

Company no: 01701585 (England and Wales)
Charity no: 286614

CALIBRE AUDIO
Formerly Calibre Audio Library
(A Company Limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

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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 – Resigned 23 April 2020 John Godber Peter Gurney - Resigned 23 April 2020 Diana le Clercq David Lillycrop – Resigned 21 August 2020 The Revd.Canon Andrew Meynell-Resigned 29 January 2020 Ian Yeoman Robert Aldous- Appointed 21 July 2020 Fraser Hutchinson- Appointed 21 July 2020 Howard Nead- Appointed 21 July 2020	
Chief Executive and Company Secretary	Anthony Kemp	
Auditors	WMT Chartered Accountants Verulam Point Station Way St Albans Hertfordshire AL1 5HE	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	Lloyds Bank plc 1 Market Square Aylesbury Bucks HP20 1TD

Legal and administrative information

Investment services Interactive Investor
Exchange Court
Duncombe Street
Leeds
LS1 4AX

Patrons Simon Brett
Anne Fine
Candia McWilliam
Gervase Phinn

Contact details Telephone 01296 432339
Email membershipservices@calibre.org.uk
Website <http://www.calibreaudio.org.uk/>

From our Chair

2020 was a challenging year for Calibre Audio. It is a measure of the commitment shown by all members of the team – Anthony Kemp in his first full year as Chief Executive, a new and strengthened management team, and a dedicated staff prepared to go the extra mile in very difficult circumstances – that we have been able to keep supplying books to our members, and to maintain our valuable service when it has been most needed. On behalf of all those who have benefited from that service in the last year – ***thank you.***

Calibre Audio is beginning an exciting period of transformation and growth. In March last year our service to individual members once again became free of charge. In December, we introduced a new online streaming service and launched a new download app. Next year we hope to invite more partners – trusts, foundations and publishers – to share our goal of making the reading of audio books accessible to all.

During my fourth year as Chair, we have rebranded the charity and launched a new website, as well as welcoming three new trustees to work with us on the long-term goals that lead up to our 50th anniversary in 2024.

These include increasing the diversity of our membership, while continuing to reach out to our core audience of visually impaired members. We want to expand the range of titles we have to offer, including more diverse books and authors, and to raise our profile in the world of reading disability. Our aim is to reach a wider audience of stakeholders who share our vision of a world where no-one is denied the freedom to read, and all feel included.

With no statutory funding we remain reliant on the generosity of our members, trusts and foundations, and other donors. To them I would like to offer our most profound and sincere thanks for their loyal support over the last year.

Thanks too, to our narrators and our volunteers. They, together with all Calibre's staff, continue to deliver excellence to our members, and to all who benefit from Calibre's service.



Richard Balkwill
24 March 2021

Main Achievements in 2020

Calibre has over 14,000 signed-up members.

During 2020, despite the COVID 19 pandemic, Calibre achieved the following:

- Posted out over 340,000 audiobooks to its members
- Added more than 736 new audiobooks to the library, comprising 435 commercially purchased books and 301 recorded by volunteer narrators and checkers, especially for Calibre
- The collection increased to over 12,000 titles
- Over 5,000 new members joined Calibre
- Worked with over 76 book groups, schools, and organisations across the UK
- Launched a new online streaming service (Play Calibre) for Mac, PC, Mobile phones and Tablets
- Launched a new Download App, on iOS, Android and Amazon
- Migrated core office productivity systems to Office 365
- Recruited a new Fundraising team
- Restructured the Executive Management Team
- Recruited three new Trustees
- Updated Calibre's Vision and Purpose including changing our name and updating our Articles of association
- Collaborated with other charities, and the private sector partnerships, to promote Calibre's service
- Increased our number of publishing partners
- Commenced a 2-year transformation programme
- The service went free of charge to individuals
- Calibre rebranded and launched a new website
- Increased our followers on Social media, Facebook up 31% Twitter up 12% Instagram up 87%
- Overachieved income target by £231,000
- Reduced planned budget deficit by £193,000

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 2020, there were 27 volunteers downloading books to memory sticks, checking and cleaning CDs and posting out newsletters and book information, both recorded and printed, to our members. This number was down on previous years due to volunteers self-isolating and Calibre being closed during lockdown.

