed to mitigate any new significant risk at the earliest opportunity. A full review of the operational, financial, reputational and ministry risks to the charity is conducted annually. The risk register documents the identification and evaluation of risks and the likelihood of their occurrence across all aspects of the charity and its activities, and reports on processes in place or being developed to manage these risks.

The principal risks are identified as:

	Risk	Mitigating action
Income from sales of resources	Competitive market for Bible reading notes, as well as continued pressures on the Christian bookshop market, leading to a reduction in income.	Development of a range of routes to reach end users; introduction of new subscription resources; review of areas for publishing development.
Voluntary income	Negative macro economic factors further limiting sources of voluntary income to support charitable activities.	Raising the profile of BRF and its vision; additional investment in the fundraising team; continuing development of a major gifts programme.
Staff	Loss of knowledge and interruption to the business through staff leaving and the challenge of recruiting suitable candidates to fill vacant and new positions.	Business continuity planning; articulation of BRF's core values as an organisation and embedding these within its day-to-day operations.
Reputation	Negative reaction to one or more of our ministries (including ministries that interact with children), publications or fundraising campaigns.	Implementation and regular review of policies and procedures, including safeguarding and volunteer agreements; CPD programme for freelancers working in schools and with churches; complaints procedure; ability to respond swiftly in the event of a problem arising.
Data	Loss of personal data, including sensitive data and data processed through fundraising activities; risk of cyberattack.	Continual improvement programme on the handling of personal data; registration with appropriate regulators such as cyber essentials and CPD by staff members; IT controls in place and cyber insurance.

Public benefit statement

In shaping our objectives and planning our activities, the Trustees confirm that they have complied with the duty in section 4 of the Companies Act 2006 to have due regard to the guidance published by the Charity Commission, including the guidance on public benefit and fee charging, and the specific guidance on charities for the advancement of religion and for the advancement of education. BRF relies on income from grants and donations, along with the sales of publications and fees for some training and events, to cover its operating costs. In setting the prices for publications and the level of fees, the Trustees are concerned to make what we have to offer as accessible and as affordable as possible throughout the United Kingdom.

All that we do is accessible to all of the wider public, and many benefit from BRF's charitable activities. BRF's charitable activities resource individual adults, children and families, parents, ordained and lay leaders in churches, primary school teachers and pupils, Messy Church leaders, and Anna Chaplains and others in equivalent roles. We do so through producing Bible reading notes, books and other resources, offering conferences, providing training and consultancy and through our specific ministries, programmes and websites.

Councillors' responsibilities in relation to the financial statements

The Council members (who are also the charity Trustees and the directors of the company for the purposes of company law) are responsible for preparing the Report of Council and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council members to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing the financial statements, the Council members 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 UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Council members are responsible for keeping adequate 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 Companies Act 2006. 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.

The Council members are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our auditors

In so far as the Council members are aware, at the time of approving our Councils' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the company's auditor is unaware, and
- the Council members, having made enquiries of fellow directors and the company's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Council on Thursday 24 September 2020 and signed on its behalf by:

Colin Fletcher – Council member

Peter Lloyd – Council member

Date: 24 September 2020

Date: 24 September 2020



**INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF THE BIBLE READING FELLOWSHIP**

Opinion

We have audited the financial statements of The Bible Reading Fellowship (the 'charitable company') for the year ended 31 March 2020 which comprise; The Statement of Financial Activities Incorporating an Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Councils' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Council members are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:



- the information given in the Report of the Council, prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Council has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Council.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Council

As explained more fully in the Council responsibilities statement, the Council member (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council members are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [frc.org.uk/auditorsresponsibilities](https://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Azets Audit Services
Paul Creasey (Senior Statutory Auditor)
For and on behalf of Azets Audit Services
Statutory Auditor and Chartered Accountants
Gladstone House, 77-79 High Street,
Egham, Surrey
TW20 9HY
Date 24 September 2020



