

Company no: 01701585 (England and Wales)

Charity no: 286614

Calibre Audio Library

(A Company Limited by Guarantee)

Report & Financial Statements

Year ended 31st December 2019



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Legal and administrative information

Registered office and principal address	New Road Weston Turville Aylesbury Bucks HP22 5XQ
Company number	01701585 (England and Wales)
Charity number	286614
Trustees	Richard Balkwill (Chair) David Stephens (Hon Treasurer) Anne Bolton Sarah Frost Rachel Gatley John Godber – Appointed May 2019 Peter Gurney Diana le Clercq David Lillycrop The Revd.Canon Andrew Meynell – Resigned 29 th January 2020 Ian Yeoman
Chief Executive	Anthony Kemp – Appointed September 2019
Secretary	Michael H Lewington – Retired October 2019



Legal and administrative information

Auditors WMT Chartered Accountants
Verulam Point
Station Way
St Albans
Hertfordshire
AL1 5HE

Bankers

CAF Bank Limited	Lloyds Bank plc
25 Kings Hill Avenue	1 Market Square
Kings Hill	Aylesbury
West Malling	Bucks
Kent	HP20 1TD
ME19 4JQ	

Investment services The Share Centre
Oxford House
Oxford Road
Aylesbury
Buckinghamshire
HP21 8SZ

Patrons Simon Brett
Anne Fine
Candia McWilliam
Gervase Phinn

Contact details Telephone: 01296 432339
Email: membershipservices@calibre.org.uk
Website: calibre.org.uk



From our Chair

It has been my privilege to be a Trustee of Calibre for over eight years, and I am now in my third year as its Chair.

Calibre Audio Library is a national charity providing a subscription-free service of unabridged audiobooks for people of all ages with a print disability. Many of our members are visually impaired, having lost their sight as they grew older. Others are having to cope with dyslexia, MS, MND, a physical impairment, or brain injury.

Calibre is a socially inclusive audiobooks service that seeks to extend and enrich the lives of members by providing a high-quality personalised service operating across the UK and the EU. Every year, Calibre looks to increase the depth and diversity of its collection, and in 2019 we added over 700 new titles to the Library.

Charity and fundraising values continue to be a matter of public concern, and we take our responsibility to our members and supporters extremely seriously by ensuring that we meet the highest ethical and fundraising standards. We receive no statutory funding and are reliant on the generosity of our members, Trusts and Foundations, and other donors. To them I would like to offer sincere thanks for their loyal support over the last year.

2019 also saw the retirement of our director for twelve years, Michael Lewington. Calibre owes a great debt of gratitude to Mike for his enormous contribution to the charity's development of our valued service for people with reading disabilities. In September, we welcomed Anthony Kemp to become our new chief executive.



From our Chair

Finally, I would like to thank our staff and volunteers who continually strive to deliver excellence both to our members, and to all who benefit from Calibre's service.

A handwritten signature in black ink, appearing to read 'Richard Balkwill'.

Richard Balkwill

March 2020



Main Achievements in 2019

Calibre has over 13,000 signed-up members. During 2019, Calibre achieved the following:

- Sent out over 460,000 audiobooks to its members.
- Increased the number of books issued by 39,000, up 9%.
- Added more than 770 new audiobooks to the library, comprising 520 commercially purchased books and over 250 recorded by professional narrators and checkers, especially for Calibre.
- Over 2,200 new members joined the library.
- Worked with over 75 book groups, schools, and organisations across the UK.
- Invested in the charity through our reserves to recruit a new Chief Executive.
- Development of a digital service proof of concept.



Main Achievements in 2019

Volunteers

Volunteers have long been a vital part of our organisation, contributing to the quality and swiftness of the service we provide to our members.

In 2019, there were 62 volunteers working in the library, downloading books to memory sticks, checking and cleaning CDs and posting out newsletters and book information, both recorded and printed, to our members.

82 volunteer narrators recorded 252 new books for the library and 23 volunteer checkers ensured that all the recordings were of the highest quality for our listeners.



Aims for 2020

The market for audiobooks is growing, and the wellbeing and social inclusion benefits of reading for those who are print disabled is Calibre's priority.

We know that 2020 has to be a year of change and future preparation. We will re-position Calibre as the national leader in audiobooks for individuals and communities with a print disability.

We expect demand to rise, as the incidence of sight loss is expected to increase from 2 to 4 million by 2050. Dementia affects 850,000 people and numbers are expected to rise to over 1 million by 2025. It's estimated that 6 million people in the UK are dyslexic. People with a physical impairment, such as ME, MS, Motor Neurone Disease, or those receiving palliative care, can also access our books. Through technology, we also anticipate reaching a younger, more diverse, demographic.

In order to support this growth, 2020 will be a year of development and investment. We will be investing from our reserves in our transformation programme, aimed at modernising our services to include a range of digital offerings, whilst at the same time, maintaining our core services on CD and Memory Sticks.

We want to be more community based and socially inclusive, offering the joy of reading to a wider audience of people who have a print reading disability, particularly those who currently don't have access to books due to isolation, or their personal circumstances.



Aims for 2020

Particularly in 2020 we will focus on:

Positioning Calibre as the leading national charity for audiobooks for the print impaired :-

Calibre's Vision and Purpose will be updated to reflect the ambition to grow and diversify the charity.

Calibre current VI members are predominately older people who have lost sight with advancing age. Going forward, the ambition is to build on this strong membership and diversify, providing services to a wider group of individuals. Calibre wants to build on the feedback from existing users on how the service supports them in feeling independent and connected to others, enriching their lives and providing joy through reading.