82 volunteer narrators recorded 301 new books for the library and 23 volunteer checkers ensured that all the recordings were of the highest quality for our listeners.

Covid Commentary

The COVID 19 pandemic made 2020 a challenging year for Calibre audio. Despite all the uncertainty back in March 2020, we took the view to progress with the previously agreed budget and business plan. Unfortunately, we had brief periods of closure in the spring and again in December, due to the national restrictions.

We have remained open and operating normally for the rest of the year, all be it with staff working remotely, where possible, and the introduction of COVID safety measures including arranging social distancing of the office space and workstations. We did not furlough or lay off any staff during the year, however, due to their vulnerability, we did have to let a number of our volunteers go.

It is hard to quantify the financial effect as we had, prior to the pandemic, recruited a new and enhanced fundraising team, who have delivered an increase in income over 2019. The 2020 Business Plan was delivered as planned, in full compliance with the government COVID guidelines.

As we start 2021, we are still subject to COVID restrictions and, in reality, it looks like some form of control and adaptations to working practices will be needed until the summer of 2021. Despite that, we have set an ambitious business plan and budget, and remain determined to implement it fully.

Aims for 2021

For Calibre, 2021 is again likely to be a challenging year in a financial climate which is unknown, as we continue to deliver our transformation programme and develop new digital services to support the current offering on CD, Memory stick, Streaming and Download.

We will continue our work to be more community based, diverse 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. 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.

Working with our PR agency, 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 value of accessible reading, thought leadership and working with partner organisations, promoting the broader case for wellbeing.

We will adopt our refreshed purpose to make it clear who we can support and ensure we can provide our services to anyone who has a print disability.

The Charity's Objects are to enrich the life quality and opportunities for people of all age groups with a print disability by providing access to free audio books and content, and to raise awareness of related issues affecting such people

We will set a 4-year strategic plan which will overarch the annual business planning process with the following key objectives: -

1. To raise Calibre's external profile to make us more of a national household name
2. To increase the diversity of our membership, staff and book collection
3. To develop sustainable and diverse income streams, including the possible exploitation of use of land and property
4. To harness current and future technologies in order to give our members the widest possible choice from a wider range of content
5. To develop new and existing strategic partnerships which support the other objectives of our 2021-24 plan
6. To double our membership base from 15,000 to 30,000 by end of 2024

Aims for 2021

1. To increase our number of net members by 2,500 by the end of 2021
2. To develop 1 strategic publishing partnership and 1 new non-publishing partnership by the end of 2021
3. To implement the minimum viable product of each of the 9 core I.T. capabilities by the end of 2021
4. To develop 1 strategic corporate partner, 1 new tenant and 1 commercial book group by end of 2021
5. To increase the number of diverse books (age and ethnicity) added to the collection by 300 of the total of 1000 new books by end of 2021
6. Grow our membership levels within diverse groups of race, age, type of disability and gender to be 30% of all new member registrations by end of 2021
7. To recruit 1 A-List Ambassador by end of 2021
8. To raise the number of social media followers across all platforms from 3,500 to 15,000 by end of 2021



Anthony Kemp
Chief Executive

The Trustees Report 2020

Objects of Calibre Audio

The Charity's Objects are to enrich the life quality and opportunities for people of all age groups with a print disability by providing access to free audio books and content, and to raise awareness of related issues affecting such people.

Calibre audiobooks are available on CD, Memory stick, streaming via our website, Dolphin Easy reader and the "In Your Pocket" mobile phone.

Governance and management

Members of the board of Trustees 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 Board of Trustees 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 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 Board of Trustees is always composed of members with the requisite experience and skills necessary to contribute to the life of the Board 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 Board.

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 Trustees 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 Trustees report for 2020

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are 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.

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 Trusts and foundations, 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.

Social investment and grant making

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

Remuneration policy for Trustees and senior staff

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 5 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.

The Trustees report for 2020

Fundraising statement

Calibre Audio 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 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. 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.



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 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 (1) of the Charities Act 2011 relating to the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or another disadvantage. The Board of Trustees ensures these are carried out for the public benefit, through delivery of our audiobook service for print disabled people within the United Kingdom and countries abroad covered by the Marrakesh treaty. 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.