THE BIBLE READING FELLOWSHIP

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING AN INCOME
AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 total £	2019 total £
Income from:					
Donations and legacies					
Donations		254,961	236,761	491,722	493,076
Grants		70,310	337,653	407,963	533,449
Legacies		10,679	-	10,679	22,966
Charitable activities					
Working with individuals and churches		794,900	124,460	919,360	956,820
Working with primary schools		-	25,401	25,401	33,095
Investments					
Interest received		18,799	-	18,799	12,819
Total income		<u>1,149,649</u>	<u>724,275</u>	<u>1,873,924</u>	<u>2,052,225</u>
Expenditure on:					
Raising funds	5	90,823	102,417	193,240	176,889
Charitable activities	4	1,077,588	811,908	1,889,496	2,035,713
Total expenditure		<u>1,168,411</u>	<u>914,325</u>	<u>2,082,736</u>	<u>2,212,602</u>
Net (expenditure)/income before investment gains		(18,762)	(190,050)	(208,812)	(160,377)
(Loss)/gain on investment	12	<u>(33,068)</u>	<u>-</u>	<u>(33,068)</u>	<u>35,462</u>
Net (expenditure)/income		(51,830)	(190,050)	(241,880)	(124,915)
Transfers between funds	18	(117,629)	117,629	-	-
Net movement in funds	8	<u>(169,459)</u>	<u>(72,421)</u>	<u>(241,880)</u>	<u>(124,915)</u>
Reconciliation of funds					
Total funds brought forward		<u>1,924,868</u>	<u>130,699</u>	<u>2,055,567</u>	<u>2,180,482</u>
Total funds carried forward		<u>1,755,409</u>	<u>58,278</u>	<u>1,813,687</u>	<u>2,055,567</u>

None of the charity's major activities were acquired or discontinued during the above two financial periods. The charity has no recognised gains or losses other than the deficit for the above two financial periods.

The notes on pages 21 to 34 form part of these financial statements.

THE BIBLE READING FELLOWSHIP

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING AN INCOME
AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 total £
Income from:				
Donations and legacies				
Donations		255,456	237,620	493,076
Grants		123,158	410,291	533,449
Legacies		18,000	4,966	22,966
Charitable activities				
Working with individuals and churches		894,396	62,424	956,820
Working with primary schools		-	33,095	33,095
Investments				
Interest received		12,819	-	12,819
Total income		1,303,828	748,396	2,052,225
Expenditure on:				
Raising funds	5	97,793	79,096	176,889
Charitable activities	4	1,161,756	873,957	2,035,713
Total expenditure		1,259,549	953,053	2,212,602
Net (expenditure)/income before investment gains		44,280	(204,657)	(160,377)
Gain on investment	12	35,462	-	35,462
Net (expenditure)/income		79,742	(204,657)	(124,915)
Transfers between funds	18	(151,475)	151,475	-
Net movement in funds	8	(71,733)	(53,182)	(124,915)
Reconciliation of funds				
Total funds brought forward		1,996,601	183,881	2,180,482
Total funds carried forward		1,924,868	130,699	2,055,567

None of the charity's major activities were acquired or discontinued during the above two financial periods. The charity has no recognised gains or losses other than the deficit for the above two financial periods.
The notes on pages 21 to 33 form part of these financial statements.

THE BIBLE READING FELLOWSHIP
(Company registration number 301324) (Charity registration number 233280)

BALANCE SHEET
AS AT 31 MARCH 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	11	380,240	396,385
Investments	12	872,545	1,000,537
		1,252,785	1,396,922
Current assets			
Stocks	13	152,795	171,884
Debtors	14	182,758	276,636
Cash at bank and in hand		505,459	618,603
		841,012	1,067,123
Creditors: amounts falling due within one year	15	270,300	395,602
Net current assets		570,712	671,521
Total assets less current liabilities		1,823,497	2,068,443
Creditors: amounts falling due after more than one year	16	9,810	12,876
Net assets		1,813,687	2,055,567
Charity Funds			
Restricted funds	17	58,278	130,699
Unrestricted funds	18	1,072,965	1,141,556
Designated funds		682,444	783,312
Total charity funds		1,813,687	2,055,567

The financial statements were approved and authorised for issue by the Council on 24 September 2020 and signed on its behalf by:

The Rt Revd C Fletcher

Mr P Lloyd
Council members

The notes on pages 21 to 33 form part of these financial statements.