We will start developing new community-based reading groups to encourage group reading, reducing social isolation and loneliness, and using reading to support mental health and wellbeing

This will be achieved through a mix of digital services and through facilitated reading groups, using volunteers from across the country and based in local communities, schools, libraries and colleges. This will help promote the full national nature and impact of Calibre as a social charity supporting individuals from all backgrounds.

Over the next year, Calibre will become more active in promoting its activities to disadvantaged and hard to reach groups.

Calibre will become more active in being a leader in the field of supported reading and will actively campaign to promote the



Aims for 2020

value of accessible reading through thought leadership and working with partner organisations, promoting the broader case for wellbeing.

In addition, we will :-

Increase and broaden the demographic of members, moving away from being a predominately VI charity to supporting all disabilities which restrict reading print.

Work with partners and volunteers to increase community activity, for example book groups.

Continue to increase and diversify Calibre's book collection, and increase publisher contracts.

Improve the digital offering to members.

Develop strong external partnerships to promote Calibre to new members and increase our social impact and benefit to our members.

Develop the volunteer workforce to support growth and national community activities.

Recruit two new trustees, bringing increased diversity and insight to the board.

Covid-19 Commentary

Following the 2019 year-end, Calibre, like most Charities, has had to consider the shorter and longer term implications of the Coronavirus.



Aims for 2020

During the initial lockdown, we had to temporarily suspend services on the 24th March 2020, this suspension only lasted one week. During this time, we put in place measures for home working and social distancing which enabled us to partly re-open on the 6th of April, and fully open on the 14th April 2020. This closure has had no effect on our ambitious plans for 2020, and we are planning to continue as set out above.

The implications on the finance markets has had a negative impact on our investments and hence our unrestricted reserves, reducing them from 43 weeks as of the 31st December 2019 to 29 weeks as of the 8th of April. Our reserves policy states we will have sufficient unrestricted reserves to cash flow Calibre for 6-9 months. Despite the reduction in the value of our investments, we are still operating within the policy.

We will continue to monitor the situation, and our investments strategy, as usual throughout 2020. We are currently operating to budget and do not feel the need to produce an emergency budget as of this point in time, 23rd April 2020. Taking all of this into account, we consider Calibre to be an ongoing concern.

We have invested in our Fundraising team and have set prudent funding targets for 2020. Our transformation plan is on target to deliver the new and improved service to our members. On that basis we do not, at this time, see the need to make any adjustments to our 2020 Business plan.

Anthony Kemp
Chief Executive



The Council's Report 2019

Objects of Calibre Audio Library

The objects of the Charity are to give relief to people in the United Kingdom and the European Union who are blind, partially sighted, or have other disabilities which prevent them reading print, by providing a free audiobooks lending library service to individual members. Audiobooks are provided in a physical format such that they can be played on MP3 CD and memory stick players, available through several outlets and from Calibre Audio Library. Calibre audiobooks are also available to stream via our website and the "In Your Pocket" mobile phone.

Governance and management

Members of the Council of Management are also directors of the charity for the purposes of the Companies Act and Trustees for the purposes of charity law. This report also represents the Directors' report as required by s417 of the Companies Act 2006. The company has taken advantage of exemptions available to small companies under Part 15 of the Companies Act 2006 in preparation of this report.

The Charity is a company limited by guarantee. It was incorporated on 22 February 1983 and the last amendments to the Memorandum and Articles of Association were on 13 October 2010.

The Council currently consists of ten members who meet at least quarterly to administer the charity. Every year one third of the Council is required to resign. However, members are eligible to apply for a subsequent term. The Council appoints a Chief Executive to



The Council's Report 2019

manage day to day operations.

The Trustees, with guidance from the Chief Executive, are responsible for the process of succession planning to ensure that the Council is always composed of members with the requisite experience and skills necessary to contribute to the life of the Council and with the interests of Calibre always in mind. Potential trustees must demonstrate how they meet the criteria which detail suitability for membership of the Council.

All potential trustees are offered a day to visit Calibre to find out about our service at first hand and be introduced to the Executive Management Team. Following the recruitment process, and once confirmed as a trustee, they will undertake the induction process. This includes pairing with an experienced Trustee who will act as mentor to assist with their first few months in role.

None of the Council has any beneficial interest in the company, nor receives any remuneration. All of the Council are members of the company and guarantee to contribute £1 in the event of winding up.

The Council has assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and is satisfied that systems are in place that offer reasonable mitigation of the major risks.

Trustee indemnity insurance is included in our insurance policies and has been in place throughout the year.



The Council's Report 2019

Conflicts of interest

As part of our governance process, Trustees and key senior staff are required at the end of our accounting year to confirm whether they or any close member of their family has any business interests in any company, where an expenditure in excess of £2,000 is incurred, which may result in a conflict of interest.

Risk management

The Trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces
- the establishment of policies, systems and procedures to mitigate or remove those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

The charity is extremely well supported by members in donations and legacies which, due to uncertainty, is a financial risk. The risk is managed by maintaining an appropriate level of reserves to manage the variations in income to which the charity is exposed and a comprehensive three-year budget and financial plan to ensure excessive expenditure does not threaten the sustainability of the charity.



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Social investment and grant making

All income received by the Charity is used solely for the benefit of members. The Council of Management does not provide any social investment loans or make grants to individuals, charities or organisations.

Remuneration policy for Trustees and senior staff

The Council who are the Charity's Trustees give of their time freely. None received remuneration in the year. Details of Trustees' expenses are disclosed in note 9 to the accounts.

There are six key management personnel, including the Chief Executive who are responsible for planning, directing and controlling the day to day activities of the charity. The remuneration of the key personnel is reviewed annually and normally increased by considering the Consumer Price Index (CPI) and the Retail Price Index (RPI). Changes to senior staff responsibilities are also taken into account when reviewing remuneration.