The Trustees report for 2020

Financial review

Overview

It is thanks to the financial support of our members, Trusts and foundations that we can continue to expand our services. It is a difficult time for charities. This year saw an increase in our income, we continued to seek and gain new grants to maintain and expand our services. A new fundraising strategy to diversify our income streams is being adopted for 2021 to ensure we maintain our strong financial position. For 2021 there is a planned small operating deficit as the charity invests further 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 (Second Edition).

Income

Total income for the year was £1,245,063 an increase on 2019 of £306,822 (2019 - £938,241).

The 2020 annual and Christmas appeals generated £133,035 (2019 - £88,872). During the year £373,936 (2019 - £165,947) was received from other donations. Gift Aid income claimed amounted to £37,342 (2019 - £34,767). £67,035 (2019 - £86,434) was raised from the sale of merchandise and other activities and Investment income decreased to £12,755 (2019 - £33,883).

Legacies

Past members continue to support Calibre's work through their legacies and In-Memoriam. In 2020 legacies and In-Memoriam amounted to £611,731 (2019 - £402,289). Legacy income in 2020 was 48% of total income (2019 - 40%)

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

Covid-19 made 2020 a challenging year with many trusts diverting funds to support the NHS and other front-line services e.g., foodbanks. Despite this, Calibre secured support from 61 Trusts and Foundations who generously donated a total of £200,382. Included in this total was a donation of £92,500 from The Julia and Hans Rausing Trust – Covid Resilience Fund, £15,000 from The Childwick Trust and £9,960 from the National Lottery Community Fund.

The Trustees report for 2020

Trusts (continued)

57% of the grants received were from regional trusts, supporting members who live within the trust's specific area of focus. Grant funding from Trusts covered the cost of adding over 106 new book titles to the library ensuring the collection remains fresh, dynamic and relevant to members.

Organisations who granted funding during 2020 included:

The Julia and Hans Rausing Trust
National Lottery Coronavirus Community Fund in partnership with the Department of Digital Culture Media and Sport
The Childwick Trust
David Family Foundation
The Clare Milne Trust
The Hugh Fraser Foundation
The Edith Murphy Foundation
Souter Charitable Trust
D.W.T. Cargill Fund
The Roger & Douglas Turner Charitable Trust
Sir John Eastwood Foundation
The Hospital Saturday Fund
Norman Family Charitable Trust
The David Gibbons Foundation
The Privy Purse Charitable Trust
The Zochonis Charitable Trust

Expenditure

Total resources expended increased to £1,670,175 (2019 - £1,458,290). Our annual expenditure spent on providing our audio services and digital developments was 85% (2019 - 89%) of our total costs. Calibre had net outgoing resources of £425,112 in the year (2019 – £520,049 net outgoing).

There was a net unrealised capital gain in our investment assets of £51,892 (2019 - £147,280 gain) and a realised loss of £48,942 (2019 – £18,285 gain). The net deficit for 2020 was £422,162 (2019 - £354,484 deficit) meaning Calibre drew on its reserves to meet its operational costs for 2020. Total funds as of 31 December 2020 stood at £1,103,096 (2019 - £1,525,258).

Reserves policy

The Board of Trustees 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.

The Trustees report for 2020

Reserves policy (continued)

At 31 December 2020, the level of unrestricted reserves was £1,000,229 (2019 - £1,206,450) which is 33 weeks expenditure based on our 2021 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 2020 are £34,486 (2019 - £32,205) This represents the Fixed Asset Restricted Fund £7,076; Download Enhancement £2,000 and New Title Funds of £25,410.

Designated funds stand at £68,381 (2019 - £286,603). The fund consists of tangible fixed assets of £9,638 which includes library equipment, photocopiers, telephone system, software and building infrastructure; £480 for the development of the website; £15,525 for further provision of a download app and £42,738 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 internally via an account with Interactive Investor. 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 Trustees, 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, the Treasurer and one additional Trustee. 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.

The Trustees 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.



Richard Balkwill

Chair

Dated: 24 March 2021

The Trustees statement of responsibilities

The Trustees (who are also directors of Calibre Audio 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 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.

