

**THE READING AGENCY FOR LIBRARIES  
A COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 SEPTEMBER 2004**

Charity Number 1085443

Company Number: 3904882  
(England and Wales)



**THE READING AGENCY FOR LIBRARIES**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 30 SEPTEMBER 2004**

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**THE READING AGENCY FOR LIBRARIES**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**YEAR ENDED 30 SEPTEMBER 2004**

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

# **THE READING AGENCY FOR LIBRARIES TRUSTEES' REPORT**

## **FOR THE TWELVE MONTHS ENDED 30<sup>th</sup> SEPTEMBER 2004**

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 year ended 30<sup>th</sup> September 2004.

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 1<sup>st</sup> July 2002 Well Worth Reading merged with Launchpad for Libraries and The Reading Partnership. On 8<sup>th</sup> July 2002 Well Worth Reading changed its name to The Reading Agency for Libraries. The Reading Agency for Libraries is a company limited by guarantee and a registered charity. In 2003 it changed its accounting date to 30<sup>th</sup> Sept so that the figures in these accounts show comparatives for a six month period.

### **Organisation**

The board of The Reading Agency for Libraries consists of seven Trustees and a Company Secretary. At the start of the year the board consisted of ten trustees. For various reasons, three resigned during the course of the year and steps are currently being taken to replace them. 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 four full-time employees and one part-time during the year and is currently increasing the employment base in response to the massive expansion in the work being undertaken. It also used the services of freelance consultants and project workers. The Reading Agency is a “virtual” organisation and does not have an operational office. An in-depth strategic and 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 these first few years 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 TRUSTEES' REPORT**

**FOR THE TWELVE MONTHS ENDED 30<sup>th</sup> SEPTEMBER 2004**

## **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 and First Choice, 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) meant that the sales activity was not reflected in the last audited six-monthly accounts to September 30<sup>th</sup> 2003, but the level remained the same can be seen in this set of accounts for the year to September 2004, accounting for some of the large surplus on Unrestricted Funds;
- b) organising and supporting libraries' work with literature prizes through broadcast and book trade partnerships, website comments pages and reading and activity groups for adults and children along with training for librarians. The Reading Agency worked with Orange, The BBC, WH Smith, Channel Four and publishers in the year to 30<sup>th</sup> September 2004;
- c) working with World Book Day and MLA to organise an online festival throughout the library system.

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

- d) The Vital Link, Their Reading Futures and Books and Business disseminate best practice for librarians working with "hard to reach" readers, with children and young adults and with business. They have been 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 – Youthbox, 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 funded by MLA under the Framework for the Future plan and work on Chatterbooks and SRC funded by the DfES;
- 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 organisation has started to develop partnership posts with the publishing industry and libraries and with broadcasting and libraries which will expand the scope of its work considerably in the future.

The staff and other workers deserve credit and praise for their skills, enthusiasm and patience through a period of great change and expansion. The large surplus on Unrestricted Funds is due to the organisation managing a more diverse and greater workload without a comparative increase in support costs. An in-depth review is currently in progress to decide on the best plan to develop the organisational structures to cope with the continued 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 continues to monitor the situation through regular reviews and discussion at quarterly board meetings.

# **THE READING AGENCY FOR LIBRARIES TRUSTEES' REPORT**

## **FOR THE TWELVE MONTHS ENDED 30<sup>th</sup> SEPTEMBER 2004**

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 was fortunate in carrying forward a high level of free reserves (not tied up in fixed assets or Restricted Funds) from the merger. These have been added to by the result in the year to 30<sup>th</sup> September 2004. The board have decided on a policy of holding approximately six months' core running costs in reserves which, at previous levels, was approximately £80,000. At current levels it is approximately £120,000, but it will be necessary further to expand the infrastructure of the organisation to cope with the continued level of work. The forecasts for six monthly running costs, for the years to 2008, are approximately £180,000. The reserves carried forward at 30<sup>th</sup> September 2004 are £355,000. The board, through the in-depth strategic and organisational review, is considering the best way to use the free reserves to allow the organisation to consolidate the growth that it has experienced over the past two years into an effective structure for the future as well as weathering periods of uncertainty because of the nature of the funding and the long-term timescale of some of its work. A designated fund (of £50,000) was established last year to support strengthening the infrastructure of the company. This has been increased to £150,000 this year to allow the organisation to plan for controlled expansion and consolidation over a three year period.