Fundraising statement

Calibre Audio Library is registered with the Fundraising Regulator. Registration means that Calibre has undertaken to abide by the terms and conditions of registration, the Fundraising Regulator's "Fundraising Promise" and the "Code of Fundraising Practice".

Calibre has never carried out any of the invasive fundraising practices that have been reported in the media as causing



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annoyance and distress to many, such as fundraising by telephone or door to door. We have never employed third party fundraisers nor engaged with commercial participators, bought or sold lists of personal data or mailing lists from any source. Calibre has not shared the personal data of any of our supporters and members with third parties so we are pleased to report that registration with the Regulator has not involved us in making any significant changes to our activities. We have always tried to be open and honest in all our fundraising and never to apply undue pressure when requesting support from our members.

Fundraising activities are undertaken by employees and volunteers. Fundraising communications to individuals are limited to known supporters or members of the library service. The frequency of communication is also monitored internally. The maximum number of fundraising communications is four per year but is often less in practice. Such communication is normally by direct personally addressed mail with clear communication of the opportunity to opt out of future mailings. We received no formal complaints.



Registered with
**FUNDRAISING
REGULATOR**

Public benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. Two key principles should be met in order to demonstrate that an organisation's aims are for the public benefit: firstly, there must be



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an identifiable benefit and secondly that the benefit must be for the public or a section of the public.

The guidance lists “promoting the relief of those in need by reason of disability, financial or other hardship” and “the provision of leisure-time occupation in the interests of social welfare with the object of improving the conditions of life for the persons for whom they are intended”.

The Trustees confirm they have given due consideration to the Charity Commission’s guidance on public benefit and are confident that the Charity has complied with these. Calibre’s charitable objects fall within subsection 3 (l) of the Charities Act 2011 relating to the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage. The Council of Management ensures these are carried out for the public benefit, through delivery of our audiobook library service for print disabled people within the United Kingdom and European Union. This report demonstrates how we use our charitable funds to benefit print disabled people by providing leisure time reading to improve their conditions of life.

Financial review

Overview

It is thanks to the financial support of our members, Trusts and foundations that we can continue to expand our library service. It is a difficult time for charities. This year saw a fall in our income, although we continued to seek and gain new grants to maintain our



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existing service. A new fundraising strategy to diversify our income streams is being adopted for 2020 to ensure we maintain our strong financial position. For 2020 there is a planned operating deficit as the charity invests in transforming its services for the future.

Financial Statements

The accounts have been prepared in accordance with the accounting policies set out on page 25-27 and comply with the charity's Memorandum and Articles of Association, applicable law and the requirements of 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 published on 16 July 2014.

Income

Total income for the year was £938,241 down on 2018 by £327,945 (2018 - £1,266,186).

The 2019 annual and Christmas appeals generated a generous £88,872 (2018 - £113,379). During the year £165,947 (2018 - £174,249) was received from other donations. Gift Aid income claimed amounted to £34,767 (2018 - £40,007).

£86,434 (2018 - £85,023) was raised from the sale of merchandise and other activities, up slightly on 2018 due to increased sales of players. Income from the lifetime joining fee decreased to £38,879 (2018 - £40,143). Investment income increased slightly to £33,883 (2018 - £29,777).



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Legacies

Past members continue to support Calibre's work through their legacies and In-Memorium. In 2019 legacies and In-Memorium amounted to £402,289 (2018 - £707,963). Legacy income in 2019 was 40% of total income (2018 - 54%).

Through our Roll of Honour, we remember with thanks our former members and friends who have either left us legacies or had generous gifts made in their memory.

Trusts

During 2019, Calibre were very grateful to the 56 Trusts and Foundations who supported its work so generously with grants totalling £87,170 (2018 - £75,705). Many of the organisations support Calibre on a regular basis, for which we are extremely grateful.

The Ulverscroft Foundation granted funding to enable the purchase of two CD duplicators.

Nearly 50% of the grants received were from regional trusts, supporting members who live within the trust's area. Grant funding from Trusts covered the cost of adding over 90 new book titles to the library ensuring the library remains dynamic and relevant to members.



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Organisations who granted funding during 2019 included:

Crerar Trust

The Balcombe Charitable Trust

The Carmen Butler-Charteris Charitable Trust

Edith Murphy Foundation

The Hugh Fraser Foundation

The Norman Family Charitable Trust

Pilkington Charities' Fund

Shanly Foundation

The Zochonis Charitable Trust

Ulverscroft Foundation

Expenditure

Total resources expended increased to £1,458,290 (2018 - £1,261,377). Our annual expenditure spent on providing our audio library service and digital developments was maintained at 89% (2018 - 89%) of our total costs.

Calibre had net outgoing resources of £520,049 in the year (2018 - £4,809 net incoming).

There was a net unrealised capital gain in our investment assets of £147,280 (2018 unrealised deficit £116,661) and a realised gain of £18,285 (2018 - deficit £582). The net deficit for 2019 was £354,484



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(2018 - £112,434 deficit) meaning Calibre drew on its reserves to meet its operational costs for 2019. Total funds at 31 December 2019 stood at £1,525,258 (2018 - £1,879,743).

Reserves policy

The Council of Management considers it prudent to maintain a sum equivalent to 6 - 9 months' expenditure in unrestricted reserves to maintain the ongoing operations of the Charity. This is considered an appropriate level of reserves to manage the risks to which the Charity is exposed in the course of its business, including, but not limited to, safeguarding against volatile voluntary income. Reserves available for use by Calibre exclude restricted and designated funds.

At 31 December 2019, the level of unrestricted reserves was £1,206,450 (2018 - £1,520,371) which is 43 weeks expenditure based on our 2020 budget. The Trustees have agreed a three year (2020 to 2022) budget and financial plan with the aim of maintaining reserves to within the target range of the reserves policy.