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 ensure that the financial statements comply with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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



David Stephens
Hon Treasurer
Dated: 24 March 2021

Independent auditor's report to the members of Calibre Audio

Opinion

We have audited the financial statements of Calibre Audio (the 'charitable company') for the year ended 31 December 2020 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 2020 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 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report to the members of Calibre Audio

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 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

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement 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 decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations were identified as being of significance to the entity:

- Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Company Law, and Charity Law.
- Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the charity and therefore may have a material effect on the financial statements include compliance with the charitable objectives, public benefit requirements, fundraising regulations, data protection regulations, safeguarding and health and safety legislation.

Independent auditor's report to the members of Calibre Audio

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: inquiries of management and the Trustees as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of Trustee meeting minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

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 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

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 Auditors
Verulam Point
Station Way
St Albans
Hertfordshire
AL1 5HE

Date: 25 March 2021

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
INCOME FROM						
Donations and Legacies	2	1,138,364	-	26,910	1,165,274	817,925
Investments	3	12,755	-	-	12,755	33,883
Charitable Activities						
Merchandising & Other Activities	4	49,845	-	-	49,845	69,045
Other Income		17,189	-	-	17,189	17,388
Total Income		1,218,153	-	26,910	1,245,063	938,241
EXPENDITURE ON						
Raising Funds						
Fundraising costs	6	195,189	-	-	195,189	102,688
Merchandising costs	6	33,630	-	-	33,630	51,854
Charitable Activities						
Provision of audio books	6	1,198,505	218,222	24,629	1,441,356	1,193,055
Exceptional item	11	-	-	-	-	110,693
Total Expenditure		1,427,324	218,222	24,629	1,670,175	1,458,290
Net Gains/(Losses) on Investments						
Unrealised gains / (losses) in Investment Assets	13	51,892	-	-	51,892	147,280
Realised gains/ (losses) in Investment Assets	13	(48,942)	-	-	(48,942)	18,285
Net Income/(Expenditure)		(206,221)	(218,222)	2,281	(422,162)	(354,484)
Transfer between funds	18,19	-	-	-	-	-
Total		(206,221)	(218,222)	2,281	(422,162)	(354,484)

For analysis of financial activities by fund for 2019 see note 25.

CALIBRE AUDIO
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

CHARITY NUMBER 286614

		Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
Net movements in funds	18,19	(206,221)	(218,222)	2,281	(422,162)	(354,484)
Total funds at 1 January 2020		1,206,450	286,603	32,205	1,525,258	1,879,742
Total funds at 31 December 2020	18,19	1,000,229	68,381	34,486	1,103,096	1,525,258

SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

	Total 2020 £	Total 2019 £
Gross Income	<u>1,245,063</u>	<u>938,241</u>
Total income	1,245,063	938,241
Total expenditure from income funds	<u>(1,670,175)</u>	<u>(1,458,290)</u>
Net income for the year	<u>(425,112)</u>	<u>(520,049)</u>

The summary income and expenditure account is derived from the Statement of Financial Activities on page 21 which, together with the notes on pages 25 to 36, provides full information on the movements during the year on all funds of the charity.

CALIBRE AUDIO
BALANCE SHEET AS AT 31 DECEMBER 2020

CHARITY NUMBER 286614

		2020		2019	
	Note	£	£	£	£
Fixed assets					
Tangible fixed assets	12	29,998		46,142	
Investments	13	<u>450,764</u>	480,762	<u>1,170,492</u>	1,216,634
Current assets					
Stocks	14	23,943		11,231	
Debtors	15	551,968		220,977	
Cash at bank & in hand		<u>93,170</u>		<u>138,209</u>	
		669,081		370,417	
Current liabilities					
Creditors: Amounts falling due within one year	16	<u>(46,747)</u>		<u>(61,793)</u>	
Net current assets			622,334		308,624
Total net assets			<u>1,103,096</u>		<u>1,525,258</u>
Charitable funds					
Restricted funds	18	34,486		32,205	
Designated reserve	19	68,381		286,603	
Unrestricted funds		<u>1,000,229</u>		<u>1,206,450</u>	
Total funds			<u>1,103,096</u>		<u>1,525,258</u>

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 24 March 2021 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: 24 March 2021



David Stephens
 Hon Treasurer
 Date: 24 March 2021

The notes on pages 25 to 36 form part of these financial statements.
 Company no: 01701585
 Charity no: 286614

