



**LEARN TO LOVE TO READ
TRUSTEES' ANNUAL REPORT
AND
ACCOUNTS
FOR THE 14 MONTHS
FROM 23 OCTOBER 2017
TO 31 DECEMBER 2018**



Trustees' Annual Report

Reference and Administrative Details

Learn to Love to Read

St Michael's Church, 71 Wimbledon Park Road, Southfields, London SW18 5TT

Registered charity number 1175288

Trustees:

Mr Nigel Richard Harris - Chair

Ms Carolyn Pamela Anne Stubbs - Treasurer

Mrs Teresa Jane Harris

Mrs Jacqueline Wendy Carson

Mrs Sally Elizabeth Lucas

Rev. Stephen John Melliush

There are no exemptions from disclosure.

Objectives and Activities

The object of Learn to Love to Read, as set out in its governing document, is, in accordance with Christian principles, to advance the education of children and their families across the UK, in particular but not exclusively by providing literacy support in partnership with primary schools, churches and other organisations.

The Charity Commission document *The essential trustee: what you need to know, what you need to do* (CC3) has been distributed to and read by all of our trustees. They are aware of their responsibility to make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. Trustee meetings are held quarterly and minutes are kept.

We aim to improve literacy levels in Wandsworth for the public benefit and as a result reduce the number of children whose opportunities are limited because of poor reading skills. We want all children to have frequent, positive reading experiences and to be enabled and empowered by learning to love to read. We want their families to become more engaged in their children's learning and have the confidence and skills to support their child's reading at home.

We generally partner with primary schools whose catchment area includes a high proportion of Pupil Premium and/or EAL families. Our work takes place on our partner schools' premises. The children we support one-to-one are selected by the schools because they need additional help; other initiatives (preschool, family events) are universal, though specific effort is made to encourage specifically identified families to engage with them.

We take a whole family approach to improving literacy skills: working with toddlers and primary school age children, and looking to engage their parents. The Government's current focus on 'Closing the Gap' for preschoolers to maximise social mobility, means our toddler sessions meet a well-recognised need. We facilitate a sizeable team of volunteers in each partner school, giving us a visible presence and allowing us to support a significant percentage of those who need help.

Our work:

- We train teams of volunteers to work one-to-one with Year 1 and 2 (Key Stage 1) children. Each volunteer works with three children for a full academic year, and each child receives two sessions of support a week (working with two different volunteers). This one-to-one support helps improve the reading attainment, self-confidence and enjoyment of reading for children who are struggling or who are reluctant readers. We train our volunteers, meaning they are in step with current teaching methods.
- We run free, weekly 'Sounds, Songs and Stories' sessions for parents and toddlers, to help close the early years word gap and ensure children are ready to read when they start school. These sessions also boost the confidence and abilities of the parents – equipping them with the skills to support their child's early reading at home.
- We invite families to a termly Story & Craft session after school. These fun sessions give parents and children the chance to enjoy the excitement of hearing a story together. They also allow us to connect directly with parents and equip and encourage them to support their children's reading at home.
- We offer parents the chance to sit in on a volunteer one-to-one session to learn by example how to support their child's reading. This gives them the chance to ask questions in an informal, non-threatening setting. We also run group parent training sessions.

Achievements and Performance

We were registered as a charity on 23 October 2017.

At the end of 2017 we had 40 volunteers working across four schools, were running weekly preschool sessions in four schools and termly Story & Craft sessions in three schools.

By the end of 2018 we had 60 volunteers working in seven schools – Ronald Ross, West Hill, Southmead, St Michael's, Hillbrook, Benedict and Shaftesbury Park. Thanks to the charity Give A book, all the children we supported received a gift book together with their certificate at the end of the academic year.

During 2018 we ran weekly preschool sessions in six schools – Ronald Ross, West Hill, Southmead, St Michael's, Hillbrook and Benedict.

Our termly Story & Craft sessions ran in three schools – Ronald Ross, West Hill and Southmead. The autumn term of 2018 had the highest attendance so far. 135 children attended across the three schools. Because of books donated by BookTrust, we were able to give every child a copy of the story to take home and keep.

We developed our parent training sessions and have now run three sessions at St Mary's Primary School, Putney. This has been a useful source of income for us and has been very well received. Most attendees have scored our training 9 or 10 out of 10. We also ran a phonics workshop for parents at Ronald Ross. We trialled inviting parents to sit in on their child's one-to-one session with a volunteer and this was well received. This will be rolled out during 2019.

Lunchbox Library – we ran six weekly sessions over the summer holidays for the third time in 2018. Families enjoyed a free, healthy lunch, stories, craft activities and games. Each family went home with a recipe and ingredients for an extra meal and a book from the library. The final session was a fun day on the field. 'Lovely, wonderful sessions. This summer I had enjoyed this session so much

and it's really helped saving us money for the food. Thank you very much for having me and my son here.'

