

Charity Registration No. 313714

**UNITED KINGDOM LITERACY ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

# UNITED KINGDOM LITERACY ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|-----------------------------|---|-------------------------|
| <b>Trustees</b>             | Professor H Dombey<br>Mrs L Graham<br>Professor T Cremin<br>Mr D Reedy<br>Mrs A Öztürk<br>Ms A Colvert<br>Dr D Challen<br>Dr E Bearne<br>Ms J Court<br>Professor A Lambirth<br>Mr R McDonald<br>Dr C Dowdall<br>Ms T Parvin<br>Professor C Burnett<br>Dr J Davies<br>Ms L Chamberlain<br>Ms C Lockwood<br>Ms L Gray<br>Dr S Jones | (Appointed 1 July 2017) |
| <b>Charity number</b>       | 313714  |                         |
| <b>Principal address</b>    | Room 9<br>VAL<br>9 Newarke Street<br>Leicester<br>LE1 5SN   |                         |
| <b>Independent examiner</b> | BWM<br>Castle Chambers<br>43 Castle Street<br>Liverpool<br>L2 9SH   |                         |
| <b>Bankers</b>              | National Westminster Bank plc<br>22 Castle Street<br>Liverpool<br>L2 0UP  |                         |

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# UNITED KINGDOM LITERACY ASSOCIATION

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# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT

***FOR THE YEAR ENDED 31 MARCH 2018***

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The Trustees present their report and financial statements for the year ended 31 March 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution, the Charities Act 2011 and "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 2015)"

### **Objectives and activities**

The United Kingdom Literacy Association is affiliated to the International Literacy Association (formerly International Reading Association) and is an organisation for all people in the United Kingdom who are interested in literacy at all levels.

The sole object of the United Kingdom Literacy Association is to advance Education in Literacy.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. The Association's activities fall into three main areas:

- Membership, subscriptions and awards
- Conferences
- Publications and research

The principal activity of the charity during the year was to encourage progress in language and literacy at all levels.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

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#### Achievements and performance

##### How our activities deliver public benefit

The sole object of UKLA is the advancement of education in literacy. It achieves this through the following activities:

#### **1. Promoting good practice in literacy and language teaching and disseminating information about literacy teaching.**

The Association continues to be very active in promoting its vision for literacy education, through a variety of activities throughout the year, detailed more fully in subsequent sections.

UKLA continues to disseminate information about literacy through high quality conferences such as the international conference in Glasgow 2017, UKLA National Conferences in Manchester (2018), regional conferences in Cambridge and a symposium in Belfast: the International Conference in 2018 will be held in Cardiff. The wide geographical spread of our conferences, ensures that UKLA's presence is recognised across the UK. These inspirational conferences are organised and run by our hard-working dedicated members and provide important fora for professionals and academics to meet and to share exciting practice and ideas.

In 2016-17, UKLA took the step of joining a national campaign alongside the National Union of Teachers (NUT) and other education and children's health organizations to call for a fundamental review of the present system of assessment and testing in primary schools and explore new approaches which separates the need to assess children from issues of school and system accountability. In September 2017 the government published its consultation on primary assessment. As an association, we fear that the proposals, in the consultation response will have a negative impact on children's entitlement to a broad and balanced curriculum. As a result, UKLA will continue to support the More than a Score and Better Without Baseline campaigns.

In 2017-18 UKLA was represented at an APPG which was exploring the development of Critical Literacy. 3 members prepared a document for the UKLA response to NLT Critical Literacy consultation.

UKLA is part of a European Network of Literacy Associations (Elinet), with 83 member associations. This is a continent-wide network for literacy promotion, funded by the EC, with the key aim of strengthening cross-European collaboration between foundations and associations, Ministries and other organisations active in the field of literacy promotion in order to raise levels of literacy amongst children, young people and adults in Europe.

UKLA has continued to work alongside other English subject associations, for example the Common English Forum, The Reading Agency, The National Literacy Trust, Partners in English, the Primary Umbrella Group, and through the Association for the Study of Primary English (ASPE). In collaboration with the English Association (EA), we continue to publish the magazine English 4 to 11, published three times a year.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

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### 2. Undertaking research

The Association's research profile is robust, and continually strengthened by the energetic research activity, writing and publication of its members. This is evidenced by the range, diversity and rigour of the papers given at the annual International Conference and in the number of publications that feature the work of UKLA members.

#### Research Grant Awards

A competitive small grants scheme is administered by the Research Sub-Committee. These research grants help to support, develop and disseminate the research interests of individual members, who are strongly encouraged to report back via the annual conference and publication in one of UKLA's journals. In 2017-18, a high number of good quality submissions was received. The following research grants have been awarded:

- *Deborah Jones, Brunel University, 'Developing effective oral feedback exchanges: supporting writing at key stage two' (Award: £2,396)*

*One further award pending from the March round of submissions, subject to minor revision (potential award: £941).*

Updates have been received on all ongoing studies and all are progressing well. The next deadline for applications for research grants is October 1st 2018.

#### UKLA Student Research Prize

The Association's Student Research Prizes honour outstanding dissertations which result from high quality research conducted by student members, nominated by their supervisors. Undergraduate, Masters and doctoral dissertations are eligible, and a maximum of two awards are made annually.