The agency's work, particularly in the Restricted Fund area, has expanded in response to Government led initiatives and the board and officers are considering carefully the future funding structure for the organisation as part of the strategic and organisational review. A fund has been designated to cover the timing differences that sometimes occur on Restricted Fund projects, particularly longer-term projects, where expenditure may be incurred before grants are released.

It may be considered prudent to maintain a higher level of reserves in the future.

### **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 (resigned 20 July 2004)	N McClelland
H J Wilson-Fletcher	N C Jones
M J Malloy	R G Osmond (resigned 3 February 2005)
E M Attenborough (resigned 3 February 2005)	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 READING AGENCY FOR LIBRARIES  
TRUSTEES' REPORT**

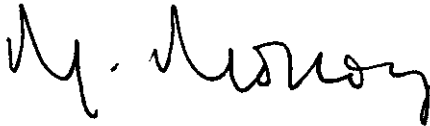
**FOR THE TWELVE MONTHS ENDED 30<sup>th</sup> SEPTEMBER 2004**

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.

**Auditors**

CW Fellowes Limited have indicated their willingness to be re-appointed and a resolution concerning their re-appointment will be proposed at the next Annual General Meeting.

Approved by the Trustees and signed on their behalf by:



**M J Molloy  
Trustee**

Date: 21<sup>st</sup> July 2005

**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 year ended 30 September 2004 which are detailed on pages 8 to 18. 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 members, 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 members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the trustees and auditors**

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

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing 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 Trustees' 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 Trustees' remuneration and transactions with the charity are not disclosed.

We read other information contained in the Trustees' 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 trustees 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 2004 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*CW Fellowes Limited*  
.....  
*CW Fellowes Limited*  
Registered Auditor

Templars House  
Lulworth Close  
Chandlers Ford  
SO53 3TL

*8th August 2005*  
.....  
Date

**THE READING AGENCY FOR LIBRARIES**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2004**

	Note	Unrestricted fund	Restricted fund	Total funds 30 September 2004	Period ended 30 September 2003
Incoming resources		£	£	£	£
Activities to further the charity's objects:					
Grants	3	280,079	442,572	722,651	214,245
Sales		457,140	-	457,140	58,749
Other:					
Investment income		5,126	-	5,126	2,516
<b>Total incoming resources</b>		<b>742,345</b>	<b>442,572</b>	<b>1,184,917</b>	<b>275,510</b>
<b>Resources expended</b>					
Costs of generating funds:					
Marketing		26,078	-	26,078	2,800
Charitable expenditure:					
Staff costs	5	194,511	304,181	498,692	157,929
Purchases		145,518	164,391	309,909	84,763
Management & administration	4	161,611	-	161,611	53,524
<b>Total resources expended</b>		<b>527,718</b>	<b>468,572</b>	<b>996,290</b>	<b>299,016</b>
<b>Net incoming/(outgoing) resources for the year</b>		<b>214,627</b>	<b>(26,000)</b>	<b>188,627</b>	<b>(23,506)</b>
Transfers out	15	-	-	-	(31,508)
<b>Net incoming/(outgoing) resources</b>		<b>214,627</b>	<b>(26,000)</b>	<b>188,627</b>	<b>(55,014)</b>
<b>Total funds at 1 October 2003</b>		<b>140,536</b>	<b>27,206</b>	<b>167,742</b>	<b>222,756</b>
<b>Balance at 30 September 2004</b>	13	<b>355,163</b>	<b>1,206</b>	<b>356,369</b>	<b>167,742</b>