THE BIBLE READING FELLOWSHIP
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	2019 £
Cash flows from operating activities			
Net (expenditure) for the reporting period		(241,880)	(124,915)
Adjustments to cash flows from non-cash items			
Depreciation	11	34,017	31,748
Realised (gain) on disposal of investments	12	(1,234)	(3,679)
Unrealised loss/(gain) on revaluation of investments	12	34,302	(31,783)
		(174,795)	(128,629)
Working capital adjustments			
Decrease/(increase) in stock and work in progress	13	19,089	(4,149)
Decrease/(increase) in debtors	14	93,878	(29,058)
(Decrease)/increase in creditors	15	(128,366)	6,967
Net cash flow from operating activities		(190,194)	(154,869)
Cash flows from investing activities			
Payments for plant, property and equipment	11	(17,874)	(12,876)
Sale proceeds of investments	12	92,924	407,149
Net cash flow used in investing activities		77,050	394,273
Cash flows from financing activities			
Repayment of loans	15	-	-
Net cash flows from financing activities		-	-
Net (decrease)/increase in cash and cash equivalents		(113,144)	239,404
Cash and cash equivalents at 1 April 2019		618,603	379,199
Cash and cash equivalents at 31 March 2020		505,459	618,603
Analysis of cash and cash equivalents			
Current accounts		505,459	618,603
Deposit accounts		-	-
		505,459	618,603

The notes on pages 21 to 33 form part of these financial statements.

THE BIBLE READING FELLOWSHIP**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020****1 CHARITY DETAILS**

The Bible Reading Fellowship is a company limited by guarantee, incorporated in England and Wales, company registration number 301324, charity registration number 233280. The company is a public benefit entity.

Its registered office is: 15 The Chambers
Vineyard
Abingdon
Oxfordshire OX14 3FE

2 ACCOUNTING POLICIES**Basis of accounting**

The financial statements have been prepared using the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- **Donations, legacies and grants**

Income from donations, legacies and grants is accounted for on the earliest of receipt or notification of the amount to be received, except as follows:

- When donors specify that funds provided must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to such income, the income is deferred and not included in incoming resources until the preconditions for use have been met.

- **Publications deferred income**

Income invoiced in respect of advance publications is deferred and included in incoming resources at the date of despatch of the relevant publication.

- **Investment income**

Investment income is included when receivable.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accrual basis inclusive of any VAT which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of the number of staff engaged in that activity.

Depreciation of tangible fixed assets

Depreciation is provided in equal annual instalments over the estimated lives of the assets. The rates of depreciation are as follows:

Long leasehold property	50 years
Office equipment and furniture	5 years
Computer software	3 years
Computer hardware	3 years

Each class of asset is included at cost. Equipment costing less than £500 is taken to the Statement of Financial Activities in the year of purchase.

Foreign currencies and presentational currency

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Assets and liabilities denominated in foreign currencies are converted at the year end exchange rate. All exchange differences are reflected in the income and expenditure account. The presentation currency used is Sterling.

Stock and work in progress

Stocks are stated at the lower of cost and net realisable value. Provision is made for slow-moving and obsolete stocks.

Pension scheme

Contributions to defined contribution pension schemes are charged to the income and expenditure account for the year in which they are payable to the schemes.

