UNITED KINGDOM LITERACY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees
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 (Appointed 11 July 2015)
Ms L Chamberlain (Appointed 11 July 2015)
Ms C Lockwood (Appointed 2 October 2015)

Charity number 313714

Principal address
University of Leicester
University Road
Leicester
LE1 7RH

Independent examiner
Peter Taaffe FCA CTA DChA
BWMacfarlane
Castle Chambers
43 Castle Street
Liverpool
L2 9SH

Bankers
National Westminster Bank plc
22 Castle Street
Liverpool
L2 0UP
## UNITED KINGDOM LITERACY ASSOCIATION

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The Trustees present their report and accounts for the year ended 31 March 2016.

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.

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. This includes the following:

UKLA has been involved in a major collaboration with The Centre for Literacy in Primary Education (CLPE), The National Association for Teachers of English, The English and Media Centre and the National Association for Advisors in English. A working group has met to re-write the CLPE Reading and Writing Scales. This project was undertaken in response to the needs of teachers seeking effective and rich ways to assess children's development as readers and writers. These new scales are now complete and have been published by two means: firstly free to all teachers available from the participating associations' and Centres' web sites, and secondly, by way of an app costing around £1.50. In addition a series of road shows promoting the reading and writing scales has begun, led by UKLA. There have been two this year, one in London at the University of Greenwich and the other in Cardiff at the Cardiff Metropolitan University. The scales have been received very favourably by teachers up and down the country. In addition to contributing to the re-writing of the scales, members of UKLA (Henrietta Dombey, Fiona Maine and Andrew Lambirth) also produced a high quality document setting out the research background to the principles that underlie the Reading and Writing Scales.

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 EEC, with the key aim to 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 continues to disseminate information about literacy through high quality conferences such as the international conference in Nottingham Re-assessing Literacy: Talking, Reading and Writing in the 21st Century at the National College for Teaching and Leadership, UKLA National Conference 2016 As You Like It: Teaching Shakespeare in Primary and Secondary Classrooms at the British Library, the BERA/UKLA Conference at the Open University, Camden; and the Belfast Regional Conference at St Mary’s University College.

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.

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 rigor 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 2015-16, a high number of good quality submissions was received; this is thought to reflect the support provided by Julia Davies at the 2015 International Conference to help potential applicants develop their bids. 5 research grants have been awarded:

- Fiona Maine: Investigating children’s inference and story generation as they navigate digital narrative applications
- Karen Daniels: Investigating the case for grammar teaching: pupil and teacher perspectives on a descriptive approach
- Helen Lines: Assessing the effectiveness of writing: building students’ skills as evaluators and editors
- Clare Dowdall (Plymouth University): Children’s ‘writing’ in the 21st century: composition, crafting and design
- Uta Papen (Lancaster University): Using interactive reading circles to develop children’s critical thinking and critical literacy

Updates have been received on all ongoing studies and all are progressing well.

UKLA Student Research Prize

The Association’s Student Research Prizes are awarded for high quality research conducted by student members, who are nominated by their supervisors. The 2015 Student Research Prize was awarded to Jeannie Bulman (University of Sheffield) for her PhD thesis Developing a Progression Framework for Children’s Reading of Film. She will be presented with her award at the 2016 international conference, and her work will be featured within the programme. Shortlisting for this year’s prize will take place in November 2016.

Details of current and past projects are now available on the new UKLA website. Links to publications arising from projects are available where possible.
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 51st international conference, Re-assessing Literacy: talking, reading and writing in the 21st Century, at the National College for Teaching and Leadership, Nottingham in July 2015. The event was, once again, a great success. Professor Debra Myhill kindly presented an inspirational opening keynote in place of Dr Henry Giroux, who was taken unwell. Kevin Brooks, Steven Layne and Jeanne Willis also offered excellent keynotes, with Professor Kathy Hall delivering the Harold Rosen Memorial Lecture. The wine reception at Wollaton Hall, summer barbecue and after-dinner performance by poet, musician and comedian John Hegley were all well-received. Once again, the Book Awards were highly successful.

UKLA held its fifth international UKLA/BERA research symposium in March 2016. Speakers included Professor Ingebjørg Tonne (University of Oslo), Dr Rachael Levy (University of Sheffield), Dr Susan Jones (University of Nottingham), Dr Natalia Kucirkova (Open University), and a panel discussion with Directors of BookTrust, the National Literacy Trust, the Reading Agency and the Reader Organisation. On the day, 61 people attended, including speakers, and evaluations are extremely positive.