The value of the Restricted funds as at 31 December 2019 were £32,205 (2018 - £23,103)

This represents the Fixed Asset Restricted Fund £12,555; Download Enhancement £2,000; New Book Fund £15,300 and £2,350 from the Ulverscroft Fund.

Designated funds stand at £286,603 (2018 - £336,269). The fund consists of tangible fixed assets of £33,587 which includes library equipment, photocopiers, telephone system, software and building infrastructure. £31,760 for the development of the website; £19,680



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for further provision of a download app; £1,576 for the contracted supported costs of the library management system and £200,000 to renew our infrastructure to enable Calibre to deliver a more cost effective and sustainable way of working.

Investments

Calibre's reserves are invested in a diversified portfolio of assets managed by ourselves via an account with The Share Centre. Our investment policy is to hold: 30% - 50% in equities; 40 - 70% in government stocks and bonds; and 0% - 25% in other investments. The value and funds are detailed at note 13.

The investment policy is reviewed annually and the Council, at the quarterly meetings, reviews the value of the reserves required to be held in investments and cash that are not restricted for any particular purpose. It should be noted that all realised and unrealised gains and losses on investments are taken to the operational reserve, and therefore are subject to fluctuations in the equity market.

Day to day management of cash and investments is controlled by a sub-committee comprising the Chair, the Chief Executive and the Treasurer. This sub-committee has the authority to realise investments and to make further investments within the terms of the investment policy which is reviewed annually by the Trustees.



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The Council also considers Calibre's exposure to the risk of any significant loss of income or unforeseen cost. Legacy income has been high for the last few years; however, given its nature and uncertainty this also contributes to be a risk.

A handwritten signature in black ink, appearing to read 'Richard Balkwill', located below the main text block.

Richard Balkwill

Chair

Dated: 23 April 2020



The Council's statement of responsibilities

The Trustees (who are also directors of Calibre Audio Library for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgments and accounting estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to



The Council's statement of responsibilities

ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Insofar as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Council and signed on behalf of the board.

David Stephens

Hon Treasurer

Dated: 23 April 2020



Independent auditor's report to the members of Calibre Audio Library

Opinion

We have audited the financial statements of Calibre Audio Library (the 'charitable company') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities



Independent auditor's report to the members of Calibre Audio Library

under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you were:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report



Independent auditor's report to the members of Calibre Audio Library

thereon. Our opinion on the financial statements does not cover the other

information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information; we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been



Independent auditor's report to the members of Calibre Audio Library

prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.



Independent auditor's report to the members of Calibre Audio Library

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 16 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic



Independent auditor's report to the members of Calibre Audio Library

decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw



Independent auditor's report to the members of Calibre Audio Library

attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Independent auditor's report to the members of Calibre Audio Library

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Elizabeth Irvine

Senior Statutory Auditor

For and on behalf of WMT

Chartered Accountants and Statutory Auditor

Verulam Point

Station Way

St Albans

Hertfordshire

AL1 5HE

Date: 23 April 2020



Statement of Financial Activities for the Year Ended 31 December 2019

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
INCOME FROM						
Donations and Legacies	2	775,175	-	42,750	817,925	1,151,386
Investments	3	33,883	-	-	33,883	29,777
Charitable Activities						
Merchandising & Other Activities	4	69,045	-	-	69,045	69,974
Other Income		17,388	-	-	17,388	15,049
Total Income		895,491	-	42,750	938,241	1,266,186



Statement of Financial Activities for the Year Ended 31 December 2019

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
EXPENDITURE ON						
Raising Funds						
Fundraising costs	6	102,688	-	-	102,688	94,970
Merchandising costs	6	51,854	-	-	51,854	45,067
Charitable Activities						
Provision of audiobooks	6	1,012,663	151,870	28,522	1,193,055	1,121,340
Exceptional item	11	-	105,567	5,126	110,693	-
Total Expenditure		1,167,205	257,437	33,648	1,458,290	1,261,377



Statement of Financial Activities for the Year Ended 31 December 2019

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Net Gains/(Losses) on Investments						
Unrealised gains / (losses) in Investment Assets	13	147,280	-	-	147,280	(116,661)
Realised gains/ (losses) in Investment Assets	13	18,285	-	-	18,285	(582)
Net						
Income/(Expenditure)		(106,149)	(257,437)	9,102	(354,484)	(112,434)
Transfer between funds	18,19	(207,771)	207,771	-	-	-
Total		(313,920)	(49,666)	9,102	(354,484)	(112,434)

For analysis of financial activities by fund for 2018 see note 25.



Statement of Financial Activities for the Year Ended 31 December 2019

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2019	Total 2018
		£	£	£	£	£
Net movements in funds	18,19	(313,920)	(49,666)	9,102	(354,484)	(112,434)
Total funds at 1 January 2019		1,520,370	336,269	23,103	1,879,742	1,992,176
Total funds at 31 December 2019	18,19	1,206,450	286,603	32,205	1,525,258	1,879,742



Summary Income & Expenditure Account for the Year Ended 31 December 2019

	Total 2019	Total 2018
	£	£
Gross Income	938,241	1,266,186
Total income	938,241	1,266,186
Total expenditure from income funds	(1,458,290)	(1,261,377)
Net income for the year	(520,049)	4,809

The summary income and expenditure account is derived from the Statement of Financial Activities on pages 35 -38 which, together with the notes on pages 45-77, provides full information on the movements during the year on all funds of the charity.