# THE READING AGENCY FOR LIBRARIES

## BALANCE SHEET

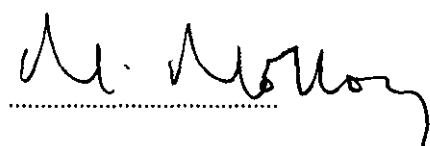
AS AT 30 SEPTEMBER 2004

		30 September 2004		30 September 2003	
	Note	£	£	£	£
<b>Fixed assets</b>					
Computer equipment	6		1,385		-
<b>Current assets</b>					
Debtors	7	367,448		144,800	
Cash at bank and in hand		<u>239,998</u>		<u>153,073</u>	
			607,446		297,873
<b>Current liabilities</b>					
Creditors falling due within one year	8	<u>243,416</u>		<u>120,640</u>	
			(243,416)		(120,640)
<b>Net current assets</b>			364,030		177,233
<b>Creditors falling due after one year</b>	9		(9,046)		(9,491)
<b>Net assets</b>			<u>356,369</u>		<u>167,742</u>
<b>Funds</b>					
Restricted funds	11		1,206		27,206
Designated funds	12		210,000		50,000
Unrestricted funds	12		<u>145,163</u>		<u>90,536</u>
			<u>356,369</u>		<u>167,742</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 8 to 18 were approved by, and signed on behalf of the board of Trustees on

21.7.05



Director

# THE READING AGENCY FOR LIBRARIES

## NOTES TO THE ACCOUNTS

YEAR ENDED 30 SEPTEMBER 2004

### 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.

#### Depreciation

Depreciation is charged at 33.3% on computer equipment.

Equipment purchased for Restricted Fund Projects is written off to the project in the year of purchase.

# THE READING AGENCY FOR LIBRARIES

## NOTES TO THE ACCOUNTS *continued*

YEAR ENDED 30 SEPTEMBER 2004

### 2 Net incoming/ (outgoing) resources

Net outgoing resources are stated after charging / (crediting):	<b>Total 30 September 2004</b>	<i>Period ended 30 September 2003</i>
Depreciation (charged directly to restricted projects)	3,188	-
Depreciation (charged to unrestricted funds generally)	682	-
Auditors' remuneration (audit only)	2,000	2,000

### 3 Incoming resources to further the charity's objects

<b>Grants</b>	<b>Unrestricted Fund £</b>	<b>Restricted Fund £</b>	<b>Total 30 September 2004 £</b>	<i>Period ended 30 September 2003 £</i>
Department for Culture, Media and Sport	-	33,250	33,250	-
Arts Council England South East Museums Libraries and Archives Council	143,636	-	143,636	49,150
Department for Education and Skills	-	286,340	286,340	57,645
Education Extra	-	37,000	37,000	-
CILIP	40,000	-	40,000	22,450
Hamlyn	-	-	-	20,000
Welsh Books Council	-	61,482	61,482	-
WH Smiths Plc/MLA	-	10,000	10,000	-
Birds Eye Walls Limited/Unilever	-	4,500	4,500	-
Sponsorship	-	10,000	10,000	-
Donations	96,443	-	96,443	65,000
	-	-	-	
	280,079	442,572	722,651	214,245

### 4 Resources expended

<b>Management and administration of the charity</b>	<b>Unrestricted Fund £</b>	<b>Restricted Fund £</b>	<b>Total 30 September 2004 £</b>	<i>Period ended 30 September 2003 £</i>
Staff costs	125,914	-	125,914	41,499
Consultancy costs	4,257	-	4,257	-
Legal and professional fees	11,135	-	11,135	4,035
General administration and other	17,348	-	17,348	7,890
Merger and set up costs	682	-	682	-
Utility and insurance costs	2,275	-	2,275	100
	161,611	-	161,611	53,524

# THE READING AGENCY FOR LIBRARIES

## NOTES TO THE ACCOUNTS *continued*

### YEAR ENDED 30 SEPTEMBER 2004

#### 5 Staff costs

	<b>Total 30 September 2004 £</b>	<b>Period ended 30 September 2003 £</b>
Direct charitable expenditure	498,692	157,929
Management and administration of the charity	125,914	41,499
	<u>624,606</u>	<u>199,428</u>

The Reading Agency for Libraries Limited is operated on a trustee basis. All members of the Board of Directors act in an unpaid capacity.

