

**THE READING AGENCY FOR LIBRARIES
A COMPANY LIMITED BY GUARANTEE
DIRECTORS' REPORT
AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
30 SEPTEMBER 2003**

Charity Number 1085443

Company Number: 3904882
(England and Wales)



THE READING AGENCY FOR LIBRARIES
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
PERIOD ENDED 30 SEPTEMBER 2003

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THE READING AGENCY FOR LIBRARIES
LEGAL AND ADMINISTRATIVE INFORMATION
PERIOD ENDED 30 SEPTEMBER 2003

| | | |
|------------------------------------|---|---|
| Charity name | The Reading Agency for Libraries | |
| Legal status | Company limited by guarantee | |
| Charity registration number | 1085443 | |
| Company number | 3904882 (England and Wales) | |
| Registered Office | Kings Worthy Court Kings Worthy Winchester Hampshire SO23 7PA | |
| Auditors | C W Fellowes Ltd Templars House Lulworth Close Chandlers Ford Hampshire SO53 3TL | |
| Bankers: | Lloyds TSB High Street Winchester SO23 9DA | |
| Solicitors: | Bates, Wells and Braithwaite Cheapside House 138 Cheapside London EC2V 6BB | |
| Trustees / Directors | S I Hawker E Warnes H J Wilson-Fletcher M J Molloy E M Attenborough | C R Johnson N McClelland N C Jones R G Osmond V M Griffiths |
| Company Secretary: | M Wright | |

THE READING AGENCY FOR LIBRARIES

DIRECTORS' REPORT

FOR THE SIX MONTHS ENDED 30th SEPTEMBER 2003

The trustees, who are also Directors of the company, are pleased to present their report together with the financial statements of the charity for the period ended 30th September 2003.

The legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Introduction

On 1st July 2002 Well Worth Reading merged with Launchpad for Libraries and The Reading Partnership. On 8th July 2002 Well Worth Reading changed its name to The Reading Agency for Libraries. The Reading Agency has changed the accounting date from 31st March to 30th September because of the pattern of the sales activity which straddled the previous year-end. These financial statements are for the transitional six month period and reflect the lower level of activity in this six month period compared with the year as whole.

Organisation

The board of The Reading Agency for Libraries consists of ten Trustees and a company secretary. Observers from the main funders – Arts Council England, South East and The Chartered Institute of Library and Information Professionals (CILIP), and an observer from the Museums, Libraries and Archives Council (MLA formerly Resource) attend board meetings, which are held quarterly.

The Reading Agency had one full-time employee during the period, and used the services of freelance consultants and project workers. The Reading Agency is a “virtual” organisation and does not have an operational office. An organisational review is being undertaken to ensure that the agency will be able to cope with the rapid expansion it is undergoing.

Objectives of the charity

The Reading Agency is founded on the principle that reading has infinite potential for making life richer and that libraries are the most democratic medium for bringing reading to people. The objectives of the charity are to promote and develop reading among all sectors of the community in support of education and lifelong learning and to improve the quality of individual and community life.

The Reading Agency provides a single point of entry into the library network for potential partners wanting to make use of the powerful, national expertise of the library service. The agency has worked with a number of different partners across a very broad spectrum of projects through this first year of its existence.

Partnerships/related parties

The Reading Agency is funded by a ground-breaking alliance of arts, library and government bodies. It receives revenue funding from The Arts Council, South East and CILIP. The Council for Libraries, Museums and Archives is providing project funding over a period of years. It also works in close partnership with a number of other organisations involved in work in libraries, literature and literacy (including the National Literacy Trust, National Youth Agency, Society of Chief Librarians, ASCEL, and Books for Students) as well as with local authority run library services. Through projects aimed at “hard-to-reach” readers the agency has built up partnerships with youth services, basic skills providers and prison services as well as developing projects in partnership with publishers and businesses.

West Sussex and Hampshire County Council supported Well Worth Reading at the outset and continue to support The Reading Agency through long term loans which are being repaid in reading materials.