Balance Sheet as at 31 December 2019

	Note	2019	2018
		£	£
Fixed assets			
Intangible fixed assets	11	-	151,954
Tangible fixed assets	12	46,142	68,815
Investments	13	1,170,492	1,235,107
			<u>1,455,876</u>
		1,216,634	
Current assets			
Stocks	14	11,231	10,940
Debtors	15	220,977	250,197
Cash at bank & in hand		138,209	211,175
		<u>370,417</u>	<u>472,312</u>



Balance Sheet as at 31 December 2019

	Note	2019	2018
		£	£
Current liabilities			
Creditors: Amounts falling due within one year	16	(61,793)	(48,445)
Net current assets		308,624	423,867
Total net assets		1,525,258	1,879,743
Charitable funds			
Restricted funds	18	32,205	23,103
Designated reserve	19	286,603	336,269
Unrestricted funds		1,206,450	1,520,371
Total funds		1,525,258	1,879,743



Balance Sheet as at 31 December 2019

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

These financial statements were authorised for issue by the Council on 23 April 2020 and signed on behalf of the board. The Trustees may on a voluntary basis under the Companies Act 2006, s454, amend the financial statements if they subsequently prove to be defective.

Richard Balkwill

Chair

Date:

David Stephens

Hon Treasurer

Date:

Company no: 01701585

Charity no: 286614

The notes on pages 45-77 form part of these financial statement.



Statement of Cash Flows for the year ended 31 December 2019

	2019	2018
	£	£
Cash flows from operating activities		
Net cash provided by (used in) operating activities	(319,609)	(156,127)
Cash flows from investing activities		
Dividends and interest from investments	33,883	29,777
Purchase of intangible assets	-	(31,142)
Purchase of tangible assets	(17,420)	(10,591)
Sale of investments	230,180	40,400
Net cash provided by (used in) investing activities	<u>246,643</u>	<u>28,444</u>
Change in cash and cash equivalents in the reporting period	(72,966)	(127,683)
Cash and cash equivalents at beginning of reporting period	211,175	338,858
Cash and cash equivalents at the end of the reporting period	<u>138,209</u>	<u>211,175</u>



Statement of Cash Flows for the year ended 31 December 2019

	2019	2018
	£	£
Reconciliation of net movement in funds to net cash inflow from operating activities		
Net income / (expenditure) for the year	(354,484)	(112,434)
Adjustments:		
Depreciation charges	81,354	74,054
Losses / (gains) on investments	(165,565)	117,243
Dividends and interest from investments	(33,883)	(29,777)
Loss on write off of intangible asset	110,693	-
Decrease / (increase) in stocks	(291)	6,673
(Increase) / decrease in debtors	29,219	(221,343)
(Decrease) / increase in creditors	13,348	9,457
Net cash provided by (used in) operating activities	(319,609)	(156,127)



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies

a. Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention (as modified by the revaluation of certain fixed assets). Items are recognised at cost or transaction value, unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) effective from 1 January 2015, FRS102 and applicable accounting standards and the Companies Act 2006. Calibre Audio Library meets the definition of a public benefit entity under FRS 102. The functional and presentational currency is sterling. The status of the company is incorporated. The registered office is New Road, Weston Turville, Aylesbury, Bucks, HP22 5XQ.

b. Going concern

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

c. Income recognition

All income is recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty.

Donations and forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies (continued)

Legacies are recognised on a case by case basis following the grant of probate and when the administrator/executor for the estate has communicated in writing both the amount and settlement date being reliably measurable with a degree of accuracy.

Interest on funds held on deposit is included when receivable and the amount can be reliably measured; normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been received.

Income from merchandising is recognised on shipment of goods.

d. Expenditure recognition

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Premises and support costs comprise all services centrally. Salaries included in support costs are allocated between charitable activities and fundraising costs, using an estimate of time spent by staff on dealing with those areas.

e. Cash at bank and in hand

Cash at bank and in hand includes cash and short-term, highly liquid investments with a maturity of three months



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies (continued)

or less from the date of opening of the deposit or similar account.

f. Debtors

Trade and other debtors are recognised at the settlement amount due after trade discount offered.

Pre-payments are valued at the amount pre-paid net of any trade discounts due.

g. Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount allowing for any trade discounts due.

h. Financial Instruments

The charity enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, and investments in non-puttable ordinary shares.

Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies (continued)

constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Investments in non-convertible preference shares and in non-puttable ordinary and preference shares are measured:

1. At fair value with changes recognised in the statement of comprehensive income if the shares are publicly traded or their fair value can otherwise be measured reliably, and
 2. At cost less impairment for all other investments.
- i. Fund accounting**
- Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of restricted funds are set out in note 18 to the accounts. Designated funds comprise funds which have been set aside at the discretion of the Board of Trustees for specific purposes. The purposes and uses of the designated funds are set out in note 19 to the accounts.



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies (continued)

j. Allocation of premises and support costs

Premises and support cost (note 7) relating to charitable activities have been apportioned based on floor space occupied by the relevant staff for fundraising and the provision of audio books.

k. Cost of raising funds

The cost of generating funds, consists of fundraising and merchandising costs, are detailed at note 6.

l. Charitable activities

Costs of our charitable activities, the provision of audio books, are detailed at note 6.

m. Pensions

Employees of the charity are entitled to join a defined contribution personal group pension plan; a qualifying pension scheme as defined by the Pension Regulator. The employee personal plan is managed by Aviva and the plan invests contributions made by the employee and employer in an investment fund(s) of the employee's choice. The charity has no liability beyond making its contributions. The charity contribution is restricted to that disclosed in note 8. The pension costs charged in the Statement of Financial Activities, represent the contributions payable by the charity during the year.