	2020	2019
	£	£
Cash flows from operating activities		
Net cash provided by (used in) operating activities	(767,187)	(319,609)
Cash flows from investing activities		
Dividends and interest from investments	12,755	33,883
Purchase of tangible assets	(13,284)	(17,420)
Sale of investments	722,677	230,180
Net cash provided by (used in) investing activities	722,148	246,643
Change in cash and cash equivalents in the reporting period	(45,039)	(72,966)
Cash and cash equivalents at beginning of reporting period	138,209	211,175
Cash and cash equivalents at the end of the reporting period	93,170	138,209

Reconciliation of net movement in funds to net cash inflow from operating activities

	2020	2019
	£	£
Net income / (expenditure) for the year	(422,162)	(354,484)
Adjustments:		
Depreciation charges	29,428	81,354
Losses / (gains) on investments	(2,950)	(165,565)
Dividends and interest from investments	(12,755)	(33,883)
Loss on write off of intangible asset	-	110,693
Decrease / (increase) in stocks	(12,712)	(291)
(Increase) / decrease in debtors	(330,991)	29,219
(Decrease) / increase in creditors	(15,046)	13,348
Net cash provided by (used in) operating activities	(767,187)	(319,609)

Analysis of changes in net debt

	At start of year	Cash Flows	At 31 December 2020
Cash	138,209	(45,039)	93,170
Cash Equivalents	-	-	-
	138,209	(45,039)	93,170

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 (FRS102 - Second Edition), applicable accounting standards and the Companies Act 2006. Calibre Audio 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 financial statements have been prepared on a going concern basis. Having considered the charity's reserves position, future plans and forecasts for at least twelve months, the trustees consider that on this basis the charity is 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.

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 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.

1 **Accounting policies (continued)**

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 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 set 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.

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.

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.

1 Accounting policies (continued)

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

v **Donated services**

Donated services are included at the value to the charity where this can be quantified. The value of the service provided by volunteers has not been included in these accounts.

2	Donations and legacies	2020	2019
		£	£
	Donations and gifts	564,626	436,866
	Legacies receivable	591,419	381,059
	Donation in kind	9,228	-
		<u>1,165,274</u>	<u>817,925</u>

3	Investment income	2020	2019
		£	£
	Income from listed investments	12,601	33,665
	Interest receivable	154	218
		<u>12,755</u>	<u>33,883</u>

4	Merchandising and other activities	2020	2019
		£	£
	Events	2,386	582
	Catalogues	2,299	1,699
	Value of Christmas Merchandising	3,191	18,050
	Value of Player Merchandising	41,970	48,714
		<u>49,845</u>	<u>69,045</u>

5 Intangible income and expenditure

Calibre Audio, together with other charities providing similar 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.

6 Analysis of resources expended

	Staff costs direct	Other direct costs	Depreciation and Amortisation direct	Support costs (note 7)	Total 2020
	£	£	£	£	£
Costs of generating funds					
Fundraising costs	156,446	9,816	-	28,927	195,189
Merchandising costs	-	33,630	-	-	33,630
Charitable activities					
Provision of audio books	632,920	250,345	8,474	549,618	1,441,356
	<u>789,366</u>	<u>293,791</u>	<u>8,474</u>	<u>578,545</u>	<u>1,670,177</u>

	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
	<u>662,334</u>	<u>269,743</u>	<u>55,979</u>	<u>359,541</u>	<u>1,347,597</u>

7 Analysis of premises and support costs	2020	2019
	£	£
Staff costs	200,240	185,927
Depreciation	20,954	25,375
Gas and electricity	12,323	12,646
Cleaning costs	9,935	8,804
Insurance	10,442	9,554
Stationery and printing	2,830	1,709
Repairs and renewals	29,176	4,410
Software & Licences	40,068	26,648
Professional Fees	41,556	4,670
Recruitment Costs	18,003	31,766
Other costs	193,019	48,032
	<u>578,545</u>	<u>359,541</u>

Other costs includes expenditure against funds designated by trustees (see note 19).

8 Staff costs	2020	2019
	£	£
Wages and salaries	876,665	759,974
Social security costs	64,186	47,697
Pension costs	44,030	40,590
Redundancy costs	4,725	-
	<u>989,606</u>	<u>848,261</u>

During the year ending 31 December 2020 one employee had emoluments over £70,000 and less than £80,000 per annum (2019 - nil). Amounts paid to key management personnel were £330,508 (2019 - £271,128).