Fund accounting

Funds held by the charity are either:

- Unrestricted funds: These are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.
- Restricted funds: These are funds that 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the revenue account on a straight-line basis.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term, highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fixed asset investments

Investments held with Cofunds (Aegon UK) are included in the accounts at market value at 31 March 2020.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charitable company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised at the transaction price.

Provisions

Provisions are recognised when the company has an obligation at the reporting date as a result of a past event. It is probable that the company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

Going concern

There are no material uncertainties that cast significant doubt upon the charity's ability to continue as a going concern. Forecasts have been prepared and reviewed for future periods. A key judgement in making the assessment is the ability to continue to fundraise income. In making these forecasts, the trustees have considered the ongoing impact of the COVID-19 pandemic and its effect on the charity, its donors, income streams and trading partners. Accordingly, it is appropriate to continue to adopt the going concern basis in preparing these financial statements.

Financial instruments

The Charitable Company has chosen to adopt Sections 11 and 12 of FRS 102 in respect of financial instruments.

(i) Financial assets

Basic financial assets, including trade and other receivables, cash and bank balances and investments in commercial paper, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Such assets are subsequently carried at amortised cost using the effective interest method.

At the end of each reporting period financial assets measured at amortised cost are assessed for objective evidence of impairment. If an asset is impaired the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been had the impairment not previously been recognised. The impairment reversal is recognised in profit or loss.

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in profit or loss, except that investments in equity instruments that are not publicly traded and whose fair values cannot be measured reliably are measured at cost less impairment.

Financial assets are derecognised when (a) the contractual rights to the cash flows from the asset expire or are settled, or (b) substantially all the risks and rewards of the ownership of the asset are transferred to another party or (c) despite having retained some significant risks and rewards of ownership, control of the asset has been transferred to another party who has the practical ability to unilaterally sell the asset to an unrelated third party without imposing additional restrictions.

(ii) Financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Financial liabilities are derecognised when the liability is extinguished, that is, when the contractual obligation is discharged, cancelled or expires.

(iii) Offsetting

Financial assets and liabilities are offset and the net amounts presented in the financial statements when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

3 TURNOVER

Turnover is the total amount receivable by the charity in the ordinary course of business with outside customers for goods supplied and services provided, excluding VAT.

4 CHARITABLE ACTIVITIES

	Total		Direct costs		Salaries and staff costs		Support costs	
	2020	2019	2020	2019	2020	2019	2020	2019
	£	£	£	£	£	£	£	£
Working with individuals and churches								
General charity activities	160,439	132,339	29,909	10,708	95,076	90,873	35,454	30,788
Living Faith - Resources and publications	888,494	994,209	407,445	485,726	370,064	398,257	110,985	110,226
Living Faith - Conferences and Quiet Days	14,814	21,226	14,814	21,226	-	-	-	-
Recorded notes and developing countries	1,000	779	1,000	779	-	-	-	-
Messy Church	262,492	238,075	72,700	59,987	176,042	165,174	13,750	12,914
Who Let The Dads Out?	-	56,952	-	8,214	-	42,816	-	5,922
Anna Chaplaincy	143,628	133,628	20,256	14,227	109,622	106,486	13,750	12,915
Parenting for Faith	212,098	220,878	29,677	38,605	168,671	169,358	13,750	12,915
	<u>1,682,965</u>	<u>1,798,086</u>	<u>575,801</u>	<u>639,472</u>	<u>919,475</u>	<u>972,934</u>	<u>187,689</u>	<u>185,680</u>
Working with primary schools								
Barnabas in Schools	165,818	192,140	31,464	59,527	120,604	119,698	13,750	12,915
Governance costs (note 7)	<u>40,713</u>	<u>45,487</u>	<u>13,186</u>	<u>16,523</u>	<u>27,527</u>	<u>28,964</u>	<u>-</u>	<u>-</u>
Total expenditure on charitable activities	<u>1,889,496</u>	<u>2,035,713</u>	<u>620,451</u>	<u>715,522</u>	<u>1,067,606</u>	<u>1,121,596</u>	<u>201,439</u>	<u>198,595</u>