We are committed to measuring the impact of our work. During 2018, we analysed our preschool early literacy work, our volunteer satisfaction, our Lunchbox Library and our parent training provision. Start of year measurements were taken in various ways to allow us to track progress over the academic year. These reports are available via our website www.learn2love2read.org.uk and demonstrate that our work continues to have significant impact for our target families.

Early in 2018 we ran our first event – Engaging Reluctant Readers – with a lecturer from Roehampton University. 40 volunteers, parents and members of the local community attended. We also ran a joint event at Southfields library with Book Clubs in Schools to celebrate Empathy Day on 12 June 2018.

We have invested in various training courses (mostly run by the FSI) – impact, general charity skills, GDPR, fundraising. Our Founder has also completed an ELKLAN qualification in Speech and Language for 0 to 3 year olds.

We have sought to build connections with other literacy organisations in order to share best practice and provide mutual support. These have included the National Literacy Trust, Book Clubs in Schools, BookTrust, EmpathyLab, Wandsworth Libraries (particularly Southfields), Doorstep Library, Reading Pals and Give A Book.

Financial Review

The charity's income during the period was £39,785, although this sum includes a transfer from St Michael's Church, Southfields, which represents the accumulated funds of the project from its three and a half years of operations before registration as a charity on 23 October 2017.

The three principal sources of income are personal donations (including Gift Aid), grants from trusts and foundations and receipts from partner schools. We received various items of grant funding during the year: £2,700 of funding from the Wimbledon Foundation and a second year of funding from the Tuixen Foundation (£5,000). Proactive requests resulted in a significant one-off donation from The Eakin Foundation of £500 as well as personal donations and fundraising initiatives.

The charity's expenditure during the period was £27,925 of which £22,978 related to staff costs (salaries, training and payroll costs). Other costs included books and equipment for schools, printing and stationery and Lunchbox Library costs.

Reserves at the year end were £11,860. Learn to Love to Read has committed to provide services to its partner schools until the end of the school year in July 2019. The trustees consider that reserves should cover up to six months of salary and administration costs as income from private donations and grants can be volatile.

The trustees review the reserves policy annually.

There are no funds held as custodian trustee on behalf of others.

Structure, Governance and Management

We began in March 2014 as a project run by St Michael's Church, Southfields, but have been a registered charity since 23 October 2017. Learn to Love to Read is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, charity number 1175288. Its only voting members are its trustees (Foundation model) and its governing document is its Constitution.

We are a small, community-based charity working in the London borough of Wandsworth. We have 6 trustees who meet quarterly and provide ongoing guidance for our work. Nigel Harris and Teresa Harris are appointed for four years; the other trustees are appointed for two years. Trustees who were well known to the Founder were initially approached. They were also recognised as having appropriate skills, an interest in our work and a willingness to give time and effort to supporting it. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Staff:

The day to day running of the charity is led by Teresa Harris, Founder and Trustee, and Anna Culwick, Head of Programmes. We have four other part time staff members with various responsibilities – some lead our weekly preschool sessions; others work on organisational, administrative, fundraising, impact measurement or promotional tasks.

Volunteers:

'Volunteering has been life changing.'

Our work depends on us having access to a committed, enthusiastic team of volunteers, trained by us to support children's reading effectively and safely.

In a recent survey 100% of our volunteers felt that their training helped them carry out their role and 94% felt supported in their role by Learn to Love to Read. 93% of volunteers felt their work made a difference to the children and 100% would recommend volunteering with Learn to Love to Read to others.

We started our work, in March 2014, with six volunteers working in one primary school in Wandsworth. At the end of 2018, 60 trained volunteers were working across seven local schools.

'Learn to Love to Read volunteers are such a friendly and warm-hearted group of people - it is always a pleasure to arrive at school to see them! The children all have such individual characters and it is lovely to see them grow in confidence and enjoy reading.'

Thanks

We want to thank everyone who has supported us over these five years: St Michael's Church, our partner schools, our dedicated staff, our funders, our amazing volunteers and the wonderful families we meet through our work.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:



Nigel Richard Harris, Chair of Trustees

Date: 26/03/2019

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE 14 MONTHS FROM 23 OCTOBER 2017 TO 31 DECEMBER 2018

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2018 (14 months)
		£	£	£
Income and endowments				
Donations and legacies	2a	31,918	3,700	35,618
Charitable activities	2b	4,167	-	4,167
Total income		<u>36,085</u>	<u>3,700</u>	<u>39,785</u>
Expenditure				
Raising funds	3a	489	-	489
Charitable activities	3b	25,536	1,900	27,436
Total expenditure		<u>26,025</u>	<u>1,900</u>	<u>27,925</u>
Net income/(expenditure) from operations		10,060	1,800	11,860
Net movement in funds		10,060	1,800	11,860
Balances carried forward at 31 December 2018		<u>£10,060</u>	<u>£1,800</u>	<u>£11,860</u>