The Association also organized an extremely successful conference at the British Library, London, in April 2016, with the theme As You Like It: Teaching Shakespeare in primary and secondary classrooms.

4. Publications, including journals and Minibooks

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). Submission levels to both journals are very healthy, and both journals continue to appeal to an international readership. In 2015, Literacy moved to new publication dates (January, April and September), and revised and published new guidelines for contributors and reviewers. The new editors of Literacy are developing a Special Issue on Assessment, Accountability and Policy for April 2017, and planning a Special Issue on Reading for pleasure and engagement for April 2018. Editors have been identified for both issues.

The Impact Factor for both journals has increased since last year. 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 (e.g. 2014) 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 crude measure of the journal's impact and influence on the research community. We include the data as published by Wiley in their Publisher reports:

**Journal of Research in Reading**
- Impact Factor: 1.473 (up from 1.192 last year)
- ISI Journal Citation Reports © Ranking: 2014: 24/55 (Psychology Educational); 34/224 (Education & Educational Research)

**Literacy**
- Impact Factor: 0.378 (up from 0.343 last year)
- ISI Journal Citation Reports © Ranking: 2014: 111/172 (Linguistics); 179/224 (Education & Educational Research)

*English 4-11* (the magazine jointly produced by the English Association and UKLA) is proving more and more popular and has extended the geographical coverage of our publications team to a very strong editorial presence in Wales with Jo Bowers of Cardiff Metropolitan University as editor. 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. Tracy Parvin remains editor but is developing an editorial team from the South East of England, the East Midlands and Northern Ireland which has enlivened the content of the newsletter and begun to involve more members from the regions UKLA serves.

Books
Book sales this year have exceeded last year’s record figures, demonstrating the significant value of UKLA publications as authoritative and useful resources for teachers and other literacy education professionals. High sales are in part due to the continued success of the book *Teaching Grammar Effectively in the Primary School*, which remains a best seller, supported by conference presentations and in-service sessions by one of the authors. We hope that the new book *Teaching Grammar Effectively at Key Stage 1* will be equally successful. Sales of all other books have increased and the introduction of the new series ‘*Teaching English Language and Literacy 3-19*’, in collaboration with Owen Education, has boosted sales and expanded our range of material for readers in the secondary sector. The new *Handbook for Teaching Early Reading: more than phonics* is selling well, as is the new Minibook *Teaching comprehension through reading and responding to film*. The new website now offers all UKLA books as e-publications, and this has already begun to boost sales. We also received revenue from a licensing agency of fees paid for copying UKLA materials. Plans for next year include a Minibook specifically aimed at readers in the secondary sector, another about using film in the primary school and a third about readability.

Web resources
With the launch of the new website, the Publications Sub Committee have focused on working with the administrative and web teams to develop three key sections of the website for members: the Publications section, the Bookshop, and the downloadable Resources section. Activity has involved categorising and organising paper and digital resources to ensure that they are searchable, and also to ensure that the presentation of resources reflects the full breadth and quality of UKLA’s work to promote literacy education. In addition to resources featured on the showcase landing pages, books are organised thematically, and downloadable resources are organised by topic and series.

Two series of web-based resources were added to during 2015: *Case Studies of Young Readers* (now complete); and *The Power of Children’s Literature*. We are grateful to Books for Keeps for continuing to allow the inclusion of their book reviews within the POCL resource. We are also grateful to all our contributors and editors. POCL will continue to run in 2016. A new resource *Promoting reading for Pleasure* was commissioned and completed in 2015 by a teacher-member. This resource aims to help teachers of primary-age children to support parents and children with reading beyond school. Plans for at least two new series are underway for 2016 and will develop over the next two years. These include a series of papers to enhance our provision of resources focusing on issues relating to diversity and inclusion (to be taken from *English 4-11*, who have given their permission); and a series of resources for teachers to use to support children with reading beyond school in the secondary phase. In addition, plans to develop a new guided reading resource are in discussion. New members of the PSC are supporting the development of these series.