THE READING AGENCY FOR LIBRARIES

DIRECTORS' REPORT

FOR THE SIX MONTHS ENDED 30th SEPTEMBER 2003

Review of activities and future developments

The activities can be divided into:

Unrestricted Funds

- a) the compilation and sale of materials to support and develop librarians' reading promotion and activities across a wide range - for children with the Summer Reading Challenge, for adult readers through the Vital Link, First Choice and Off Route, for teenage readers through the magazines BOOX and through a range of training courses for librarians and others working in the field of reading promotion and literacy, organised in association with Books for Students. The seasonal nature of the sales of promotional materials (mostly in February and March) means that the sales activity is not reflected in these six-monthly accounts, but the level remains the same and will be seen in the next set of accounts for the year to September 2004;
- b) organising and supporting libraries work with literature prizes through display materials, website comments pages and reading and activity groups for adults and children and training for librarians. The Reading Agency worked with Orange, The BBC and WH Smith in 2003;
- c) working with World Book Day and MLA organise an online festival throughout the library system.

Restricted Funds (explained in more detail in the note to Restricted Funds activity)

- d) Wolfson Foundation (through DCMS) funded projects to develop resources and disseminate best practice for librarians working with adult "hard-to-reach" readers, with children and adolescents and also to develop links with business. These projects are The Vital Link, Their Reading Futures and Books and Business. They are being continued beyond the first developmental phase with support from MLA within the Framework for the Future plan for libraries' development;
- e) work with Prison services to support family reading funded by the Paul Hamlyn Foundation - Big Book Share;
- f) working in partnership with the National Youth Agency to bring together library and youth services to reach socially excluded young people - Youthboox, funded by the Paul Hamlyn Foundation;
- g) connecting library and museum and arts services with school activities and encouraging cross-sector working through Books Connect, Developing Reading Communities and Creative Partnerships;
- h) research into the effects and benefits of reading, establishing a sound basis for evaluation of projects and developing a voice for libraries and reading in government policies supported by MLA.

The staff and other workers deserve credit and praise for their skills, enthusiasm and patience through a period of great change.

A review is currently in progress to decide on the best plan to develop the organisational structures to cope with the rapid expansion of the agency.

Risk Management and Reserves Policy

In 2002 and 2003 the charity undertook a comprehensive review of the risks to which it might be exposed and developed a strategy to deal with the risks identified and to continue to monitor the situation through regular reviews and discussion at quarterly board meetings.

THE READING AGENCY FOR LIBRARIES

DIRECTORS' REPORT

FOR THE SIX MONTHS ENDED 30th SEPTEMBER 2003

The risk management strategy comprises:

- initial comprehensive review of risks across all areas of the organisation's activity;
- establishment of systems and procedures to mitigate the risks identified;
- continued monitoring of potential risks regularly reported to the board.

The charity is fortunate in carrying forward a high level of free reserves (not tied up in fixed assets or Restricted Funds) from the merger. The board have decided on a policy of holding approximately six months' core running costs in reserves which, at current levels, is approximately £80,000. The reserves brought forward are £135,000. The board is considering the best way to use these reserves to expand core capacity and allow the organisation to consolidate the growth that it has experienced over the past two years into an effective structure for the future. Core costs will rise over the next two years to reflect the real growth in the size of the organisation and its operations. Some of the reserves will be used to support this and the level of reserves held may need to be revised.

Trustees and their interests

The Trustees who served during the year are listed below. All Trustees have a direct £1 guarantee.

| | |
|---------------------|---------------|
| S I Hawker | C R Johnson |
| E Warnes | N McClelland |
| H J Wilson-Fletcher | N C Jones |
| M J Malloy | R G Osmond |
| E M Attenborough | V M Griffiths |

Trustees' responsibilities

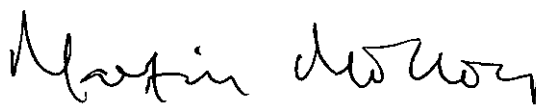
Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 business.