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies (continued)

n. Trustees' expenses and remunerations

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind. Expenses paid to the Trustees are disclosed at note 9.

o. Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the term of the lease.

p. Tangible and intangible assets, depreciation and amortisation

Tangible fixed assets are stated at cost less accumulated depreciation and intangible assets are stated at cost less amortisation. Assets are not capitalised below £1,000 per item. Depreciation and amortisation is provided at the following rates in order to write off the cost of the assets over their estimated useful lives:

Freehold buildings	20 years (5%)
Software	5 years (20%)
Fixtures, fittings and equipment	5 years (20%)
Computer equipment	3 years (33.3%)

q. Fixed asset investments

Investments are initially recognised at their transaction value and subsequently are stated at closing bid prices obtained from The Share Centre valuation statement. The charity does not acquire derivatives, complex financial instruments or put



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies (continued)

options.

r. Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains losses are calculated as the difference between their value at the year end and their opening carrying value. Realised and unrealised gains and losses are combined in the statement of Financial Activities.

s. Stock

Stock is valued at the lower of cost and selling price less costs to sell.

t. Irrecoverable VAT

Irrecoverable VAT has been analysed and apportioned within premises and support costs.

u. Critical accounting estimates and areas of judgement

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. The nature of estimation means the actual outcomes could differ



Notes to the Accounts year ending 31 December 2019

1. Accounting Policies (continued)

from those estimates. There are no judgements made that have significant effect on the amounts recognised in the financial statements.

2. Donations and legacies

	2019	2018
	£	£
Donations and gifts	436,866	466,664
Legacies receivable	381,059	684,722
	<u>817,925</u>	<u>1,151,386</u>

3. Investment income

	2019	2018
	£	£
Income from listed investments	33,665	29,641
Interest receivable	218	136
	<u>33,883</u>	<u>29,777</u>



Notes to the Accounts year ending 31 December 2019

4. Merchandising and other activities

	2019	2018
	£	£
Events	582	890
Catalogues	1,699	1,967
Value of Christmas Merchandising	18,050	21,238
Value of Player Merchandising	48,714	45,879
	<u>69,045</u>	<u>69,974</u>

5. Intangible income and expenditure

Calibre Audio library, together with other charities providing similar library services, benefits from the national “Articles for the Blind” postal concession. This is a statutory arrangement operated by the Royal Mail through which material that has been transcribed into alternative reading formats for blind and partially sighted people is carried free of charge.



Notes to the Accounts year ending 31 December 2019

6. Analysis of resources expended

	Staff costs direct	Other direct costs	Depreciation and Amortisation direct	Support costs (note 7)	Total 2019
	£	£	£	£	£
Costs of generating funds					
Fundraising costs	77,802	6,909	-	17,977	102,688
Merchandising costs	-	51,854	-	-	51,854
Charitable activities					
Provision of audio books	584,532	210,980	55,979	341,564	1,193,055
	662,334	269,743	55,979	359,541	1,347,597



Notes to the Accounts year ending 31 December 2019

6. Analysis of resources expended (continued)

	Staff costs direct	Other direct costs	Depreciation and Amortisation direct	Support costs (note 7)	Total 2018
	£	£	£	£	£
Costs of generating funds					
Fundraising costs	66,511	12,728	-	15,731	94,970
Merchandising costs	-	45,067	-	-	45,067
Charitable activities					
Provision of audio books	584,898	243,314	52,036	298,887	1,121,340
	651,409	243,314	52,036	314,618	1,261,377



Notes to the Accounts year ending 31 December 2019

7. Analysis of premises and support costs

	2019	2018
	£	£
Staff costs	185,927	165,008
Depreciation	25,375	22,018
Gas and electricity	12,646	10,174
Cleaning costs	8,804	8,410
Insurance	9,554	10,212
Stationery and printing	1,709	1,806
Repairs and renewals	4,410	5,893
Other costs	111,116	91,097
	<u>359,541</u>	<u>314,618</u>

8. Staff costs

	2019	2018
	£	£
Wages and salaries	759,974	729,665
Social security costs	47,697	45,007
Pension costs	40,590	41,746
	<u>848,261</u>	<u>816,418</u>



Notes to the Accounts year ending 31 December 2019

8. Staff costs (continued)

During the year ending 31 December 2019 no employee had emoluments over £60,000 and less than £70,000 per annum (2018 - one). Amounts paid to key management personnel were £271,128 (2018 - £229,158). Increase is due to two months cross over of new CEO with outgoing CEO. The average monthly number of employees employed by the charity during the year was 42 (2018 - 42) which corresponds to 31 full time equivalent employees (2018 -31). They were allocated to each department as follows:

	2019	2018
Production	26	26
Governance	1	1
Fundraising	4	4
	31	31

The work of the charity also benefits from the valuable contribution of some 167 volunteers, well over half of whom record, review or check the books in their own homes. The other volunteers work at our headquarters, assisting with the copying, checking and reissuing of audiobooks and other administrative duties.



Notes to the Accounts year ending 31 December 2019

9. Council's remuneration, reimbursed expenses and donations

None of the Council received any remuneration. Expenses reimbursed to Trustees amounted to £1,318 (2018- £665) during the year. This consisted of £451 (2018 - £330) for meeting refreshments and room hire and £867 (2018 - £335 to two trustees) for travel reimbursement to five trustees.

8. Governance costs

	2019	2018
	£	£
Audit fee	6,600	6,600
Salaries	8,640	7,230
Travel and subsistence	1,318	665
	<u>16,558</u>	<u>14,495</u>

Salary costs include a proportion of direct staff and support costs (see note 6)



Notes to the Accounts year ending 31 December 2019

11. Intangible fixed assets

	Software	Total
	£	£
Cost at 1 January 2019	197,692	197,692
Additions	-	-
Disposals	(197,692)	(197,692)
Cost at 31 December 2019	-	-
Amortisation at 1 January 2019	45,738	45,738
Charge for the year	41,261	41,261
Disposals	(86,999)	(86,999)
Amortisation at 31 December 2019	-	-
Net book value as at 31 December 2019	-	-
Net book value as at 31 December 2018	151,954	151,954

Amortisation costs on intangible fixed assets are recognised in expenditure on charitable activities.