5. Promoting good practice in literacy and language teaching through UKLA Membership and Awards activity
UKLA’s membership has increased slightly over the last few years, with a significant rise in school membership (due to school involvement in the UKLA Book awards). Teacher membership has also increased as a result of a number of national and regional conferences primarily for teachers and a series of workshops for early career teachers. HE membership is strong and rising steadily.
Our six 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 at the UKLA International Conference in July.

- The UKLA/Wiley-Blackwell Research in Literacy Education Award is a yearly award, and honours an article considered to be outstanding in each of our two journals: Literacy and JRR. The recognition is highly regarded by academics. Panel chair Colin Harrison.

- 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. Once again this year there were a record number of submissions from publishers. Panel chair Morag Styles.

- UKLA Literacy School of the Year each year recognises a school, nominated by a UKLA member, considered to be an outstanding literacy school. The award is presented by the president at the school (and this year the local press and BBC recorded the event). Panel chair Chris Lockwood.

- UKLA Digital Book Award, our newest award, seeks to recognise innovation, creativity and excellence in digital book publishing. This year teachers from 10 schools across the UKLA are judges. Panel chair Natalia Kucirkova.

- 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 60 teacher judges from 10 schools across the UKLA are judges. Panel chair Natalia Kucirkova.

- 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. Panel chair: Joy Court.

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.

UKLA completed the re-writing of the CLPE Reading and Writing Scales in February 2016. This was a collaboration between The Centre for Literacy in Primary Education, the National Association of Teachers of English, The English and Media Centre and the National Association of Advisors for English. The Scales were launched in February 2016 at a national Conference organized by CLPE with UKLA members speaking. Subsequently, there have been two roadshow events in London and Cardiff promoting the scales for teachers. The re-writing of the Reading and Writing Scales was in direct response to teachers seeking advice and guidance on assessment in English after the scrapping of National Curriculum Levels.

This year UKLA has once again been keen to ensure that the voice of members is represented in important literacy consultations. To this end the Association consulted with members and responded to a call for consultation by the DfE called 'Teachers' Professional Development Expert Group call for evidence in summer 2015'.


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; The EmpathyLab; and 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. Supporting high quality professional development

Professional development within UKLA aims to investigate the opportunities and practicalities of producing high quality materials with regard to in-service training. It is intended that this will actively promote the Association and encourage increasing membership, leading to ongoing funding as well as developing the UKLA's capacity to make a strategic and practical contribution with regard to in-service training.

Working closely with UKLA's regional representatives, the Professional Development Committee has initiated a series of 'road shows' with the aims of disseminating good practice, raising the profile of UKLA, and attracting members. Starting in Greenwich, the first road show shared the new CLPE reading and writing scales. There were 75 delegates, all of whom received a free copy of the scales and had the opportunity to ask questions relating to their use. The clear impact is evidenced through the discussions which were had as well as enabling teachers and schools to use the scales within their own institutions. At each road show the UKLA publications are showcased with the opportunity for delegates to purchase from the UKLA bookshop.

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 key European activity for UKLA this year has been its involvement with ELINET, a project funded by the European Commission. Members of the International Sub-Committee attended the last (but potentially first) European Literacy Policy Network conference in Amsterdam in January. There is a move for ELINET’s work to continue beyond its due end date, March 2016, as there is a belief that the systems and networks are now in place to further develop the collaboration. Key outcomes of the project include: a fundraising toolkit; awareness raising toolkit; 4 comprehensive country reports (one of them England) and 29 shorter reports; examples of peer-reviewed good practice; short film clips promoting literacy; a series of factsheets/leaflets with useful infographics, and special interest groups across all aspects of literacy and across all age ranges. Of note for UKLA is the project's development of a Declaration of European Citizens' Right to Literacy, which we anticipate being able to showcase at the international conference in July:

Every European citizen has the right to acquire literacy. EU Member States should ensure that citizens of all ages, regardless of social class, religion, ethnicity and gender, are provided with the necessary resources and opportunities to develop sufficient and sustainable literacy skills in order to effectively understand and use written communication in print and digital media.

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. This year, the project has continued its support for schools in Zanzibar and has extended into Ethiopia, supporting 48 schools in the north of the country.

In these ways the Association has ensured its activities directly benefit the public.
Financial review
As detailed in the 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. The Trustees of the Association have judged the overall performance of the charity for the year 2015-16 to be very good, and take the view that the Charity's activities 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 (very few) employees who ensure that all its administrative activity is as cost-effective as possible.