One prize has been awarded in 2017: *to Chris Bailey for his PhD dissertation, Investigating the Lived Experience of an After-School Minecraft Club*

He will be presented with his award at the 2018 international conference, and his work will be featured within the programme. Shortlisting for this year's prize will take place in November 2018.

Details of current and past projects are now available on the new UKLA website. Links to publications arising from projects are available where possible.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

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#### **3. Organising regional, national and international conferences to further understanding of the latest research, current topics in literacy education and ideas for professionals**

UKLA held its 53rd international conference, *Language, Literacy and Class: Connections and Contradiction sat TIC University of Strathclyde, Glasgow, in July 2017*. The event was, once again, a great success and sessions were well received by delegates. The gala dinner at the Kelvingrove Museum, hosted by the Lord Provost of the City of Glasgow, was thoroughly enjoyed by everyone. The opening address was given by John Swinney, Scottish Deputy First Minister and Cabinet Secretary for Education and Skills. Keynotes were presented by Graeme Logan, Strategic Director of Education Scotland; Dr Vicky Duckworth (Edge Hill University) and Professor Sue Ellis (University of Strathclyde), who gave the Harold Rosen Memorial Lecture. Nikki Gamble hosted the illustrators' panel, *Thinking Visually*, with input from David Litchfield, Debi Gliori and Vivian French. The Book Awards were extremely successful.

UKLA hosted the sixth UKLA/BERA/OU Research Symposium in March 2018. The symposium entitled *Reading for Pleasure: What Next?* was very well attended, chaired by Professor Teresa Cremin (Open University), and speakers included Professors Gemma Moss (UCL), Cathy Burnett and Guy Merchant (Sheffield Hallam University), and Dr Rachael Levy (University of Sheffield). The day also involved a panel which explored recent research undertaken/funded by key UK literacy organizations, including: Beanstalk, the Centre for Literacy in Primary Education, Just Imagine and Empathy Lab.

In March 2018 we ran a UKLA Eastern Region Conference at the University of Cambridge. The conference was titled *Inspiring Reading and Writing: Raising Standards in English* and Roger MacDonald (University of Greenwich) and SF Said (author) gave the keynotes. Also on offer to delegates were four workshops.

The very successful UKLA National Conference *Finding and Sharing Pleasure in Reading* held in March 2017 was so well-received that it was repeated in Macclesfield in November 2017. UKLA also held a National Conference, *Enriching the English Curriculum through Creativity*, in Manchester in March 2018. The conference included five workshops and keynotes from Trace Parvin, Adrian Copping and a representative from The Whitworth Art Gallery. The latter has a long history of working creatively with schools, winning multiple awards for innovation and its close partnerships with educators.

There was also a highly successful UKLA/BERA Research Symposium, *Digital Literacies in Education*, which was held at Sheffield Hallam University in May 2017. Professor Jackie Marsh (Sheffield Hallam University) and Dr Julia Gillen (Lancaster University) gave the keynotes, and the day was interspersed with two Digital Literacies SLAMs.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

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#### 4. Supporting and extending membership through publications, including journals, books and web resources

##### Journals

UKLA's two academic journals *Literacy* and *Journal of Research in Reading (JRR)* continue to be published 3 and 4 times per year respectively. Both journals have continued to develop under the stewardship of their editorial teams (Dr Julia Carroll, University of Warwick for *JRR*; Professor Jill McClay, University of Alberta and Dr Clare Dowdall, Plymouth University for *Literacy*) and Wiley are making plans to extend the online provision. Submission levels to both journals are very healthy, and both continue to appeal to an international readership. Submissions to *JRR* remain strong and the journal has produced two additional online issues to deal with the backlog. Last year saw a special edition of *Literacy* on Assessment, Accountability and Policy and a Special Issue on Reading for Pleasure and Engagement for April 2018.

The Impact Factor for *JRR* significantly increased this year and the Impact Factor for *Literacy* slightly decreased although figure for upcoming years look more promising. The Impact Factor is a measure used by publishers to compare journals' performance. It involves dividing the number of citations for a publication in a given year (in this case, 2016) from its papers published in the previous two years, by the total number of papers published by the journal in the previous two years. As such it is considered as a rough indication of the journal's impact and influence on the research community. We include the data as published by Wiley Blackwell in their Publisher reports:

##### *Journal of Research in Reading*

- Impact Factor: 1.56
- ISI Journal Citation Reports © Ranking: 2015: 25/58 (Psychology Educational)  
ISI Journal citation reports: 63/235 (Education & Educational Research)

##### *Literacy*

- Impact factor: 0.622
- ISI Journal Citation Reports @ Ranking: 2016: 185/235 (Education & Educational Research)  
ISI Journal Citation Reports @ Ranking: 2016: 94/182 (Linguistics)

*English 4-11* (the magazine jointly produced by the English Association and UKLA) is proving more and more popular. Sally Wilkinson took over the role of editor in January 2017 and is proving a wise and dynamic editor. A special international issue of the magazine was published in Autumn, 2017. The magazine continues to be highly regarded by teachers and students as both practical and inspiring.

*UKLA News*, the Association's newsletter, is also playing a role in extending involvement throughout the UK. Liz Broad has taken over as editor but is strongly supported by Donna Hazzard from Northern Ireland and Petula Bhojwani from the East Midlands who each take responsibility for one issue each year which encourages more participation from members throughout the UK.