The Trustees are responsible for keeping accounting records which 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 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:

Director



Date

21st July 2004

THE READING AGENCY FOR LIBRARIES
REPORT OF THE AUDITORS TO THE MEMBERS OF
THE READING AGENCY FOR LIBRARIES

We have audited the financial statements of The Reading Agency for Libraries for the period ended 30 September 2003 which are detailed on pages 7 to 15. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's directors, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's directors those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the directors and auditors

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom accounting Standards as set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Accounting Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Directors' remuneration and transactions with the charity are not disclosed.

We read other information contained in the Directors' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or any material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

THE READING AGENCY FOR LIBRARIES

REPORT OF THE AUDITORS TO THE MEMBERS OF

THE READING AGENCY FOR LIBRARIES (continued)

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 30 September 2003 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

CW Fellowes Limited

C W Fellowes Limited

Registered Auditor

Templars House
Lulworth Close
Chandlers Ford
SO53 3TL

22nd July 2004

Date

THE READING AGENCY FOR LIBRARIES
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

FOR THE PERIOD ENDED 30 SEPTEMBER 2003

| | Note | Unrestricted fund | Restricted fund | Total funds 30 September 2003 | Total funds 31 March 2003 |
|---|------|----------------------|--------------------|-------------------------------------|---------------------------------|
| Incoming resources | | £ | £ | £ | £ |
| Activities to further the charity's objects: | | | | | |
| Grants | 3 | 133,050 | 81,195 | 214,245 | 827,764 |
| Sales | | 58,749 | - | 58,749 | 173,867 |
| Other: | | | | | |
| Investment income | | 2,516 | - | 2,516 | 3,036 |
| Foreign exchange gain | | - | - | - | 129 |
| Total incoming resources | | 194,315 | 81,195 | 275,510 | 1,004,796 |
| Resources expended | | | | | |
| Costs of generating funds: | | | | | |
| Marketing | | 2,800 | - | 2,800 | 15,580 |
| Charitable expenditure: | | | | | |
| Staff costs | 5 | 101,616 | 56,313 | 157,929 | 334,333 |
| Purchases | | 29,141 | 55,622 | 84,763 | 617,014 |
| Management & administration | 4 | 53,524 | - | 53,524 | 35,532 |
| Total resources expended | | 187,081 | 111,935 | 299,016 | 1,002,459 |
| Net incoming/(outgoing) resources for the year | | 7,234 | (30,740) | (23,506) | 2,337 |
| Total funds transferred from other charities | | - | - | - | 129,221 |
| Transfers out | 13 | - | (31,508) | (31,508) | - |
| Net incoming/(outgoing) resources | | 7,234 | (62,248) | (55,014) | 131,558 |
| Total funds at 1 April 2003 | | 133,302 | 89,454 | 222,756 | 91,198 |
| Balance carried fwd at 30 September 2003 | | 140,536 | 27,206 | 167,742 | 222,756 |

THE READING AGENCY FOR LIBRARIES


BALANCE SHEET

AS AT 30 SEPTEMBER 2003

| | | 30 September 2003 | | 31 March 2003 | |
|---|------|----------------------|----------------|------------------|----------------|
| | Note | £ | £ | £ | £ |
| Current assets | | | | | |
| Debtors | 6 | 144,800 | | 205,565 | |
| Cash at bank and in hand | | <u>153,073</u> | | <u>183,213</u> | |
| | | | 297,873 | | 388,778 |
| Current liabilities | | | | | |
| Creditors falling due within one year | 7 | <u>120,640</u> | | <u>148,537</u> | |
| | | | (120,640) | | (148,537) |
| Net current assets | | | 177,233 | | 240,241 |
| Creditors falling due after one year | 8 | | (9,491) | | (17,485) |
| Net assets | | | <u>167,742</u> | | <u>222,756</u> |
| Funds | | | | | |
| Restricted funds | 10 | | 27,206 | | 89,454 |
| Unrestricted funds | 11 | | <u>140,536</u> | | <u>133,302</u> |
| | | | <u>167,742</u> | | <u>222,756</u> |

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements on pages 7 to 15 were approved by, and signed on behalf of the board of trustees on 21.07.04



Director

THE READING AGENCY FOR LIBRARIES

NOTES TO THE ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2003

1 Accounting policies

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in *Accounting and reporting by charities: Statement of Recommended Practice* issued in October 2000.