As noted in last year’s report, trustees agreed to draw on UKLA's very healthy reserves in 2015-16 to support specific initiatives, including a major website redevelopment to support UKLA's increasingly high public profile and usefulness for members, and the expansion of our Awards programme, the success of which is evidenced above. Trustees also approved a transfer of £30,000 to boost UKLA's long-term reserve which needs to be maintained for use in the unlikely event that the charity should need to be wound up.

Although, due to the expenditure of capital on specific projects, the 2015-16 budget predicted an end-of-year deficit, the end-of-year accounts show a healthy surplus of around £26,664. This results directly from a change in payment arrangements for our journals royalties; in addition to a payment in May 2015, we received the next year’s payment in March 2016, which increased our 2015-16 income by £42,000. Without this payment, we would have been on track to end the year as planned, in itself a very positive outcome.

UKLA membership continues to be strong and clearly benefits from the attraction of UKLA's increasingly prestigious Awards programme, which has been boosted by significant new sponsorships which reduce the costs to the Association while also enhancing the public profile of the Awards. Although subscription income did not achieve its ambitious budgetary target, it fell close to this, with low associated costs, and £5,000 additionally recovered through Gift Aid.

Conference income remains very healthy, resulting in a direct surplus of over £30,000 in 2015-16. This is substantially due to a high level of early bookings (pre-April) for the current year’s International Conference. UKLA's highly successful National and Regional Conferences, along with the Research Symposium, have also resulted in a good direct surplus.

UKLA’s publications, primarily targeted at supporting and informing education professionals in schools and other institutions, have proved popular and sold very well, bringing in a total of over £26K. UKLA's own publication costs have remained low. Costs incurred by UKLA for its share of publication and marketing of the Owen Education materials have proved higher, but it is anticipated that most or all of the additional costs will be met through future sales. E-books have begun to make their mark on sales, although currently income is largely matched by production costs.

Income from UKLA's journals, which are becoming increasingly prestigious according to impact data, also remains very strong. Currently our publishers Wiley Blackwell are making changes to the system and timescale for paying royalties, resulting in our double royalty in 2015-16 (nearly £83,000, net of costs).

Research grants have been awarded discerningly to support high-quality research, remaining well within budget. The expectation is that such awards will both support engagement in literacy-relevant research, and contribute towards the dissemination and application of such findings, through publication and conference presentations.

Two further areas in which UKLA is exerting significant influence are worth noting in terms of good value for money. UKLA's developing work on Professional Development has to date incurred minimal expense, but promises to be highly influential in supporting teachers in the classroom. UKLA’s presence is extended into the EU through the ELINET project, with associated costs partly paid by UKLA and partly by the central project. Also internationally, the UKLA-managed Project Connect supports the development of literacy in certain African countries, at no cost to UKLA itself.
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 resources expended, 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.

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
Mr T Martin  (Resigned 1 October 2015)
Ms A Colvert
Dr D Challen
Dr E Bearne
Ms J Court
Professor A Lambirth
Mr R McDonald
Dr C Dowdall
Ms V Bower  (Resigned 11 July 2015)
Ms T Parvin
Professor C Burnett
Dr J Davies
Ms S L Laird  (Appointed 11 July 2015)
Ms L Chamberlain  (Appointed 11 July 2015)
Ms C Lockwood  (Appointed 2 October 2015)
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 allows up to a third of the trustees to receive fees for specialist services provided within a given financial year (in addition to allowable expenses). In view of the exceptional level of trustees' recent activity, we have received Charity Commission approval to increase this to enable a minority of trustees to receive payment in a given year. Members will be asked to approve this amendment at the July 2016 AGM.

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: 1 July 2016
The Trustees are responsible for preparing the Trustees’ Report and the accounts 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 accounts 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 accounts, 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 accounts; and
- prepare the accounts 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 accounts 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

I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 12 to 25.

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.

Respective responsibilities of Trustees and examiner

The charity’s Trustees are responsible for the preparation of the accounts. The charity’s Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity’s gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:
(i) examine the accounts under section 145 of the 2011 Act;
(ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
(iii) to state whether particular matters have come to my attention.

Basis of independent examiner’s report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a ‘true and fair view’ and the report is limited to those matters set out in the statement below.