##### Books

Book sales this year have dropped substantially. It is difficult to analyse why this might be. Sales figures were boosted for several years by record sales of the grammar books but this does not completely account for the shortfall. Other factors may include the shrinking of HE departments for training teachers in favour of in-school training, which tends to have less emphasis on background reading and the general lack of funding in schools even for basic resources. Nevertheless, the quality of UKLA publications continues to be recognised by literacy education professionals and, although there has been some dip in sales, there is a growing market for UKLA e-books. 2017 saw publication of the Minibook *Embedding Media Literacy across the Secondary Curriculum* by Julian McDougall and Helen Ward, with an added website facility. This is part of UKLA's increasing offer to secondary educators. This summer will see the latest in the Ideas in Practice series *Power up Literacy* by Petula Bhojwani and Craig Wilkie, also with a website with added material. In addition there will be a new Minibook on planning creatively for English teaching. Discussions are ongoing about how best to promote book sales.



# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

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#### Web-based publications

New resources continue to be identified and developed. In 2017 the following additions were made:

- **Occasional papers**  
Four occasional papers from the UKLA archive have been added to the resources offering. These are: Literacy in the Early Years, Literature and Literacy in Primary Education; Multimodal Texts; and Talking, Listening and Learning.
- **Books for Keeps**  
Liz Robertson continues to supply new resources for the Books for Keeps series.
- **Developing a Culturally Inclusive Curriculum**  
This resource has been developed from materials originally written by Jane Bednall, Eve Bearne and UKLA colleagues. It has been edited and designed for the website, and funded through the Finance committee. The materials can be used by teachers or those working with trainee teachers as a way of exploring diversity and culturally inclusive practice using texts and group activities. The resource will be free to members. It was trialed with some trainee teachers and launched early in 2018.
- **Resources for Secondary colleagues**  
An audit of existing resources has been undertaken to establish current provision and identify development areas.
- **Young News Readers: Critical Media Literacy**  
UKLA colleague Donna Hazzard has made this resource available and it has been uploaded to the *Inspirational Teaching Ideas* tile. This resource is designed for teachers and will support critical literacy development.
- **Organisation of web resources**  
Work has continued to organize resources, to aid searchability, and to understand the tagging. A complete resource /tagging check was completed to ensure that precise tags were being used. 'Diversity' has been added and populated as a series search. Discussion about where policy and open access resources should be housed led to the decision that these should be sited within a separate tile on the UKLA home page. These resources have been identified. This work is in progress and is being managed by the website committee.
- **Landing pages**  
The landing page for each type of resource has had the following text added, to encourage browsers to search beyond the sample resources shown on each landing page: *Find more resources by using the search fields above.* In addition, each series search now indicates how many resources are available for members and a view all button.
- **Footfall**  
Footfall data was provided for June – August 2017, and regular updates have been requested (3 monthly) to allow the PSC to have an overview of the resources with high appeal.

#### 5. Promoting good practice in literacy and language teaching through UKLA Awards activity.

Our eight awards raise the profile of UKLA and contribute significantly to our sole aim of promoting the advancement of education in literacy. All awards are presented each year at the UKLA International Conference in July.

- This year our new award: *The Brenda Eastwood Award for good practice in teaching for diversity and inclusion* invites entries evidencing good practice in empowering children to respect and appreciate diversity.
- *The UKLA/Wiley-Blackwell Research in Literacy Education Award* honours an *article* considered to be outstanding in each of our two journals: Literacy and JRR. The recognition is highly regarded by academics.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

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- *The Academic Book Award* is presented every year for a recently published academic text about the teaching of English for teachers, students, consultants or HE tutors. The panel looks for books that make a lasting, significant contribution to the teaching of English
- *UKLA Literacy School of the Year* each year recognises schools, nominated by a UKLA members, considered to be outstanding literacy schools. One is chosen as the overall winner and the award is presented by the President at the school, as well as at the International conference.
- *UKLA Digital Book Award* seeks to recognise innovation, creativity and excellence in digital book publishing. The panel involves local teacher judges.
- *The UKLA Book Awards* give teachers and HE tutors access to newly published, quality books for children and young people, and opportunities to discuss these books with mentors. The award continues to grow, and is held in high esteem by teachers, schools and publishers. Our award is the only national book award chosen by teachers. This year, some 45 teacher judges from schools in Cardiff and Gloucestershire spent months in discussion with their mentor group leaders, and working with shortlisted books in classrooms. The winners are announced at a reception at the International Conference and local teacher judges, their group leaders, students and shortlisted authors, illustrators and publishers are invited alongside conference participants.
- *Student teachers shadow the Book Award*, this year from 29 universities across the UK. A number of students make the journey to the reception to announce the winners. The wine reception offers students and their tutors a unique opportunity to meet with the authors, illustrators and publishers of the shortlisted books.
- *Our Class Loves this Book: the UKLA John Downing Award* encourages teachers across the UK to submit imaginative, creative whole class responses to one of the books shortlisted for the UKLA Book Awards. This award contributes significantly to our aim of encouraging teachers across the UK (and beyond) to be avid readers of quality texts for children and young people.

#### **6. Representing the views of members on national issues which affect literacy and language education and learning.**

UKLA has again been energetic in its work to influence UK education policy on behalf of its members, and to support teachers in implementing policy requirements.