Fund Accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. Included within unrestricted funds are designated funds which the trustees have set aside for future specific purposes or projects.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Incoming Resources

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year which they are receivable.

Resources Expended

Resources expended are recognised in the period in which they are incurred. Resources expended exclude attributable VAT which is recovered. Resources expended are allocated to the particular activity where the cost relates directly to that activity. Management charges comprise of the cost of overall direction and administration on each activity, including salary and overhead costs of the central function that are apportioned by deemed usage.

Investment Income

Investment income consists of bank interest.

2 Net incoming/ (outgoing) resources

Net outgoing resources are stated after charging / (crediting):

| | 30 September 2003 | 31 March 2003 |
|-------------------------------------|----------------------|------------------|
| Auditors' remuneration (audit only) | <u>2,000</u> | <u>2,000</u> |

THE READING AGENCY FOR LIBRARIES

NOTES TO THE ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2003

3 Incoming resources to further the charity's objects

| Grants | Unrestricted Fund £ | Restricted Fund £ | Total 30 September 2003 £ | Total 31 March 2003 £ |
|-------------------------|---------------------------|-------------------------|------------------------------------|--------------------------------|
| Southern Arts | - | - | - | 22,425 |
| Arts Council | 48,050 | 1,100 | 49,150 | 322,000 |
| Wolfson | - | - | - | 242,255 |
| Hamlyn | - | - | - | 130,000 |
| Welsh Books Council | - | - | - | 10,000 |
| ASCEL | - | - | - | 6,100 |
| Education Extra | - | 22,450 | 22,450 | 11,225 |
| CILIP | 20,000 | - | 20,000 | 42,500 |
| MLA (formerly Resource) | - | 57,645 | 57,645 | 19,159 |
| Sponsorship | 65,000 | - | 65,000 | 16,100 |
| Donations | - | - | - | 6,000 |
| | <u>133,050</u> | <u>81,195</u> | <u>214,245</u> | <u>827,764</u> |

4 Resources expended

| Management and administration of the charity | Unrestricted Fund £ | Restricted Fund £ | Total 30 September 2003 £ | Total 31 March 2003 £ |
|---|---------------------------|-------------------------|------------------------------------|--------------------------------|
| Staff costs | 41,499 | - | 41,499 | 2,106 |
| Consultancy costs | - | - | - | 9,360 |
| Legal and professional fees | 4,035 | - | 4,035 | 5,174 |
| General administration and other | 7,890 | - | 7,890 | 11,672 |
| Merger and set up costs | - | - | - | 2,218 |
| Utility and insurance costs | 100 | - | 100 | 5,002 |
| | <u>53,524</u> | <u>-</u> | <u>53,524</u> | <u>35,532</u> |

5 Staff costs

| | 30 September 2003 £ | 31 March 2003 £ |
|--|---------------------------|-----------------------|
| Direct charitable expenditure | 157,929 | 334,333 |
| Fund raising and publicity | - | - |
| Management and administration of the charity | 41,499 | 2,106 |
| | <u>199,428</u> | <u>336,439</u> |

THE READING AGENCY FOR LIBRARIES

NOTES TO THE ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2003

Staff costs continued

The Reading Agency for Libraries Limited is operated on a trustee basis. All members of the Board of Directors act in an unpaid capacity. Almost all of the staff costs are due to freelance workers and their expenses. These individuals are not employed on a full time basis. As such they are not within the analysis of full time equivalent employees and accordingly this leads to the charity having an estimated average of full time equivalent employees of 1.

No persons received emoluments of more than £50,000 during the period.

Trustees' remuneration and expense payments:

During the period no amounts were remunerated directly or indirectly to any trustees or to any person or persons known to be connected with them.