Independent examiner’s statement

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:
(a) which gives me reasonable cause to believe that in any material respect the requirements:
   (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
   (ii) to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the 2011 Act;
   have not been met or
(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter Taaffe FCA CTA DChA
Independent Examiner
BWMacfarlane
Castle Chambers
43 Castle Street
Liverpool
L2 9SH

Dated: 19 July 2016
## UNITED KINGDOM LITERACY ASSOCIATION

### STATEMENT OF FINANCIAL ACTIVITIES
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**
**FOR THE YEAR ENDED 31 MARCH 2016**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total 2016</th>
<th>Total 2015</th>
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<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
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**Income from:**
- Donations and legacies 3
  - £1,140
  - £1,543
  - £2,683
  - £3,377
- Charitable activities 4
  - £261,050
  - £2,145
  - £263,195
  - £264,150
- Investments 5
  - £117
  - £-
  - £117
  - £152

**Total income**
- £262,307
- £3,688
- £265,995
- £267,679

**Expenditure on:**
- Charitable activities 6
  - £203,593
  - £35,738
  - £239,331
  - £221,839

**Total expenditure**
- £203,593
- £35,738
- £239,331
- £221,839

**Net income/(expenditure) before transfers**
- £58,714
- (£32,050)
- £26,664
- £45,840

**Transfers between funds**
- £(12,626)
  - £12,626
  - £-
  - £-

**Net income/(expenditure) for the year**
- £46,088
- (£19,424)
- £26,664
- £45,840

**Fund balances at 1 April 2015**
- £250,910
  - £16,550
  - £267,460
  - £221,620

**Fund balances at 31 March 2016**
- £296,998
  - (£2,874)
  - £294,124
  - £267,460
# UNITED KINGDOM LITERACY ASSOCIATION

## BALANCE SHEET

**AS AT 31 MARCH 2016**

<table>
<thead>
<tr>
<th>Notes</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

### Fixed assets
- **Tangible assets**: £1

### Current assets
- **Stocks**: £37,099, £36,326
- **Debtors**: £25,213, £24,246
- **Cash at bank and in hand**: £243,987, £215,042

### Liabilities
- **Creditors: amounts falling due within one year**: (£12,176), (£8,155)

**Net current assets**: £294,123, £267,459

**Total assets less current liabilities**: £294,124, £267,460

### The funds of the charity:
- **Restricted funds**: (£2,874), £16,550
- **Designated funds**: £121,492, £91,430
- **General unrestricted funds**: £175,506, £159,480

**Total unrestricted funds**: £296,998, £250,910

**Total charity funds**: £294,124, £267,460

The financial statements were approved by the board of directors and authorised for issue on 1 July 2016 and are signed on its behalf by:

Dr D Challen  
Trustee
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 accounts 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 accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2016 are the first accounts of United Kingdom Literacy Association prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2014. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

The accounts include reclassification of income and expenses for the comparative year in line with FRS102 SORP which does not have an effect on the reported financial position.

1.2 Going concern
At the time of approving the accounts, 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 accounts.

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 Incoming resources
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.

Incoming resources 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.

**1.5 Resources expended**

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 at 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.

1.10 Financial instruments
The Company 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 when the charity becomes party to the contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts 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 trade and other receivables 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.

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

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts 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 payables 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 company’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 company 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 Accounting policies (Continued)

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.

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 directors 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 Donations and legacies

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations and gifts</td>
<td>£1,140</td>
<td>£1,543</td>
<td>£1,140</td>
<td>£1,543</td>
</tr>
<tr>
<td>Grants receivable</td>
<td></td>
<td></td>
<td>£1,543</td>
<td>£2,316</td>
</tr>
<tr>
<td></td>
<td>£1,140</td>
<td>£1,543</td>
<td>£2,683</td>
<td>£3,377</td>
</tr>
<tr>
<td>For the year ended 31 March 2015</td>
<td>£1,061</td>
<td>£2,316</td>
<td></td>
<td>£3,377</td>
</tr>
</tbody>
</table>

Grants receivable for core activities

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total 2016</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elinet European Funding</td>
<td></td>
<td>£1,543</td>
<td>£1,543</td>
<td>£2,316</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4 Charitable activities