- In May 2017, UKLA members were involved in a meeting where discussions centred on an important consultation exercise being run by the Department for Education on primary school assessment in England. This resulted in the development of a written response which was published on the UKLA website and submitted to the DfE in June 2017.
- In July 2017, the President represented the views of UKLA at a consultation meeting held by OFQUAL. Also present was the Chair of NATE. The focus of the meeting were OFQUAL's concerns about the 2016 KS2 SATs Reading Test.
- In December 2017 UKLA published its comment on the government's response to the PIRLS 2016 results.
- In January 2018, two members prepared the UKLA response to Ofsted's Bold Beginnings report on the EYFS: this was published on our website.
- UKLA pledged support to CLPE's development of their library with the donation of monies for a shelf.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

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- UKLA is represented on expert groups for the Teachers as Writers research project funded by the Arts Council and led by colleagues from the University of Exeter, The Open University and the Arvon Foundation. In addition it has representatives with The EmpathyLab; the Book Trust Reading for Pleasure project.
- UKLA also maintains links with other subject associations through meetings organised by The Primary Umbrella Group, the Council for Subject Associations, the National Literacy Trust and NALDIC.

#### **7. Professional development activities organised by Regional Representatives.**

The regional representatives serve as the driving force of UKLA activities across the United Kingdom. With UKLA core aims and values at their heart, the representatives organise events in their regions to further literacy education. Events range from small group meetings to National Conferences where insight, support and training is offered to educationalists and others interested in literacy education.

This year the number of regional representatives has grown, indicating the interest and influence of the organisation. We have aimed to ensure that there are at least two regional representatives per region and, where possible, one of the representatives is a current practising teacher.

Events have been organised across the United Kingdom and have included reading groups in association with the Open University, author events together with Just Imagine and Regional and National Conferences.

The regional representatives meet for an hour before the National Council meeting as well as using e-mail communication and logging events onto the regional event log.

#### **8. Supporting literacy development abroad**

Internationally, UKLA continues to be active as a key member of the Federation of European Literacy Associations (FELA), and also of the International Development in Europe Committee (IDEC) of the International Literacy (formerly Reading) Association.

The UKLA Country Ambassador scheme is in its second year, with representatives from Australia, US, Canada, New Zealand, Spain, Ireland and Iceland. Our newest ambassador is from Brunei (representing Malaysia and Singapore). 2017's International Literacy Day (September 8th, 2017) was celebrated with an international-themed edition of *English 4-11*. At the 53rd UKLA conference in Glasgow, the international ambassadors hosted a well-attended symposium *Language, Literacy and Class: International Connections and Contradiction*. This now annual symposium will again be hosted at this year's Cardiff conference entitled *Prescriptive pedagogies, privileged theories in literacy education: An international comparison of 'zones of promoted development' and officially sanctioned discourses*.

Project Connect, UKLA's Books for Africa project, continues to raise funds at regional and national conferences with the aim of supporting in-country library projects. For the third year, we are supporting the donkey library in the south of Ethiopia through the charity Link Ethiopia; the £1,000 donation will be used to purchase a new book storage/delivery bag for the librarian and his donkey. This year, a donation of £1,000 will be made to the Children's Book Project to purchase local books to support the Zanzibar projects.

**In these ways the Association has ensured its activities directly benefit the public.**

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

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#### Financial review

As detailed in preceding sections, the extensive range of the Association's activity continues to ensure that it furthers its sole objective of encouraging progress in literacy, supported by the outcomes of financial decisions made by trustees.

We are pleased to report a return to stability in the UKLA office, with the appointment in summer 2017 of a permanent Financial Administrator, Katie Sweeney, whose role has expanded to include other work such as membership and marketing activities. This has enabled Patricia Latorre to resume her role as Conferences Administrator as well as General Manager. Both key staff play an invaluable role in developing UKLA's future activity and strengthening the Association's financial profile.

Financially, the year has proved much more successful than predicted when the budget was set in January 2017, ending with a very good surplus. This is directly due to an excellent journals royalty and an unexpectedly high level of advance income for the 2018 International Conference, combined with lower-than-predicted expenditure in most areas. Earlier in the year, UKLA restored its long-term reserves to the level of the previous year and may soon be in a position to increase this. The following paragraphs provide a more detailed summary.

Membership income shows a substantial increase compared with the previous year, in part due to the rise in subscription rates in summer 2017, although still falling slightly short of the budgetary target. A range of initiatives is underway to expand and diversify the membership base, which may be expected to impact positively on revenue in 2018-19. Meanwhile, UKLA's prestigious Awards programme continues to thrive, supported by sponsorships which reduce the costs to the Association and enhance the public profile of the Awards.

Conference attendance and income vary from year to year. The Glasgow International Conference of July 2017, although a highly successful event, generated a much lower surplus than was predicted, and every effort has been made to attract a wide attendance to the Cardiff conference in 2018. This promises well, as a surge of March bookings has brought in some £50,000, double last year's total at the year end (most costs will fall within 2018-19). National and regional conferences have also been well attended.

UKLA's print and e-book publications, primarily targeted at supporting and informing education professionals in schools and other institutions, show a substantial decline in sales, with income about half that of the previous year. The direct costs of book publications remained low, however, resulting in a small overall surplus.