The decision was made to write off the original download investment as it is clear that the rates of change in mobile platforms require apps to be constantly updated and new versions released. The version of the CAL App available would, by the nature of apps, be obsolete without constant investment and development which is beyond the resources of a charity the size of Calibre.

We have, therefore, decided to commit future app development funds to sourcing and integrating products which are readily available in the marketplace.



Notes to the Accounts year ending 31 December 2019

12. Tangible assets

	Freehold property	Production equipment	Fixtures, fittings and equipment	Total
	£	£	£	£
Cost at 1 January 2019	562,933	123,903	213,817	900,653
Additions	-	9,649	7,771	17,420
Disposals	-	(25,248)	(29,212)	(54,460)
Cost at 31 December 2019	562,933	108,304	192,376	863,613
Depreciation at 1 January 2019	552,463	98,743	180,632	831,838
Charge for the year	5,140	(62)	35,015	40,093
Disposals	-	(25,248)	(29,212)	(54,460)
Depreciation at 31 December 2019	557,603	73,433	186,435	817,471
Net book value as at 31 December 2019	5,330	34,871	5,941	46,142
Net book value as at 31 December 2018	10,470	25,160	33,185	68,815



Notes to the Accounts year ending 31 December 2019

13. Listed Investments

	2019	2018
	£	£
Market Value as at 1 January	1,235,107	1,392,750
Acquisitions at cost	-	-
Sales at cost	(230,180)	(40,400)
Gains/(Loss) on sales	18,285	(582)
Change in value in year	147,280	(116,661)
Market value as at 31 December	1,170,492	1,235,107
Historic cost at 31 December	990,617	1,194,409

Investments held as at 31 December 2018

	£
iShares Global Equity ETF	156,155
iShares Corporate Bond	227,756
Barclays SPDR ETF Corporate Bond	156,507
European Investment Trust	191,451
Deutsche Bank Global Bonds Fund	209,176
Vanguard FTSE100 Tracker	145,511
TR Property Investment Fund	109,301
Blackrock World Mining	39,250
	1,235,107



Notes to the Accounts year ending 31 December 2019

13. Listed Investments (continued)

Investments held as at 31 December 2019

	£
iShares Global Equity ETF	196,020
iShares Corporate Bond	196,389
Barclays SPDR ETF Corporate Bond	138,729
Baillie Gifford European Growth Trust <i>(Previously European Investment Trust)</i>	131,173
Deutsche Bank Global Bonds Fund	170,171
Vanguard FTSE100 Tracker	163,779
TR Property Investment Fund	129,681
Blackrock World Mining	44,550
	<u>1,170,492</u>

Investments are held primarily to provide an investment return to Calibre.

14. Stock

	2019	2018
	£	£
Finished goods	<u>11,231</u>	<u>10,940</u>
Historic cost at 31 December	<u>11,231</u>	<u>10,940</u>

Value of stocks sold in year £33,916 (2018- £28,941).



Notes to the Accounts year ending 31 December 2019

15. Debtors

	2019	2018
	£	£
Trade debtors	1,510	1,780
Other debtors	189,174	220,614
Prepayments and accrued income	30,293	27,803
	<u>220,977</u>	<u>250,197</u>

All amounts shown under debtors fall due for payment within one year.

16. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	38,366	25,955
Accruals and deferred income	9,610	9,925
Taxation and social security	13,817	12,565
	<u>61,793</u>	<u>48,445</u>



Notes to the Accounts year ending 31 December 2019

17. Financial Instruments

	2019	2018
	£	£
Financial Assets		
Financial assets that are measured at fair value through the SoFA	1,170,492	1,235,107
Financial assets that are debt instruments measured at amortised cost	2,892	8,526
	<u>1,173,384</u>	<u>1,243,633</u>
Financial Liabilities		
Financial liabilities measured at amortised cost	<u>40,744</u>	<u>28,592</u>

Financial assets are measured at fair value through the SoFA consist of listed investments.

Financial assets that are debt instruments measured at amortised cost consist of trade and some other debtors.

Financial liabilities measured at amortised cost comprise of trade creditors and some accruals.



Notes to the Accounts year ending 31 December 2019

18. Restricted Funds

	Balance at 1 January 2019 £	Incoming resources	Expenditure £	Transfer between funds £	Balance at 31 December 2019 £
Fixed Asset Fund	18,903	-	(15,998)	9,650	12,555
Download Project	-	2,000	-		2,000
New Title Sponsorship	4,200	28,750	(17,650)		15,300
Ulverscroft Grant	-	12,000	-	(9,650)	2,350
	23,103	42,750	(33,648)	-	32,205

The Fixed Asset fund represents the undepreciated balance of funds received for the purchase of specific fixed assets.

18 Trust and organisations have sponsored the addition of new digital titles to our library in 2019

1 Trust contributed to the download project



Notes to the Accounts year ending 31 December 2019

18. Restricted Funds (continued)

	Balance at 1 January 2018	Incoming resources	Expenditure	Transfer between funds	Balance at 31 December 2018
	£		£		£
Fixed Asset Fund	21,411	7,300	(9,808)	-	18,903
New Title Sponsorship	4,950	17,800	(18,550)		4,200
	26,361	25,100	(28,358)	-	23,103

The Fixed Asset fund represents the undepreciated balance of funds received for the purchase of specific fixed assets.