6 Debtors - Amounts falling due within one year

| | 30 September 2003 £ | 31 March 2003 £ |
|--------------------------------|---------------------------|-----------------------|
| Trade Debtors | 39,542 | 148,501 |
| Prepayments and accrued income | 105,258 | 57,064 |
| Other debtors | - | - |
| | <u>144,800</u> | <u>205,565</u> |

7 Creditors - Amounts falling due within one year

| | 30 September 2003 £ | 31 March 2003 £ |
|----------------------|---------------------------|-----------------------|
| Trade Creditors | 54,474 | 17,852 |
| Accruals | 12,529 | 36,846 |
| Other creditors | 12,925 | 9,693 |
| Loans and overdrafts | 2,712 | 4,546 |
| Deferred Income | 38,000 | 79,600 |
| | <u>120,640</u> | <u>148,537</u> |

Amounts included in 'Other creditors' are wholly in respect of taxation and social security.

THE READING AGENCY FOR LIBRARIES

NOTES TO THE ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2003

8 Creditors - Amounts falling due after one year

| | 30 September 2003 £ | 31 March 2003 £ |
|-------------------|---------------------------|-----------------------|
| WSSC and HCC loan | <u>9,491</u> | <u>17,485</u> |

The above loans are interest free and are from West Sussex County Council and Hampshire County Council for the production of materials under the title "Well Worth Reading". They are repayable over seven years in the form of goods delivered to the lenders charged at 90% of normal sales value.

9 Share Capital

The Reading Agency for Libraries is a company limited by guarantee and does not have share capital.

10 Restricted funds

| Project As listed below | Balance 31 March 2003 £ | Transfers in/ (out) £ | <u>Movement in resources</u> | | Balance 30 September 2003 £ |
|--|----------------------------------|-----------------------------|------------------------------|------------------|--------------------------------------|
| | | | Incoming £ | Outgoing £ | |
| a Big Book Share | 43,308 | - | 1,788 | (45,096) | - |
| b Youthboox | 10,829 | - | - | (9,407) | 1,422 |
| c Developing Reading Communities | 3,809 | - | - | (1,575) | 2,234 |
| d Summer Splash Extra | 31,508 | (31,508) | - | - | - |
| e Summer Reading Challenge website | - | - | 29,234 | (29,234) | - |
| f Creative Partnerships | - | - | 23,550 | - | 23,550 |
| g Advocacy/Strategy/Development | - | - | 8,627 | (8,627) | - |
| h Their Reading Futures | - | - | 3,126 | (3,126) | - |
| i Vital Link | - | - | 1,414 | (1,414) | - |
| j Books & Business | - | - | 1,795 | (1,795) | - |
| k Reading Groups Evaluation | - | - | 560 | (560) | - |
| l Teenage Audit | - | - | 882 | (882) | - |
| m Positive Activities for Young People | - | - | 10,219 | (10,219) | - |
| | <u>89,454</u> | <u>(31,508)</u> | <u>81,195</u> | <u>(111,935)</u> | <u>27,206</u> |

THE READING AGENCY FOR LIBRARIES

NOTES TO THE ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2003

a BIG BOOK SHARE

The Big Book Share is a library project that enables parents in prison to contribute to their children's reading development. The pilot phase has been delivered through a partnership between the HMP Nottingham and Nottingham City Libraries. Children's librarians run sessions in the prison at which prisoners talk about and choose children's books to read on tape for their children. The prison also runs special family visit sessions at which prisoners can give books and tapes to their children in person.

The Big Book Share pilot, funded by Marks and Spencer and East Midlands Arts, won the 2002 Libraries Change Lives Award.

Phase 2 of the Big Book Share is now underway, with funding from the Paul Hamlyn Foundation. There are now 8 pilot models and 7 associate projects being developed through partnerships with prisons and library authorities, supported by training and resources.

b YOUTHBOOX

YouthBOOX is a partnership programme run with the National Youth Agency. It aims to create new approach routes to reading for socially excluded young people by bringing together library and youth services to effect a sea change in young people's attitude to reading.