The role of UKLA's journals in maintaining the Association's strong international profile is evidenced by their continuing high impact and citation rankings. This year, they have generated an impressive £95,000, some £7,000 more than the previous year. Meanwhile, English 4-11, although not a source of income, plays an invaluable role in connecting UKLA with its teacher membership.

Research grants continue to be awarded discerningly to support high-quality research. Such awards both support engagement in literacy-relevant research, and contribute towards the dissemination and application of findings through publication and conference presentations.

UKLA exerts significant influence in certain other areas which provide excellent value for money. The recently established Regional Representatives' Subcommittee promotes and coordinates professional development activities for classroom teachers nationwide at minimal cost to UKLA. UKLA's Special Interest Groups (SIGs) - currently focusing on New Digital Literacies in Education, Children's Digital Books and Literacy Apps, and Storytelling - carry out innovative work, while being entirely self-supporting. Also at negligible cost, UKLA has again played its part in multi-partner initiatives set up to influence education policy as well as practice. Following the recent involvement of UKLA in developing the CLPE reading and writing assessment scales, a Task Group is planned for the current year to develop important new research-informed resources to help teachers plan next steps for reading and writing that can accommodate print and digital text. Extending beyond the UK, the UKLA-managed Project Connect continues to support the development of literacy in certain African countries, at no cost to UKLA itself.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

***FOR THE YEAR ENDED 31 MARCH 2018***

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The Trustees of the Association therefore judge the overall performance of the charity for the year 2017-18 to be very good, and take the view that the Charity's activities continue to represent excellent value for money. In all its varied fields of activity, UKLA is indebted to the efforts of its specialist volunteers, as well as to its two members of staff who ensure that all its administrative activity is as cost-effective as possible.

### **Reserves policy**

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 6 and 9 months of the annual expenditure, which equates to £106k to £160k in general funds. At this level the management committee feel that they would be able to continue the current activities of the charity.

Monies have been set aside as a designated fund, the purpose of which is to guard against the event of the charity being wound up. This is not expected to happen in the foreseeable future; however, the trustees consider this to be prudent.

### **Risk policy**

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operation and finance of the charity, and are satisfied that systems are in place to mitigate exposure to the major risks.

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

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### Structure, governance and management

The charity was created as a Foundation on 9 May 1967 and was entered in the Register of Charities on that date in accordance with section 4 of the Charities Act 1960. With effect from 1 August 2003 the charity changed its title from the United Kingdom Reading Association to the United Kingdom Literacy Association. A revised constitution was implemented and new trustees appointed.

The Trustees who served during the year were:

Professor H Dombey

Mrs L Graham

Professor T Cremin

Mr D Reedy

Mrs A Öztürk

Ms A Colvert

Dr D Challen

Dr E Bearne

Ms J Court

Professor A Lambirth

Mr R McDonald

Dr C Dowdall

Ms T Parvin

Professor C Burnett

Dr J Davies

Ms S L Laird

(Resigned 1 July 2017)

Ms L Chamberlain

Ms C Lockwood

Ms L Gray

Dr S Jones

(Appointed 1 July 2017)

Appointment of trustees is governed by the Constitution and Standing Orders of the charity. The trustees are authorised to appoint a new trustee, should any officer be unable to complete their term of office.

Each trustee is a member of the Executive Committee. Prior to becoming a member each nominee is checked to ensure they are in good standing. The Executive Committee of the Association includes the Convenors of the Association's committees. Each Convenor manages a budget and is able to obtain electronically, details of income and expenditure for a particular budget.

Each meeting of the Executive Committee systematically reviews the Association's income and expenditure against the annual budget to ensure the continuing financial stability and strength of the Association.

UKLA's Constitution (revised 2016, approved by members and lodged with the Charity Commission) allows a minority of trustees to receive fees for specialist services provided within a given financial year (in addition to allowable expenses).

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Trustees' report was approved by the Board of Trustees.



**Dr D Challen**

Trustee

Dated: 31/5/18

# UNITED KINGDOM LITERACY ASSOCIATION

## TRUSTEES' RESPONSIBILITIES STATEMENT

*FOR THE YEAR ENDED 31 MARCH 2018*

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The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# UNITED KINGDOM LITERACY ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF UNITED KINGDOM LITERACY ASSOCIATION

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I report to the Trustees on my examination of the financial statements of United Kingdom Literacy Association (the charity) for the year ended 31 March 2018.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My examination has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my examination, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.



# UNITED KINGDOM LITERACY ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT (CONTINUED)

### TO THE TRUSTEES OF UNITED KINGDOM LITERACY ASSOCIATION

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I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act;  
or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.