<table>
<thead>
<tr>
<th></th>
<th>Conferences</th>
<th>Publications</th>
<th>Subscriptions</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales within charitable activities</td>
<td>93,612</td>
<td>118,536</td>
<td>48,902</td>
<td>261,050</td>
</tr>
<tr>
<td>Other income</td>
<td>-</td>
<td>2,145</td>
<td>-</td>
<td>2,145</td>
</tr>
<tr>
<td></td>
<td>93,612</td>
<td>120,681</td>
<td>48,902</td>
<td>263,195</td>
</tr>
</tbody>
</table>

Analysis by fund

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Conferences</th>
<th>Publications</th>
<th>Subscriptions</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted funds</td>
<td>93,612</td>
<td>118,536</td>
<td>48,902</td>
<td>261,050</td>
</tr>
<tr>
<td>Restricted funds</td>
<td>-</td>
<td>2,145</td>
<td>-</td>
<td>2,145</td>
</tr>
<tr>
<td></td>
<td>93,612</td>
<td>120,681</td>
<td>48,902</td>
<td>263,195</td>
</tr>
</tbody>
</table>

For the year ended 31 March 2015

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Conferences</th>
<th>Publications</th>
<th>Subscriptions</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted funds</td>
<td>128,059</td>
<td>70,289</td>
<td>49,466</td>
<td>247,814</td>
</tr>
<tr>
<td>Restricted funds</td>
<td>-</td>
<td>16,336</td>
<td>-</td>
<td>16,336</td>
</tr>
<tr>
<td></td>
<td>128,059</td>
<td>86,625</td>
<td>49,466</td>
<td>264,150</td>
</tr>
</tbody>
</table>

5 Investments

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest receivable</td>
<td>117</td>
<td>152</td>
</tr>
</tbody>
</table>
### 6 Charitable activities

<table>
<thead>
<tr>
<th></th>
<th>Conferences</th>
<th>Publications</th>
<th>Subscriptions</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Project costs</td>
<td>60,560</td>
<td>66,024</td>
<td>12,431</td>
<td>139,015</td>
</tr>
<tr>
<td>Other costs</td>
<td>-</td>
<td>-</td>
<td>1,814</td>
<td>1,814</td>
</tr>
<tr>
<td></td>
<td>60,560</td>
<td>66,024</td>
<td>14,245</td>
<td>140,829</td>
</tr>
<tr>
<td>Grant funding</td>
<td>-</td>
<td>7,603</td>
<td>-</td>
<td>7,603</td>
</tr>
<tr>
<td>of activities</td>
<td></td>
<td></td>
<td></td>
<td>7,359</td>
</tr>
<tr>
<td>Share of support</td>
<td>31,570</td>
<td>21,046</td>
<td>17,538</td>
<td>70,154</td>
</tr>
<tr>
<td>costs (see note 8)</td>
<td></td>
<td></td>
<td></td>
<td>72,442</td>
</tr>
<tr>
<td>Share of governance</td>
<td>9,335</td>
<td>6,224</td>
<td>5,186</td>
<td>20,745</td>
</tr>
<tr>
<td>costs (see note 8)</td>
<td></td>
<td></td>
<td></td>
<td>18,075</td>
</tr>
<tr>
<td></td>
<td>101,465</td>
<td>100,897</td>
<td>36,969</td>
<td>239,331</td>
</tr>
<tr>
<td>Analysis by fund</td>
<td></td>
<td></td>
<td></td>
<td>221,839</td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>101,465</td>
<td>65,159</td>
<td>36,969</td>
<td>203,593</td>
</tr>
<tr>
<td>Restricted funds</td>
<td>-</td>
<td>35,738</td>
<td>-</td>
<td>35,738</td>
</tr>
<tr>
<td></td>
<td>101,465</td>
<td>100,897</td>
<td>36,969</td>
<td>239,331</td>
</tr>
<tr>
<td>For the year ended</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 March 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>118,944</td>
<td>56,146</td>
<td>38,894</td>
<td>213,984</td>
</tr>
<tr>
<td>Restricted funds</td>
<td>2,766</td>
<td>5,089</td>
<td>-</td>
<td>7,855</td>
</tr>
<tr>
<td></td>
<td>121,710</td>
<td>61,235</td>
<td>38,894</td>
<td>221,839</td>
</tr>
</tbody>
</table>

### 7 Grants payable

<table>
<thead>
<tr>
<th></th>
<th>Publications</th>
<th>Total 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Grants to individuals</td>
<td>7,603</td>
<td>7,603</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7,603</td>
<td>7,603</td>
</tr>
</tbody>
</table>
8 Support costs