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BALANCE SHEET AT 31 DECEMBER 2018

	Note	2018 £
FIXED ASSETS		
Investments		-
CURRENT ASSETS		
Debtors and prepayments	5	354
Cash at bank and in hand: General account		14,506
		<u>14,860</u>
Creditors: amounts falling due within one year	6	3,000
NET CURRENT ASSETS		11,860
TOTAL NET ASSETS		<u><u>£11,860</u></u>
FUNDS OF THE CHARITY	7	
Restricted		1,800
Unrestricted		10,060
		<u><u>£11,860</u></u>

Approved by the Trustees on 26 March 2019 and signed on their behalf by the Chair, Nigel Harris.

The notes on pages 8 to 14 form part of these accounts.

LEARN TO LOVE TO READ

NOTES TO THE FINANCIAL STATEMENTS

FOR THE 14 MONTHS FROM 23 OCTOBER 2017 TO 31 DECEMBER 2018

1 ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Funds

Unrestricted funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for a particular area or for specific purposes, the use of which is restricted to that area or purpose and the restriction means that the funds can only be used for specific projects or activities.

Income and endowments

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources.

Grants and donations are accounted for as soon as the charity is notified of its legal entitlement and the amount due and when there is certainty of receipt.

Gift Aid receivable is included in income when there is a valid declaration from the donor and when the money has been received. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Gifts in kind (children's books and craft items) are not included in the accounts but are described in the trustees' annual report.

Dividends and interest are accounted for when receivable.

LEARN TO LOVE TO READ

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE 14 MONTHS FROM 23 OCTOBER 2017 TO 31 DECEMBER 2018

1 ACCOUNTING POLICIES (continued)

Expenditure

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the charity.

All other expenditure is recognised when it is incurred and is accounted for gross.

Governance costs include those incurred in the governance by the Trustees of the charity's assets and are primarily associated with constitutional and statutory requirements of operating the charity.

Fixed assets

Other fixtures, fittings and equipment

Equipment is depreciated on a straight-line basis over 4 years. Individual items with a purchase price of £1,000 or less are written off when the asset is acquired.

Investments

Investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of financial activities in the year of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

Current assets

A low level of stocks, being children's books, craft items and kitchen equipment, is held. These are not included in the balance sheet, as the cost is written off in the year of purchase.

Amounts owing to the charity at 31 December are shown as debtors less provision for amounts that may prove uncollectible.

LEARN TO LOVE TO READ

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE 14 MONTHS FROM 23 OCTOBER 2017 TO 31 DECEMBER 2018

2 INCOME AND ENDOWMENTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 (14 months) £
2(a) Donations and legacies			
Donations and gifts	8,329	1,000	9,329
Gift Aid:			
Gift Aid claimed by Learn to Love to Read	1,266	-	1,266
Gift Aid claimed by St Michael's	4,350	-	4,350
General grants provided by government / other charities	5,500	2,700	8,200
Transfer from St Michael's Church, Southfields	12,473	-	12,473
	<u>£31,918</u>	<u>£3,700</u>	<u>£35,618</u>

Grants received and due, included in the above, are as follows:

The Wimbledon Foundation	-	2,700	2,700
The Tuixen Foundation	5,000	-	5,000
The Eakin Foundation	500	-	500
	<u>£5,500</u>	<u>£2,700</u>	<u>£8,200</u>

Learn to Love to Read started in 2014 as a literacy project under the umbrella of St Michael's Church, Southfields. Until October 2017 its income and expenditure were included within the church's bank accounts. Learn to Love to Read was registered as a CIO on 23 October 2017 and its cash assets were transferred from St Michael's into the charity's new bank account on 8 December 2017. An analysis of the transfer of £12,473 transferred is shown in Appendix A to these accounts.

St Michael's Church claimed Gift Aid on restricted donations made in the years before 23 October 2017. The Gift Aid of £4,350 due to Learn to Love to Read was transferred to the charity on 5 April 2018.

	Unrestricted Funds	Restricted Funds	2018 (14 months)
2(b) Charitable activities			
Receipts from partner schools	3,000	-	3,000
Income from training course	350	-	350
Fundraising	817	-	817
	<u>£4,167</u>	<u>£NIL</u>	<u>£4,167</u>

Three partner schools pay for the full academic year in the autumn term. Thus £3,000 of income received during 2018 has been deferred until 2019. The transfer from St Michael's includes £3,000 related to the spring and summer terms in 2018, but received by St Michael's before 23 October 2017.