*BWM*

**Peter Taaffe FCA CTA DChA  
Independent Examiner**

BWM  
Castle Chambers  
43 Castle Street  
Liverpool  
L2 9SH

Dated: *20.10.2016*

# UNITED KINGDOM LITERACY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018

|  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2018<br>£ | Total<br>2017<br>£ |
|--|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b><u>Income and endowments from:</u></b>    |       |                            |                          |                    |                    |
| Charitable activities                        | 3     | 263,185                    | 12,572                   | 275,757            | 255,837            |
| Investments                                  | 4     | 632                        | -                        | 632                | 1,015              |
| Other income                                 | 5     | -                          | -                        | -                  | 3,629              |
| <b>Total income and endowments</b>           |       | <b>263,817</b>             | <b>12,572</b>            | <b>276,389</b>     | <b>260,481</b>     |
| <b><u>Expenditure on:</u></b>                |       |                            |                          |                    |                    |
| Charitable activities                        | 6     | 213,229                    | 5,386                    | 218,615            | 269,164            |
| Other  | 11    | 275                        | -                        | 275                | 482                |
| <b>Total expenditure</b>                     |       | <b>213,504</b>             | <b>5,386</b>             | <b>218,890</b>     | <b>269,646</b>     |
| <b>Net income/(expenditure) for the year</b> |       | <b>50,313</b>              | <b>7,186</b>             | <b>57,499</b>      | <b>(9,165)</b>     |
| Fund balances at 1 April 2017                |       | 288,737                    | (3,778)                  | 284,959            | 294,124            |
| <b>Fund balances at 31 March 2018</b>        |       | <b>339,050</b>             | <b>3,408</b>             | <b>342,458</b>     | <b>284,959</b>     |

# UNITED KINGDOM LITERACY ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2018

|  | Notes | 2018    |         | 2017    |         |
|--|-------|---------|---------|---------|---------|
|  |       | £       | £       | £       | £       |
| <b>Fixed assets</b>                            |       |         |         |         |         |
| Tangible assets                                | 12    |         | 1,169   |         | 1,864   |
| <b>Current assets</b>                          |       |         |         |         |         |
| Stocks   | 14    | 41,554  |         | 42,186  |         |
| Debtors  | 15    | 37,851  |         | 121,361 |         |
| Cash at bank and in hand                       |       | 270,694 |         | 128,956 |         |
|  |       |         | 350,099 |         | 292,503 |
| <b>Liabilities</b>                             |       |         |         |         |         |
| Creditors: amounts falling due within one year | 16    | (8,810) |         | (9,408) |         |
| Net current assets                             |       |         | 341,289 |         | 283,095 |
| <b>Total assets less current liabilities</b>   |       |         | 342,458 |         | 284,959 |
| <b>The funds of the charity:</b>               |       |         |         |         |         |
| Restricted funds                               | 17    |         | 3,408   |         | (3,778) |
| Designated funds                               | 18    | 121,492 |         | 121,492 |         |
| General unrestricted funds                     |       | 217,558 |         | 167,245 |         |
| Total unrestricted funds                       |       |         | 339,050 |         | 288,737 |
| <b>Total charity funds</b>                     |       |         | 342,458 |         | 284,959 |

The financial statements were approved by the board of directors and authorised for issue on ...31/5/18... and are signed on its behalf by:

*Dr D Challen*  
 Dr D Challen  
 Trustee

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2018

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#### 1 Accounting policies

##### Company information

United Kingdom Literacy Association is an unincorporated charity registered in England.

##### 1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Funds held by the charity are:

*Unrestricted funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

*Designated funds* - these funds are set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

*Restricted funds* - these are funds that can 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.

##### 1.4 Income

Voluntary income is received by way of donations, gifts, royalties, subscriptions and grants, and is included in full in the Statement of Financial Activities (the SOFA) when receivable.

Income from investments, including interest received, is included when receivable.

Grants are included in the SOFA when receivable.

Conference fees are included when services are provided to delegates.

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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### 1 Accounting policies (Continued)

#### 1.5 Expenditure

Expenditure is included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended, where directly attributable, are allocated to charitable activities and governance costs.

Direct charitable expenditure includes all expenditure incurred in the provision of charitable services, together with support costs, in pursuance of the charity's objectives.

Support costs and governance costs are apportioned on staff time basis.

Value added tax is not recoverable by the charity and is included in the relevant cost in the statement of financial activities.

Grant payments are included in the Statement of Financial Position once agreed. UKLA awards small grants to individuals to enable them to conduct high quality research in the field of literacy. Recipients are selected twice a year by the Research Sub-Committee on the basis of rigorous criteria and conditions.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                                |                         |
|--------------------------------|-------------------------|
| Fixtures, fittings & equipment | 33.3% per annum on cost |
|--------------------------------|-------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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### 1 Accounting policies

(Continued)

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with 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.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method 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. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans 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 payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

#### 1.13 Taxation

The charity benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions. Recovery is made of tax deducted from income and from receipts under Gift Aid.

The charity is not able to recover Value Added Tax. Expenditure is recorded in the accounts inclusive of VAT.

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 1 Accounting policies

(Continued)

#### 1.14 Pensions

The charity makes contributions to an individual employee's pension arrangement. The pension costs are charged in the Statement of Financial Activities as incurred.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Charitable activities

|   | Conferences    | Publications   | Subscriptions | Total<br>2018  | Total<br>2017  |
|---|----------------|----------------|---------------|----------------|----------------|
|   | £              | £              | £             | £              | £              |
| Sales within charitable activities      | 114,214        | 111,128        | 37,843        | 263,185        | 254,367        |
| Other income                            | -              | 12,572         | -             | 12,572         | 1,470          |
|   | <u>114,214</u> | <u>123,700</u> | <u>37,843</u> | <u>275,757</u> | <u>255,837</u> |
| Analysis by fund                        |                |                |               |                |                |
| Unrestricted funds                      | 114,214        | 111,128        | 37,843        | 263,185        |                |
| Restricted funds                        | -              | 12,572         | -             | 12,572         |                |
|   | <u>114,214</u> | <u>123,700</u> | <u>37,843</u> | <u>275,757</u> |                |
| <b>For the year ended 31 March 2017</b> |                |                |               |                |                |
| Unrestricted funds                      | 97,158         | 118,591        | 38,618        |                | 254,367        |
| Restricted funds                        | -              | 1,470          | -             |                | 1,470          |
|   | <u>97,158</u>  | <u>120,061</u> | <u>38,618</u> |                | <u>255,837</u> |