5 RAISING FUNDS

	Total		Direct costs		Salaries and staff costs		Support costs	
	2020	2019	2020	2019	2020	2019	2020	2019
	£	£	£	£	£	£	£	£
Staff	165,982	140,802	-	-	165,982	140,802	-	-
Donor mailings	-	6,277	-	6,277	-	-	-	-
Fundraising costs	<u>27,258</u>	<u>29,810</u>	<u>27,258</u>	<u>29,810</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>193,240</u>	<u>176,889</u>	<u>27,258</u>	<u>36,087</u>	<u>165,982</u>	<u>140,802</u>	<u>-</u>	<u>-</u>

6 ANALYSIS OF SUPPORT COSTS

	2020	2019
	£	£
IT	41,723	36,929
Accommodation	71,692	74,249
Legal and professional	1,779	1,318
Telephone	9,269	7,968
Depreciation	34,017	31,748
Bank charges	10,816	11,884
Printing, postage and stationery	12,143	11,217
Sundry administration	20,477	23,282
	<u>201,916</u>	<u>198,595</u>

7 GOVERNANCE COSTS

	2020	2019
	£	£
Audit and accountancy	9,000	9,087
GDPR compliance costs	-	2,767
Staff costs	27,527	28,964
Trustee meetings	4,186	4,669
	<u>40,713</u>	<u>45,487</u>

8 NET MOVEMENT IN FUNDS

	2020	2019
	£	£
The movement for the year is stated after charging:		
Depreciation	34,017	31,748
Payments under operating leases	17,826	36,605
Auditors' remuneration	8,000	7,800

9 COUNCIL MEMBERS REMUNERATION AND EXPENSES

No fees or emoluments were paid to any member of the Council during their service in the year (2019: £nil) in their role as a member of the Council. A total of £1,859 (2019: £1,944) was reimbursed to six (2019: eight) members of the Council in respect of travel costs incurred while engaged on the charity's business.

One Council member also received £990 (2019: £2,884) in respect of services provided in the delivery of Barnabas RE Days.

Donations of £13,850 were received from Council members during the year. (2019: A donation of £50,000 was received from a trust of which one of The Bible Reading Fellowship's Council members was a Trustee)

10 EMPLOYEE REMUNERATION

	2020	2019
	£	£
Wages and salaries	1,027,519	1,047,412
Social security costs	92,324	92,935
Other pension costs	77,045	86,310
	<u>1,196,888</u>	<u>1,226,657</u>

The average number of persons employed was 41 (2019: 43).

One employee received remuneration of more than £60,000 per annum (2019: one).

The number of staff to whom retirement benefits are accruing under deferred annuity schemes is 41 (2019: 38).

The employee benefits of key management personnel was £286,838 (2019: £275,763). Key management personnel are staff members who served on the senior management team during the year.

11 TANGIBLE ASSETS

	Long leasehold land and buildings	Computer equipment	Furniture and office equipment	Total
	£	£	£	£
Cost				
At 1 April 2019	460,000	191,403	101,661	753,064
Additions	-	9,400	8,474	17,874
Disposals	-	(37,662)	(17,360)	(55,022)
At 31 March 2020	460,000	163,141	92,776	715,917
Depreciation				
At 1 April 2019	106,996	163,836	85,850	356,682
Charge for the year	9,204	18,754	6,059	34,017
Released on disposals	-	(37,662)	(17,360)	(55,022)
At 31 March 2020	116,200	144,928	74,549	335,677
Net book value				
At 31 March 2020	343,800	18,213	18,227	380,240
At 31 March 2019	353,004	27,567	15,811	396,385