The Charity employed 4.5 (2003:1) full time equivalent staff members.

One staff member received remuneration in excess of £50,000. Their remuneration fell within the £50,000 - £60,000 bracket.

#### Trustees' remuneration and expense payments:

During the year travel and other out of pocket expenses were reimbursed to the Trustees. The total amounts paid were £612 (2003: £nil).

#### 6 Fixed assets

<b>Cost</b>	<b>Computer Equipment</b>
At 1 October 2003	-
Additions	5,255
Disposals	-
At 30 September 2004	<u>5,255</u>
<b>Depreciation</b>	
At 1 October 2003	-
Charge	3,870
Disposals	-
At 30 September 2004	<u>3,870</u>
<b>Net book value 30 September 2004</b>	<u><u>1,385</u></u>
Net book value 30 September 2003	<u><u>-</u></u>

**THE READING AGENCY FOR LIBRARIES**

**NOTES TO THE ACCOUNTS *continued***

**YEAR ENDED 30 SEPTEMBER 2004**

**7 Debtors - Amounts falling due within one year**

	<b>Total</b>	<i>Period ended</i>
	<b>30 September</b>	<i>30 September</i>
	<b>2004</b>	<i>2003</i>
	<b>£</b>	<i>£</i>
Trade Debtors	190,355	39,542
Prepayments and accrued income	177,093	105,258
	<u>367,448</u>	<u>144,800</u>

**8 Creditors - Amounts falling due within one year**

	<b>Total</b>	<i>Period ended</i>
	<b>30 September</b>	<i>30 September</i>
	<b>2004</b>	<i>2003</i>
	<b>£</b>	<i>£</i>
Trade Creditors	86,211	54,474
Accruals	70,841	12,529
Other creditors	51,364	12,925
Loans and overdrafts	-	2,712
Deferred Income	35,000	38,000
	<u>243,416</u>	<u>120,640</u>

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

**9 Creditors - Amounts falling due after one year**

	<b>Total</b>	<i>Period ended</i>
	<b>30 September</b>	<i>30 September</i>
	<b>2004</b>	<i>2003</i>
	<b>£</b>	<i>£</i>
WSSC and HCC loan	<u>9,046</u>	<u>9,491</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.

# THE READING AGENCY FOR LIBRARIES

## NOTES TO THE ACCOUNTS continued

YEAR ENDED 30 SEPTEMBER 2004

### 10 Share Capital

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

### 11 Restricted funds

Project As listed below	Balance 31 September 2003 £	Transfers in/ (out) £	<u>Movement in resources</u>		Balance 30 September 2004 £
			Incoming £	Outgoing £	
a Big Book Share	0	0	36,678	(20,720)	15,958
b YouthBOOX	1,422	0	24,804	(23,002)	3,224
c Developing Reading Communities	2,234	0	0	(2,234)	0
d Summer Reading Challenge website	0	0	3,736	0	3,736
e Creative Partnerships	23,550	0	33,250	(36,539)	20,261
f Advocacy/Strategy/Development	0	0	36,688	(28,934)	7,754
g Chatterbooks / SRC Packs	0	0	37,000	(37,000)	0
h Summer Reading Challenge Wales	0	0	10,000	0	10,000
Framework for the Future	0	0	245,916	0	245,916
i Work in Business	0	0	14,500	(13,299)	1,201
j Their Reading Futures	0	0	0	(68,124)	(68,124)
k Vital Link	0	0	0	(99,833)	(99,833)
l SRC Website	0	0	0	(63,266)	(63,266)
m Reading Groups Evaluation	0	0	0	(17,201)	(17,201)
n Teenage Audit	0	0	0	(9,229)	(9,229)
o Positive Activities for Young People	0	0	0	(22,833)	(22,833)
p Fulfilling Their Potential	0	0	0	(766)	(766)
q Broadcast & Publishing Partnership	0	0	0	(25,592)	(25,592)
	<b>27,206</b>	<b>0</b>	<b>442,572</b>	<b>(468,572)</b>	<b>1,206</b>

The income received regarding "Framework for the Future" has funded the projects i to q.