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 4 Investments

|                                    | 2018 | 2017  |
|------------------------------------|------|-------|
|                                    | £    | £     |
| Interest receivable - unrestricted | 632  | 1,015 |

### 5 Other income

|                             | 2018 | 2017  |
|-----------------------------|------|-------|
|                             | £    | £     |
| Other income - unrestricted | -    | 3,629 |

### 6 Charitable activities

|  | Conferences    | Publications  | Subscriptions | Total<br>2018  | Total<br>2017  |
|--|----------------|---------------|---------------|----------------|----------------|
|  | £              | £             | £             | £              | £              |
| Project costs                            | 85,100         | 27,893        | 6,280         | 119,273        | 136,882        |
| Other costs                              | -              | -             | 5,035         | 5,035          | 5,421          |
|  | <u>85,100</u>  | <u>27,893</u> | <u>11,315</u> | <u>124,308</u> | <u>142,303</u> |
| Grant funding of activities (see note 7) | -              | 5,046         | -             | 5,046          | 7,693          |
| Share of support costs (see note 8)      | 30,292         | 20,195        | 16,829        | 67,316         | 95,123         |
| Share of governance costs (see note 8)   | 9,876          | 6,583         | 5,486         | 21,945         | 24,045         |
|  | <u>125,268</u> | <u>59,717</u> | <u>33,630</u> | <u>218,615</u> | <u>269,164</u> |
| <b>Analysis by fund</b>                  |                |               |               |                |                |
| Unrestricted funds                       | 125,268        | 54,331        | 33,630        | 213,229        |                |
| Restricted funds                         | -              | 5,386         | -             | 5,386          |                |
|  | <u>125,268</u> | <u>59,717</u> | <u>33,630</u> | <u>218,615</u> |                |
| <b>For the year ended 31 March 2017</b>  |                |               |               |                |                |
| Unrestricted funds                       | 143,543        | 78,751        | 44,496        |                | 266,790        |
| Restricted funds                         | -              | 2,374         | -             |                | 2,374          |
|  | <u>143,543</u> | <u>81,125</u> | <u>44,496</u> |                | <u>269,164</u> |



# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 7 Grants payable

|                       | Publications<br>£ | Total<br>£   | 2017<br>£    |
|-----------------------|-------------------|--------------|--------------|
| Grants to individuals | 5,046             | 5,046        | 7,693        |
|                       | <u>5,046</u>      | <u>5,046</u> | <u>7,693</u> |

### 8 Support costs

|                              | Support costs<br>£ | Governance costs<br>£ | 2018<br>£     | 2017<br>£      | Basis of allocation |
|------------------------------|--------------------|-----------------------|---------------|----------------|---------------------|
| Staff costs                  | 50,375             | -                     | 50,375        | 77,568         | Staff time          |
| Depreciation                 | 1,048              | -                     | 1,048         | 931            | Staff time          |
| Premises and other           | 9,799              | -                     | 9,799         | 6,994          | Staff time          |
| Office and website costs     | 6,094              | -                     | 6,094         | 9,631          | Staff time          |
| Committee expenses           | -                  | 13,072                | 13,072        | 14,780         | Governance          |
| Bank charges                 | -                  | 3,693                 | 3,693         | 3,097          | Governance          |
| Independent examination fees | -                  | 1,250                 | 1,250         | 1,200          | Governance          |
| Accountancy fees             | -                  | 3,930                 | 3,930         | 4,968          | Governance          |
|                              | <u>67,316</u>      | <u>21,945</u>         | <u>89,261</u> | <u>119,169</u> |                     |
| Analysed between             |                    |                       |               |                |                     |
| Conferences                  | 30,292             | 9,876                 | 40,168        | 53,626         |                     |
| Publications                 | 20,195             | 6,583                 | 26,778        | 35,751         |                     |
| Subscriptions                | 16,829             | 5,486                 | 22,315        | 29,792         |                     |
|                              | <u>67,316</u>      | <u>21,945</u>         | <u>89,261</u> | <u>119,169</u> |                     |

Support costs including staff costs and governance costs were allocated between the charitable activities using the percentages 45% conferences, 30% publications and 25% subscriptions.

Governance costs includes payments to the Independent Examiner for independent examination fees of £1,250 (2017- £1,200) and payments of £3,930 for accountancy fees (2017- £4,968).

### 9 Trustees

Trustees' travel and other expenses amounted to £9,522 which related to 16 trustees for the year (2017, travel and other expenses of £8,966 to 17 trustees).