12 FIXED ASSET INVESTMENTS (Listed investments)

	2020 £	2019 £
Valuation 1 April 2019	1,000,537	1,372,224
Additions	-	-
Disposals (sale proceeds)	(92,924)	(407,149)
Realised gain on disposal	1,234	3,679
Unrealised (loss)/gain on revaluation	(34,302)	31,783
Valuation 31 March 2020	872,545	1,000,537

13 STOCKS AND WORK IN PROGRESS

	2020 £	2019 £
Publications for sale	109,120	110,035
Work in progress	43,675	61,849
	152,795	171,884

14 DEBTORS

	2020 £	2019 £
Trade debtors	93,421	118,363
Other debtors	10,281	14,089
Prepayments and accrued income	24,132	88,473
Amounts owed by book distributors	54,924	55,711
	182,758	276,636

15 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	54,964	69,368
Taxation and social security	23,774	23,274
Accruals	42,721	136,351
Deferred income – publications invoiced in advance	148,841	156,699
Other creditors	-	9,910
	270,300	395,602

	2020 £	2019 £
An analysis of the movement on the deferred income account is as follows:		
Deferred income brought forward	169,575	188,441
Released to income during the year	(156,699)	(181,570)
Deferred in the year	145,775	162,704
Deferred income carried forward	158,651	169,575
Deferred income due within one year	148,841	156,699
Deferred income due after one year	9,810	12,876
	158,651	169,575

16 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2020 £	2019 £
Deferred income	9,810	12,876
	9,810	12,876

17 RESTRICTED INCOME FUNDS

	Barnabas in Schools £	Parenting for Faith £	Messy Church £	Anna Chaplaincy £	Developing countries £	Total 2020 £	Total 2019 £
Balance at 1 April 2019	55,260	63,652	-	-	11,787	130,699	183,881
Donations	79,260	2,909	97,362	56,707	523	236,761	237,620
Grants	15,836	196,354	68,038	57,425	-	337,653	410,291
Legacies	-	-	-	-	-	-	4,966
Training, events, interest and other income	25,401	12,531	95,510	16,419	-	149,861	95,519
Raising funds	(30,918)	(9,662)	(44,445)	(17,392)	-	(102,417)	(79,096)
Charitable activities	(165,818)	(212,098)	(262,492)	(143,628)	(1,000)	(785,036)	(842,452)
Governance costs	(6,718)	(6,718)	(6,718)	(6,718)	-	(26,872)	(31,505)
Movement in funds for year	(82,957)	(16,684)	(52,745)	(37,187)	(477)	(190,050)	(204,657)
Transfer from unrestricted	27,697	-	52,745	37,187	-	117,629	151,475
Balance at 31 March 2020	-	46,968	-	-	11,310	58,278	130,699

- a) **Barnabas in Schools** – The fund supports BRF’s work (both nationally and in particular regions) with children and teachers in primary schools. This programme ceased following the year end
- b) **Parenting for Faith** – The fund supports BRF’s work equipping parents to raise God-connected children and teens.
- c) **Messy Church** – The fund supports BRF’s work helping churches to engage with their wider community.
- d) **Anna Chaplaincy** – The fund supports BRF’s work resourcing the spiritual journey of older people.
- f) **Developing countries** – The fund enables BRF to provide resources to help clergy, church groups and organisations involved in training Christian publishers in developing countries.

18 UNRESTRICTED FUNDS

	General funds £	Develop- ment fund £	Centenary fund £	Property fund £	Total £
Unrestricted funds at 1 April 2019	1,141,556	405,308	25,000	353,004	1,924,868
Deficit for the year	(18,762)	-	-	-	(18,762)
(Losses) / gains on investments	(36,328)	3,260	-	-	(33,068)
Transfer from development fund	94,924	(94,924)	-	-	-
Transfer to restricted funds	(117,629)	-	-	-	(117,629)
Transfer from property fund	9,204	-	-	(9,204)	-
Unrestricted funds carried forward at 31 March 2020	1,072,965	313,644	25,000	343,800	1,755,409

The property fund is a designated fund representing the net book value of the charity's leasehold property. The purpose of the development fund, which has been invested, is to provide designated funding for two senior management posts over five years. There are three years remaining. The centenary fund has been created to fund events to mark the charity's centenary in 2022 and to fund new initiatives.