13 Trust and organisations have sponsored the addition of new digital titles to our library in 2018.

2 Trusts contributed to the download project.



Notes to the Accounts year ending 31 December 2019

19. Designated Funds

	Balance at 1 January 2019	Incoming resources	Expenditure	Transfer between funds	Balance at 31 December 2019
	£	£	£	£	£
Fixed Asset Fund	201,865	-	(176,049)	7,771	33,587
Library Management System	18,734	-	(17,158)	-	1,576
Website development	52,070	-	(20,310)	-	31,760
Download Project	30,000	-	(15,120)	-	14,880
Download service support	33,600	-	(28,800)	-	4,800
Business development 2020	-	-	-	200,000	200,000
Designated funds	336,269	-	(257,437)	207,771	286,603



Notes to the Accounts year ending 31 December 2019

19. Designated Funds (continued)

The Fixed Asset fund represents the undepreciated balance of fixed assets, excluding those included in restricted funds, which are held for the ongoing, charitable use of Calibre Audio Library.

The Library Management Fund, established to cover the initial cost of replacing the library management system concluded in 2019 with the end of the third party support contract and licence fee.

Designated funds were agreed to cover the costs of the updating of Calibre's website.

Funds were designated for the next phase of the download service to our members.

£200,000 has been designated to streamline and update Calibre's back office provision, thereby providing, a more efficient and effective service for members.



Notes to the Accounts year ending 31 December 2019

19. Designated Funds (continued)

	Balance at 1 January 2018	Incoming resources	Expenditure	Transfer between funds	Balance at 31 December 2018
	£		£	£	£
Fixed Asset Fund	231,678		(64,246)	34,433	201,865
Library Management System	36,595	-	(17,861)	-	18,734
Website development	-	-	(12,930)	65,000	52,070
Download project	-			30,000	30,000
Download service support	60,000	-	(26,400)	-	33,600
Designated funds	328,273	-	(121,437)	129,433	336,269



Notes to the Accounts year ending 31 December 2019

19. Designated Funds (continued)

The Fixed Asset fund represents the undepreciated balance of fixed assets, excluding those included in restricted funds, which are held for the ongoing, charitable use of Calibre Audio Library.

The Library Management Fund was established to cover the initial cost of replacing the library management system. The provision which includes the licence fee and a third party support contract continues until the end of 2019.

Calibre is committed to improving the range of services offered to members. We previously designated funding to develop an accessible download service which was launched in 2017. Calibre has designated new funds for the next phase of the continued improvement to the download application.



Notes to the Accounts year ending 31 December 2019

20. Analysis of Net Assets between Funds

	Fixed Assets	Investments	Net Current Assets	Fund balances at December 31 2019
	£	£	£	£
Restricted funds	12,555	-	19,650	32,205
Designated funds	33,587	253,016	-	286,603
General Funds	-	917,476	288,974	1,206,450
	46,142	1,170,492	308,624	1,525,258

Unrealised gain on investments included in unrestricted funds amount to £179,875 (2018-gains of £40,698).



Notes to the Accounts year ending 31 December 2019

20. Analysis of Net Assets between Funds (continued)

	Fixed Assets	Investments	Net Current Assets	Fund balances at December 31 2018
	£	£	£	£
Restricted funds	18,903	-	4,200	23,103
Designated funds	201,866	134,403	-	336,269
General Funds	-	1,100,704	419,667	1,520,371
	220,769	1,235,107	423,867	1,879,743

Unrealised gain on investments included in unrestricted funds amount to £40,698 (2017 - Gains of £162,841).



Notes to the Accounts year ending 31 December 2019

21. Pensions

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund. The amount paid to the fund in the year is £40,590 (2018 - £41,746).

22. Financial Commitments

The operating lease charge for 2019 was £4,400 (2018 - £4,672). At 31 December 2019 the company was not committed to making any payments under non-cancellable operating leases.

	2019	2018
	£	£
Financial Assets		
Operating leases due within one year	-	4,400
Operating leases due within two-five years	-	-
	<hr/>	<hr/>
	-	4,400
	<hr/>	<hr/>

23. Related Party Transactions

There were no related party transactions in the period.

24. Ultimate Controlling Party

The ultimate controlling party is the board of Trustees.



Notes to the Accounts year ending 31 December 2019

25. Statement of Financial Activities by Fund 2018

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018
		£	£	£	£
Income From					
Donations and Legacies	2	1,126,286	-	25,100	1,151,386
Investments	3	29,777			29,777
Charitable Activities					
Merchandising & Other Activities	4	69,974	-	-	69,974
Other Income		15,049	-	-	15,049
Total Income		1,241,086	-	25,100	1,266,186



Notes to the Accounts year ending 31 December 2019

25. Statement of Financial Activities by Fund 2018 (continued)

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018
		£	£	£	£
Expenditure On					
Raising Funds					
Fundraising costs	6	94,970	-	-	94,970
Merchandising costs		45,067	-	-	45,067
Charitable activities					
Provision of audio books	6	971,545	121,437	28,358	1,121,340
Total Expenditure		1,111,582	121,437	28,358	1,261,377



Notes to the Accounts year ending 31 December 2019

25. Statement of Financial Activities by Fund 2018 (continued)

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018
		£	£	£	£
Net Gains/(Losses) on Investments					
Unrealised gains / (losses) in Investment Assets	13	(116,661)	-	-	(116,661)
Realised gains / (losses) in Investment Assets	13	(582)	-	-	(582)
Net Income/(Expenditure)					
Transfer between funds		12,261	(121,437)	(3,258)	(112,434)
	18,19	(129,433)	129,433	-	-
Total		1,111,582	7,996	(3,258)	(112,434)



Notes to the Accounts year ending 31 December 2019

25. Statement of Financial Activities by Fund 2018 (continued)

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018
		£	£	£	£
Net movements in funds	18,19	(117,172)	7,996	(3,258)	(112,434)
Total funds at 1 January 2018	13	1,637,542	328,273	26,361	1,992,176
Total funds at 31 December 2018	18,19	1,520,370	336,269	23,103	1,879,742