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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### 10 Employees

#### Number of employees

The average monthly number employees during the year was:

|                | 2018<br>Number | 2017<br>Number |
|----------------|----------------|----------------|
| Administration | 2              | 3              |

#### Employment costs

|                       | 2018<br>£     | 2017<br>£     |
|-----------------------|---------------|---------------|
| Wages and salaries    | 47,002        | 70,737        |
| Social security costs | 928           | 3,182         |
| Other pension costs   | 2,445         | 3,649         |
|                       | <u>50,375</u> | <u>77,568</u> |

There were no employees whose annual remuneration was £60,000 or more.

### 11 Other

|                   | 2018<br>£  | 2017<br>£  |
|-------------------|------------|------------|
| Other expenditure | 275        | 482        |
|                   | <u>275</u> | <u>482</u> |

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 12 Tangible fixed assets

Fixtures, fittings & equipment  
£

#### Cost

At 1 April 2017

5,177

Additions

353

At 31 March 2018

5,530

#### Depreciation and impairment

At 1 April 2017

3,313

Depreciation charged in the year

1,048

At 31 March 2018

4,361

#### Carrying amount

At 31 March 2018

1,169

At 31 March 2017

1,864

### 13 Financial instruments

2018

2017

£

£

#### Carrying amount of financial assets

Debt instruments measured at amortised cost

304,140

244,942

#### Carrying amount of financial liabilities

Measured at amortised cost

12,952

9,408

### 14 Stocks

2018

2017

£

£

Goods for resale

41,554

42,186

### 15 Debtors

2018

2017

£

£

#### Amounts falling due within one year:

Trade debtors

33,446

27,167

Other debtors

4,405

94,194

37,851

121,361

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

### 16 Creditors: amounts falling due within one year

|                                    | 2018<br>£    | 2017<br>£    |
|------------------------------------|--------------|--------------|
| Other taxation and social security | 983          | -            |
| Trade creditors                    | 688          | 3,745        |
| Other creditors                    | 1,569        | 773          |
| Accruals and deferred income       | 5,570        | 4,890        |
|                                    | <u>8,810</u> | <u>9,408</u> |

### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                         | Movement in funds               |               |                  | Balance at 31<br>March 2018<br>£ |
|-------------------------|---------------------------------|---------------|------------------|----------------------------------|
|                         | Balance at 1<br>April 2017<br>£ | Income<br>£   | Expenditure<br>£ |                                  |
| Books for Africa        | (599)                           | 6,053         | (2,156)          | 3,298                            |
| Elinet European Funding | (3,179)                         | 6,519         | (3,230)          | 110                              |
|                         | <u>(3,778)</u>                  | <u>12,572</u> | <u>(5,386)</u>   | <u>3,408</u>                     |

#### Books for Africa

This supplies books for pleasurable reading to schools in a small number of African countries. The books are bought locally, and in each site there is a local unpaid 'agent' who nominates well-run schools to join the programme. This has been extended to support a 'donkey library' in Ethiopia.

#### Elinet

Elinet (European Literacy Policy Network) is a European initiative which aims to improve literacy in school students and adults through collaborative projects across 28 countries. From 2014-16, UKLA contributed to Elinet central funds, in return for which it received funding to support work on specific projects. Outstanding funding was received in 2017, finally enabling all consultancy fees to be paid off, and the restricted fund was closed after the year end.

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2018

#### 18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|               | Balance at 1<br>April 2017<br>£ | Movement in funds |                  | Balance at 31<br>March 2018<br>£ |
|---------------|---------------------------------|-------------------|------------------|----------------------------------|
|               |                                 | Income<br>£       | Expenditure<br>£ |                                  |
| Closure costs | 121,492                         | -                 | -                | 121,492                          |
|               | <u>121,492</u>                  | <u>-</u>          | <u>-</u>         | <u>121,492</u>                   |

The purpose of the designated fund is to enable the trustees to guard against the event of the charity being wound up. This is not expected to happen in the foreseeable future; however, the trustees consider this is prudent. This money is held separately in the charity's bank accounts.

#### 19 Analysis of net assets between funds

|  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£     |
|--|----------------------------|--------------------------|----------------|
| Fund balances at 31 March 2018 are represented by: |                            |                          |                |
| Tangible assets                                    | 1,169                      | -                        | 1,169          |
| Current assets/(liabilities)                       | 337,881                    | 3,408                    | 341,289        |
|  | <u>339,050</u>             | <u>3,408</u>             | <u>342,458</u> |

#### 20 Related party transactions

##### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

|                        | 2018<br>£     | 2017<br>£     |
|------------------------|---------------|---------------|
| Aggregate compensation | <u>35,853</u> | <u>30,354</u> |

# UNITED KINGDOM LITERACY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

### 20 Related party transactions

(Continued)

#### Transactions with related parties

During the year the following payments were made to trustees for services rendered other than as trustees of the charity.

|                | Project work/ consultancy fee |            | Authors fee |            |
|----------------|-------------------------------|------------|-------------|------------|
|                | 2018<br>£                     | 2017<br>£  | 2018<br>£   | 2017<br>£  |
| Total payments | 3,480                         | 280        | -           | 131        |
|                | <u>3,480</u>                  | <u>280</u> | <u>-</u>    | <u>131</u> |

Payments made to the trustees are at a commercial rate. At 31 March 2018 £650 (2017: 0) is owed to the trustees for expenses.

No guarantees have been given or received.