<table>
<thead>
<tr>
<th></th>
<th>Support costs</th>
<th>Governance costs</th>
<th>2016</th>
<th>2015</th>
<th>Basis of allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Staff costs</td>
<td>47,423</td>
<td>-</td>
<td>47,423</td>
<td>44,852</td>
<td>Staff time</td>
</tr>
<tr>
<td>Premises and other costs</td>
<td>8,104</td>
<td>-</td>
<td>8,104</td>
<td>17,548</td>
<td>Staff time</td>
</tr>
<tr>
<td>Office and website costs</td>
<td>14,627</td>
<td>-</td>
<td>14,627</td>
<td>10,042</td>
<td>Staff time</td>
</tr>
<tr>
<td>Committee expenses</td>
<td>-</td>
<td>10,053</td>
<td>10,053</td>
<td>9,123</td>
<td>Governance</td>
</tr>
<tr>
<td>Bank charges</td>
<td>-</td>
<td>4,708</td>
<td>4,708</td>
<td>3,942</td>
<td>Governance</td>
</tr>
<tr>
<td>Independent examination</td>
<td>-</td>
<td>1,150</td>
<td>1,150</td>
<td>1,100</td>
<td>Governance</td>
</tr>
<tr>
<td>Accountancy fees</td>
<td>-</td>
<td>4,834</td>
<td>4,834</td>
<td>3,910</td>
<td>Governance</td>
</tr>
<tr>
<td></td>
<td>70,154</td>
<td>20,745</td>
<td>90,899</td>
<td>90,517</td>
<td></td>
</tr>
</tbody>
</table>

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 of £1,150 (2015: £1,100) for the Independent examination and £4,834 (2015: £3,910) in respect of accountancy and other services.

9 Trustees

Trustees' travel and other expenses amounted to £6,053 which related to 16 trustees for the year (2015, travel and other expenses of £5,596 to 15 trustees).
10 Employees

**Number of employees**

The average monthly number employees during the year was:

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

**Employment costs**

<table>
<thead>
<tr>
<th></th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>43,554</td>
<td>41,270</td>
</tr>
<tr>
<td>Social security costs</td>
<td>1,637</td>
<td>1,500</td>
</tr>
<tr>
<td>Other pension costs</td>
<td>2,232</td>
<td>2,082</td>
</tr>
</tbody>
</table>

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

11 Tangible fixed assets

<table>
<thead>
<tr>
<th>Fixtures, fittings &amp; equipment</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost</strong></td>
<td></td>
</tr>
<tr>
<td>At 1 April 2015</td>
<td>2,383</td>
</tr>
<tr>
<td>At 31 March 2016</td>
<td>2,383</td>
</tr>
<tr>
<td><strong>Depreciation and impairment</strong></td>
<td></td>
</tr>
<tr>
<td>At 1 April 2015</td>
<td>2,382</td>
</tr>
<tr>
<td>At 31 March 2016</td>
<td>2,382</td>
</tr>
<tr>
<td><strong>Carrying amount</strong></td>
<td></td>
</tr>
<tr>
<td>At 31 March 2016</td>
<td>1</td>
</tr>
<tr>
<td>At 31 March 2015</td>
<td>1</td>
</tr>
</tbody>
</table>

12 Financial instruments

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carrying amount of financial assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt instruments measured at amortised cost</td>
<td>269,200</td>
<td>234,110</td>
</tr>
<tr>
<td><strong>Carrying amount of financial liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measured at amortised cost</td>
<td>10,405</td>
<td>5,101</td>
</tr>
<tr>
<td></td>
<td>Stocks</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>Goods for resale</td>
<td>37,099</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Debtors</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amounts falling due within one year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016</td>
<td>2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>Trade debtors</td>
<td>20,013</td>
<td>19,068</td>
</tr>
<tr>
<td></td>
<td>Other debtors</td>
<td>5,200</td>
<td>5,178</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25,213</td>
<td>24,246</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Creditors: amounts falling due within one year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2016</td>
<td>2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>Other taxation and social security</td>
<td>1,771</td>
<td>3,054</td>
</tr>
<tr>
<td></td>
<td>Other creditors</td>
<td>5,165</td>
<td>325</td>
</tr>
<tr>
<td></td>
<td>Accruals and deferred income</td>
<td>5,240</td>
<td>4,776</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,176</td>
<td>8,155</td>
</tr>
</tbody>
</table>
16 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:

<table>
<thead>
<tr>
<th>Movement in funds</th>
<th>Balance at 1 April 2015 £</th>
<th>Incoming resources £</th>
<th>Resources expended £</th>
<th>Transfers £</th>
<th>Balance at 31 March 2016 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books for Africa</td>
<td>799</td>
<td>2,145</td>
<td>(2,639)</td>
<td>-</td>
<td>305</td>
</tr>
<tr>
<td>CPRT Pearson</td>
<td>1,784</td>
<td>-</td>
<td>-</td>
<td>(1,784)</td>
<td>-</td>
</tr>
<tr>
<td>Elinet European Funding</td>
<td>-</td>
<td>1,543</td>
<td>(4,722)</td>
<td>-</td>
<td>(3,178)</td>
</tr>
<tr>
<td>Owen Education</td>
<td>13,967</td>
<td>-</td>
<td>(28,377)</td>
<td>14,410</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16,550</td>
<td>3,688</td>
<td>(35,738)</td>
<td>12,626</td>
<td>(2,874)</td>
</tr>
</tbody>
</table>

**Books for Africa**
This supplies books for pleasurable reading to schools in Zanzibar and the Gambia. The books are bought locally and in each site there is a local unpaid 'agent' who nominates well run schools to join the programme. In both sites the scheme has been warmly appreciated.

**CPRT Pearson**
The funding was used to pay UKLA speakers to run workshop at CPRT Pearson conferences.

**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. UKLA has contributed to Elinet central funds, and now receives Elinet funding to support work on specific projects. Additional funding is due to be received in the next financial year which will clear the deficit fund balance.

**Owen Education**
Owen Education is publishing a series of 11 books jointly with UKLA intended to inform debate about and the development of school strategy, and to encourage stronger links between teachers in different phases of schooling. The Owen funding covers most of the outlay, and UKLA receives royalties anticipated to offset any residual costs.

17 Transfers

The transfer of £14,410 from unrestricted funds to restricted funds was the charity's contribution to the jointly funded project with Owen Education.

The residue of £1,784 CPRT Pearson fund has been transferred to unrestricted to be used for other charitable projects, with the approval of the funder.
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:

<table>
<thead>
<tr>
<th>Movement in funds</th>
<th>Balance at 1 April 2015</th>
<th>Incoming resources</th>
<th>Resources expended</th>
<th>Transfers</th>
<th>Balance at 31 March 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Closure costs</td>
<td>91,430</td>
<td>-</td>
<td>-</td>
<td>30,062</td>
<td>121,492</td>
</tr>
<tr>
<td></td>
<td>91,430</td>
<td>-</td>
<td>-</td>
<td>30,062</td>
<td>121,492</td>
</tr>
</tbody>
</table>

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 prudent. This money is held separately in the charity’s bank accounts.

19 Analysis of net assets between funds

<table>
<thead>
<tr>
<th>Fund balances at 31 March 2016 are represented by:</th>
<th>Unrestricted funds £</th>
<th>Restricted funds £</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tangible assets</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Current assets/(liabilities)</td>
<td>296,997</td>
<td>(2,874)</td>
<td>294,123</td>
</tr>
<tr>
<td></td>
<td>296,998</td>
<td>(2,874)</td>
<td>294,124</td>
</tr>
</tbody>
</table>

20 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel, who are also directors, is as follows.

<table>
<thead>
<tr>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Aggregate compensation</td>
<td>32,811</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th>Project work</th>
<th>Authors fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016 £</td>
<td>2015 £</td>
</tr>
<tr>
<td></td>
<td>2016 £</td>
<td>2015 £</td>
</tr>
<tr>
<td>Total payments</td>
<td>4,972</td>
<td>6,228</td>
</tr>
<tr>
<td></td>
<td>250</td>
<td>2,239</td>
</tr>
<tr>
<td></td>
<td>4,972</td>
<td>6,228</td>
</tr>
<tr>
<td></td>
<td>250</td>
<td>2,239</td>
</tr>
</tbody>
</table>

Payments made to the trustees are at a commercial rate. There are no amounts due to trustees at 31 March 2016.

No guarantees have been given or received.