Transfers to restricted funds took place to eliminate deficits on some restricted funds (see note 17).

19 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	General funds £	Property fund £	Centenary & development funds £	Total £
<u>Net assets at 31 March 2020</u>					
Tangible fixed assets	-	36,440	343,800	-	380,240
Fixed asset investments	-	558,901	-	313,644	872,545
Cash at bank and in hand	50,643	429,816	-	25,000	505,459
Stocks, work in progress and debtors	9,944	325,609	-	-	335,553
Creditors falling due within one year	(2,309)	(267,991)	-	-	(270,300)
Creditors falling due after one year	-	(9,810)	-	-	(9,810)
	58,278	1,072,965	343,800	338,644	1,813,687

	Restricted funds	General funds	Property fund	Centenary & development funds	Total
<u>Net assets at 31 March 2019</u>	£	£	£	£	£
Tangible fixed assets	-	43,381	353,004	-	396,385
Fixed asset investments	-	595,229	-	405,308	1,000,537
Cash at bank and in hand	126,862	466,741	-	25,000	618,603
Stocks, work in progress and debtors	12,272	436,248	-	-	448,520
Creditors falling due within one year	(8,435)	(387,167)	-	-	(395,602)
Creditors falling due after more than one year	-	(12,876)	-	-	(12,876)
	<u>130,699</u>	<u>1,141,556</u>	<u>353,004</u>	<u>430,308</u>	<u>2,055,567</u>

20 COMMITMENTS UNDER OPERATING LEASES

At 31 March 2020, The Bible Reading Fellowship had commitments under operating leases of £3,952 (2019: £17,826) payable within one year, and £2,305 (2019: £6,257) in respect of operating leases expiring in two to five years.

21 PENSION SCHEME

For eligible salaried employees, The Bible Reading Fellowship participates in the Pension Builder Scheme section of CWPB for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Classic

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. The Bible Reading Fellowship is part of the Pension Builder Classic part of the Pension Fund.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

There is no subdivision of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2020: £77,045; 2019: £86,310).

A valuation of the Pension Builder Classic scheme is carried out once every three years. The most recent scheme valuation completed was carried out as of 31 December 2016. This revealed, on the ongoing assumptions used, a deficit of £14.2m. There is no requirement for deficit payments at the current time as the scheme intends to recover through holding back discretionary bonuses.

There were contributions of £7,162 outstanding at the year end (2019: £6,903).

The Bible Reading Fellowship had 37 active members and four deferred members at 31 March 2020 (2019: 37 active members and four deferred members).

22 Financial instruments

Categorisation of financial instruments

	2020 £	2019 £
Financial assets measured at fair value through profit or loss (investment)	872,545	1,000,537
Financial assets that are debt instruments measured at amortised cost	663,213	804,950
Financial liabilities measured at amortised cost	54,964	79,278
	<u>1,590,722</u>	<u>1,884,765</u>

For a breakdown of the fair value of the investments as well as the element charged to the statement of financial activity, see note 12.

23 Analysis of changes in net funds

	At start of year £	Cashflows £	At end of year £
<u>Net funds at 31 March 2020</u>			
Cash	<u>618,603</u>	<u>(113,144)</u>	<u>505,459</u>

24 Post-balance sheet events

The COVID19 global pandemic continues to impact the operations of both the charity and general sectors of the economy. While the investment holdings of the charity continue to be affected by the uncertainty in financial markets, the performance of these holdings have improved since the year end. In July 2020 five roles were made redundant, with one staff member redeployed to a new Volunteer Manager role.

In July 2020 it was announced that the Barnabas in Schools programme will cease during the coming year.