The Paul Hamlyn Foundation is supporting the YouthBOOX: Moving On programme until April 2004. Local projects in Richmond, Essex, Shropshire, Kensington & Chelsea and Cramlington will be encouraging socially excluded young people to become more involved with creative reading.

c DEVELOPING READING COMMUNITIES

Developing Reading Communities is an action research programme, in partnership with Education Extra, the leading out-of-school hours learning charity. It is building models of how to link reading activity in schools to the resources of the public library, using Education Extra reading clubs as a springboard.

d SUMMER SPLASH EXTRA

The Reading Agency acted as a national co-ordinating agency for libraries' contribution to Splash Extra, the Government's arts and sports crime-cutting initiative by creating relationships at national level that provided a helpful framework for local partnership working between libraries, youth offending teams and youth services.

Some of the funding received in advance (in 2002/2003) was not required so was returned to ACE.

e SUMMER READING CHALLENGE WEBSITE

A website is being developed to support and extend the well-established Summer Reading Challenge funded by a grant from MLA.

THE READING AGENCY FOR LIBRARIES

NOTES TO THE ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2003

f CREATIVE PARTNERSHIPS

Creative Partnerships is an exciting development in creative and cultural education: young people and their teachers work directly with and experience the work of cultural and creative people and organisations. The Reading Agency has worked with Slough Library Service and Berkshire Education Library service to develop three Creative Partnership strands:

Imagination time: aimed at early years and working through Slough's Start Library, Imagination time actively promotes the enjoyment of and engagement with books to pre-school children and their parents/carers.

Graphic Novels: aimed at upper secondary level pupils, the graphic novel strand will work with young people in building awareness of graphic novels through to the production of their own novels.

Young People's Reading Zones: selected school libraries had a 'library makeover' in consultation with the young people who use them. This project started in September 2002 and continued until September 2003.

g-m FRAMEWORK FOR THE FUTURE FUNDED BY MLA

In August 2003 The Reading Agency was commissioned by the Museums, Libraries and Archives Council (MLA) to do a range of work as part of the action plan for Framework for the Future (F4F). This has laid the foundations for several of the national reading and learning offers identified by MLA. It includes:

1. Work with specific audiences

1.1 CHILDREN AND YOUNG PEOPLE

- a - Research into the impact of the Summer Reading Challenge
- b - Summer Reading Challenge website
- c - Building links between libraries and Creative Partnerships and Positive Activities for Young People
- d - Policy audit on work with socially excluded young people

1.2 ADULT READERS AND LEARNERS

- a - Development of libraries' work with adult learners, through The Vital Link programme
- b - Partnership review and development of book trade links to give adult readers a more vibrant reading service

2. CROSS-CUTTING WORK

This is work which runs through a number of other Framework strands. The national development programme for readers' groups, for instance, applies to readers of all ages. Their Reading Futures has training modules on advocacy and outcomes-based planning which are useful in contexts other than work with young readers.

- a - Their Reading Futures – the workforce development programme for libraries' work with young readers
- b - Development of a strategy for national reading-based partnerships, including development work with the broadcast companies, and Arts & Business
- c - A national development programme for readers' groups
- d - Dissemination of the Books Connect model.

This work started in August 2003 and is continuing.

THE READING AGENCY FOR LIBRARIES

NOTES TO THE ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2003

11 Unrestricted funds

| | Balance 31 March 2003 £ | Transfers in/ (out) £ | <u>Movement in resources</u> Incoming Outgoing £ £ | | Balance 30 September 2003 £ |
|--------------|----------------------------------|-----------------------------|--|-----------|--------------------------------------|
| Unrestricted | 83,302 | - | 194,315 | (187,081) | 90,536 |
| Designated | 50,000 | - | - | - | 50,000 |
| | 133,302 | - | 194,315 | (187,081) | 140,536 |

The designated fund set up in the year has been set aside to cover salary costs budgeted for the next two years but not covered by the core funding of the charity.

12 Transfers between funds

There were no transfers between funds during the year.

13 Transfers out

The transfer out of £31,508 on the Summer Splash Project is funding that was received in advance but was, in the event, not required for the project (totaling £300,000 in 2002) and which was repaid to ACE in this period.

14 Control

The ultimate controlling parties are the trustees listed in the Directors' Report on page 4.