The average monthly number of employees employed by the charity during the year was 43 (2019 - 42) which corresponds to 32 full time equivalent employees (2019 -31). They were allocated to each department as follows:

	2020	2019
	£	£
Production	24	26
Governance	1	1
Fundraising	7	4
	<u>32</u>	<u>31</u>

The work of the charity also benefited from the valuable contribution of 131 volunteers, over a hundred 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.

9 Council's remuneration, reimbursed expenses and donations

None of the Council received any remuneration. Expenses reimbursed to Trustees amounted to £167 (2019- £1,318) during the year. This consisted of £107 (2019 - £451) for meeting refreshments and room hire and £60 (2019 - £867 to five trustees) for travel reimbursement to one trustee.

10 Governance costs	2020	2019
	£	£
Audit fee	6,900	6,600
Salaries	9,583	8,640
Travel and subsistence	167	1,318
	<u>16,650</u>	<u>16,558</u>

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

11 Intangible fixed assets

During the year ended 31 December 2019 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 market place.

12 Tangible assets

	Freehold property	Production equipment	Fixtures, fittings and equipment	Total
	£	£	£	£
Cost at 1 January 2020	562,933	108,304	192,376	863,613
Additions	-	1,209	12,075	13,284
Disposals	-	-	(3,953)	(3,953)
Cost at 31 December 2020	<u>562,933</u>	<u>109,513</u>	<u>200,499</u>	<u>872,945</u>
Depreciation at 1 January 2020	557,603	73,433	186,435	817,471
Charge for the year	849	21,743	6,835	29,428
Disposals	-	-	(3,953)	(3,953)
Depreciation at 31 December 2020	<u>558,453</u>	<u>95,176</u>	<u>189,318</u>	<u>842,946</u>
Net book value as at 31 December 2020	<u>4,480</u>	<u>14,337</u>	<u>11,181</u>	<u>29,998</u>
Net book value as at 31 December 2019	<u>5,330</u>	<u>34,871</u>	<u>5,941</u>	<u>46,142</u>

13 Listed Investments

	2020	2019
	£	£
Market Value as at 1 January	1,170,492	1,235,107
Acquisitions at cost	-	-
Sales at cost	(722,677)	(230,180)
Gains/(Loss) on sales	(48,942)	18,285
Change in value in year	51,891	147,280
Market value as at 31 December	<u>450,764</u>	<u>1,170,492</u>
Historic cost at 31 December	<u>349,804</u>	<u>990,617</u>

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 (Previously European Investment Trust)	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 held as at 31 December 2020

IShares Global Equity ETF	100,723
iShares Corporate Bond	72,135
Baillie Gifford European Growth Trust (Previously European Investment Trust)	83,575
Deutsche Bank Global Bonds Fund	53,285
Vanguard FTSE100 Tracker	52,505
Blackrock World Mining	88,541
	<u>450,764</u>

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

14	Stock	2020	2019
		£	£
	Finished goods	23,943	11,231
		<u>23,943</u>	<u>11,231</u>

Value of stocks sold in year £29,266 (2019 - £33,916).

15	Debtors	2020	2019
		£	£
	Trade debtors	4,091	1,510
	Other debtors	523,084	189,174
	Prepayments and accrued income	24,794	30,293
		<u>551,968</u>	<u>220,977</u>

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

16	Creditors: Amounts falling due within one year	2020	2019
		£	£
	Trade creditors	24,934	38,366
	Other creditors	7,273	-
	Accruals and deferred income	14,540	9,610
	Taxation and social security	-	13,817
		<u>46,747</u>	<u>61,793</u>

17	Financial Instruments	2020	2019
		£	£
	Financial Assets		
	Financial assets that are measured at fair value through the SoFA	450,764	1,170,492
	Financial assets that are debt instruments measured at amortised cost	8,955	2,892
		<u>459,719</u>	<u>1,173,384</u>
	Financial Liabilities		
	Financial liabilities measured at amortised cost	<u>32,774</u>	<u>40,744</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.