This is a three year project and the Trustees have chosen to show the income separately from the expenditure on each individual sub project. At the end of the three year period the Trustees expect that the total income for Framework for the Future will be equal to the total expenditure on the sub projects. At the balance sheet date the project as a whole was showing a deficit of £59,727. Although the Trustees fully expect this to reverse, a designated fund has been set up within unrestricted reserves and a sum equal to the deficit seen above has been transferred. It is deemed prudent to maintain this fund at the level of the deficit throughout the life of the project. It is the Trustees opinion that the situation will reverse over the course of the next 12 months and this fund be released back to unrestricted reserves.



## **THE READING AGENCY FOR LIBRARIES**

### **NOTES TO THE ACCOUNTS *continued***

#### **YEAR ENDED 30 SEPTEMBER 2004**

##### **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 was 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 supported the YouthBOOX: Moving On programme to its conclusion and conference in July 2004.

##### **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 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 *continued***

**YEAR ENDED 30 SEPTEMBER 2004**

#### **e CREATIVE PARTNERSHIPS**

Creative Partnerships is developing libraries' role as creative partners through capacity building and action research to aid this development.

#### **f ADVOCACY / STRATEGY / DEVELOPMENT**

MLA funded work on developing tools for Libraries to evaluate and develop their work in accordance with Government strategy.

#### **g CHATTERBOOKS / SRC PACKS**

DfES funded Enjoy Reading, a pack for libraries to work with schools, an extension of Chatterbooks' work and an extension of the Summer Reading Challenge.

#### **h SUMMER READING CHALLENGE WALES**

The translation of the Summer Reading Challenge materials into Welsh is supported by a grant from the Welsh Arts Council.

#### **i-q 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**

## THE READING AGENCY FOR LIBRARIES

### NOTES TO THE ACCOUNTS *continued*

YEAR ENDED 30 SEPTEMBER 2004

#### FRAMEWORK FOR THE FUTURE FUNDED BY MLA *continued*

##### 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 ongoing for a period of three years.

#### 12 Unrestricted funds

	Balance 30-Sep 2003 £	Transfers in/ (out) £	<u>Movement in resources</u> Incoming      Outgoing £              £		Balance 30 September 2004 £
Unrestricted	90,536	(160,000)	742,345	(527,718)	145,163
Designated - Salary and infrastructure	50,000	100,000	0	0	150,000
Designated - Framework for the Future	0	60,000	0	0	60,000
	<b>140,536</b>	<b>0</b>	<b>742,345</b>	<b>(527,718) 0</b>	<b>355,163</b>

##### Designated - Salary and infrastructure

This fund, set up in the prior year and further funded this year, has been set aside to cover infrastructure costs budgeted for the next two years but not covered by the core funding of the charity. In addition this safeguards the charity's aim to review and embellish the infrastructure of the charity so that it assures its position as its activities increase.

##### Designated - Framework for the Future

This fund has been set up to offset the deficit on the Framework for the Future project. See note 11 for further comment.

**THE READING AGENCY FOR LIBRARIES**

**NOTES TO THE ACCOUNTS *continued***

**YEAR ENDED 30 SEPTEMBER 2004**

**13 Assets and liabilities representing funds**

	Fixed assets	Net current assets	Long term Liabilities	Total
Restricted fund	-	1,206	0	1,206
Unrestricted fund	1,385	152,824	(9,046)	145,163
Designated fund	-	210,000	0	210,000
<b>Total</b>	<b>1,385</b>	<b>364,030</b>	<b>(9,046)</b>	<b>356,369</b>

**14 Transfers between funds**

There were no transfers between funds during the year.

**15 Transfers out**

There were no transfers out of the funds during the year ended 30 September 2004. During the prior period, £31,508 was transferred out of the Summer Splash Project. This funding was received in advance but was, in the event, not required for the project (totalling £300,000 in 2002) and which was repaid to ACE.

**16 Control**

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