Total income	<u>£36,085</u>	<u>£3,700</u>	<u>£39,785</u>
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LEARN TO LOVE TO READ

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE 14 MONTHS FROM 23 OCTOBER 2017 TO 31 DECEMBER 2018

3 EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	2018 (14 months) £
3(a) Raising funds			
IT costs	239	-	239
Design services	250	-	250
	<u>£489</u>	<u>£NIL</u>	<u>£489</u>
3(b) Charitable activities			
Insurance	395	-	395
Cost of equipment for schools	1,403	300	1,703
Lunchbox Library costs	-	806	806
Administration:			
Salaries	20,124	794	20,918
Non-salaried staff costs	1,290	-	1,290
Payroll costs	420	-	420
Staff training	350	-	350
Cost of DBS checks	193	-	193
Printing and stationery costs	1,294	-	1,294
Other costs	67	-	67
	<u>£25,536</u>	<u>£1,900</u>	<u>£27,436</u>
Total expenditure	<u>£26,025</u>	<u>£1,900</u>	<u>£27,925</u>

4 STAFF COSTS

	2018 (14 months) £
Salaries and wages	20,789
Social security costs	129
Pension costs	-
	<u>£20,918</u>

During the 14 month period, Learn to Love to Read employed four employees on a part-time basis. No employee earned more than £10,000.

LEARN TO LOVE TO READ

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE 14 MONTHS FROM 23 OCTOBER 2017 TO 31 DECEMBER 2018

5 DEBTORS

	2018 £
Prepayments and accrued income	354
	<u>£354</u>

6 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £
Accruals and deferred income	3,000
	<u>£3,000</u>

Deferred income of £3,000 relates to payment from three partner schools for services in the spring and summer terms 2019. Payment for the spring and summer terms 2018 was received from these schools by St Michael's in the period to 23 October 2017 and was paid over to Learn to Love to Read as part of the transfer of assets.

7 MOVEMENT IN FUNDS

	23 October 2017 £	Net movement in funds £	31 December 2018 £
Unrestricted funds			
General fund	-	10,060	10,060
Restricted funds			
The Wimbledon Foundation	-	1,800	1,800
	<u>£NIL</u>	<u>£11,860</u>	<u>£11,860</u>

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

	Incoming resources £	Outgoing resources £	31 December 2018 £
Unrestricted funds			
General fund	36,085	26,025	10,060
Restricted funds			
The Wimbledon Foundation	2,700	900	1,800
Restricted donation (Lunchbox Library)	1,000	1,000	-
	<u>£39,785</u>	<u>£27,925</u>	<u>£11,860</u>

The Wimbledon Foundation donated £2,700 towards the salary of preschool workers in three schools in 2018/19 and also included £300 towards the set-up costs in the second school.

LEARN TO LOVE TO READ

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE 14 MONTHS FROM 23 OCTOBER 2017 TO 31 DECEMBER 2018

8 TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with Learn to Love to Read.

Trustees' expenses

No trustee expenses have been incurred.

Transactions with related parties

There have been no related party transactions in the reporting period.

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APPENDIX A

Statement of Financial Activities for the 10 months ended 23 October 2017

	2017 (10 months) £	2017 (10 months) £	2016 (12 months) £	2016 (12 months) £
Income and endowments				
Voluntary income:				
Grants	11,541		4,425	
Partner schools	4,500		5,250	
Private donations	<u>5,065</u>		<u>6,000</u>	
		21,106		15,675
Activities for generating funds		361		-
Total income		<u>21,467</u>		<u>15,675</u>
Expenditure				
Costs of charitable activities:				
Salaries	10,996		6,465	
Supplies for school support	3,696		2,824	
Supplies for Lunchbox Library days	1,973		301	
Supplies for prison day	635		-	
Payroll costs	395		-	
IT costs	<u>74</u>		<u>474</u>	
		17,769		10,064
Costs of generating income:				
Promotional DVD	1,230		-	
Photography and leaflets	<u>15</u>		<u>314</u>	
		1,245		314
Governance costs		-		-
Total expenditure		<u>19,014</u>		<u>10,378</u>
Net income/(expenditure) from operations		2,453		5,297
Balances brought forward at 1 January 2017 (2016)		10,020		4,723
Balances carried forward at 23 October 2017 (31 December 2016)		<u>£12,473</u>		<u>£10,020</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Learn to Love to Read

**On accounts for the 14
months ended**

31 December 2018

**Charity no
(if any)**

1175288

Set out on pages

6 to 14

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the 14 months ended **31/12/2018**.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

17/06/2019

Name: David Crowther

Relevant professional qualification(s) or body (if any): Institute of Chartered Accountants in England and Wales

Address: 51 Combemartin Road

Southfields

London, SW18 5PP

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.