18 Restricted Funds

	Balance at 1 January 2020 £	Incoming resources £	Expenditure £	Transfer between funds £	Balance as December 31 2020 £
Fixed Asset Fund	12,555	-	(5,479)	-	7,076
Download Project	2,000	-	-	-	2,000
New Title Sponsorship	15,300	26,910	(16,800)	-	25,410
Ulverscroft Grant	2,350	-	(2,350)	-	-
	<u>32,205</u>	<u>26,910</u>	<u>(24,629)</u>	<u>-</u>	<u>34,486</u>

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

15 Trusts and organisations have sponsored the addition of new digital titles to our library in 2020.

	Balance at 1 January 2019 £	Incoming resources £	Expenditure £	Transfer between funds £	Balance as December 31 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
	<u>23,103</u>	<u>42,750</u>	<u>(33,648)</u>	<u>-</u>	<u>32,205</u>

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

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

1 Trust contributed to the download project in 2019.

19 Designated Funds

	Balance at 1 January 2020	Incoming resources	Expenditure	Transfer between funds	Balance as December 31 2020
	£	£	£	£	£
Fixed Asset Fund	33,587	-	(23,949)		9,638
Library Management System	1,576	-	(1,576)		-
Website development	31,760	-	(31,280)		480
Download Project	14,880	-	645		15,525
Download service support	4,800	-	(4,800)		-
Business development 2020	200,000	-	(157,262)		42,738
Designated funds	286,603	-	(218,222)	-	68,381

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 Website Development fund represents the residual value of funds designated to cover the costs of the updating of Calibre's website.

The Download Project fund is designated for the next phase of the download service to our members.

The Business Development fund has been designated to streamline and update Calibre's back office provision, thereby providing a more efficient and effective service for members.

	Balance at 1 January 2019	Incoming resources	Expenditure	Transfer between funds	Balance as December 31 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

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.

20 Analysis of Net Assets between Funds

	Fixed Assets	Investments	Net Current Assets	Fund balances as 31 December 2020
	£	£	£	£
Restricted funds	7,076	-	27,410	34,486
Designated funds	9,638	58,743		68,381
General funds	13,284	392,021	594,924	1,000,229
	<u>29,998</u>	<u>450,764</u>	<u>622,334</u>	<u>1,103,096</u>

Unrealised gain on investments included in unrestricted funds amount to £100,960 (2019 -gains of £179,875).

	Fixed Assets	Investments	Net Current Assets	Fund balances as 31 December 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
	<u>46,142</u>	<u>1,170,492</u>	<u>308,624</u>	<u>1,525,258</u>

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

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 £44,030 (2019 - £40,590).

22 Financial Commitments

The operating lease charge for 2020 was £nil (2019 - £4,400). At 31 December 2020 the company was not committed to making any payments under non-cancellable operating leases.

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.

25 Statement of Financial Activities by Fund 2019

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £
INCOME FROM					
Donations and Legacies	2	775,175	-	42,750	817,925
Investments	3	33,883			33,883
					-
Charitable Activities					
Merchandising & Other Activities	4	69,045	-	-	69,045
Other Income		17,388	-	-	17,388
Total Income		895,491	-	42,750	938,241
EXPENDITURE ON					
Raising Funds					
Fundraising costs	6	102,688	-	-	102,688
Merchandising costs		51,854	-	-	51,854
Charitable activities					
Provision of audio books	6	1,012,663	151,870	28,522	1,193,055
Exceptional Item	11	-	105,567	5,126	110,693
Total Expenditure		1,167,205	257,437	33,648	1,458,290
Net Gains/(Losses) on Investments					
Unrealised gains / (losses) in Investment Assets	13	147,280	-	-	147,280
Realised gains/ (losses) in Investment Assets	13	18,285	-	-	18,285
		-	-	-	-
Net Income/(Expenditure)		(106,149)	(257,437)	9,102	(354,484)
Transfer between funds	18,19	(207,771)	207,771	-	-
Total		(313,920)	(49,666)	9,102	(354,484)
Unrestricted Funds					
Net movements in funds	18,19	(313,920)	(49,666)	9,102	(354,484)
Total funds at 1 January 2019		1,520,370	336,269	23,103	1,879,742
Total funds 31 December 2019	18,19	1,206,450	286,603	32,205	1,525,258