

Registered charity number 1125610
Company number 05747142

English PEN
Report and financial statements for the year ended 31 March 2020

Contents

	Page(s)
Legal and administrative details	2
Trustees' annual report	3 - 15
Independent auditor's report	16 - 18
Statement of financial activities	19
Balance sheet	20
Statement of cash flows	21
Notes to the financial statements	22 - 33

English PEN

Report and financial statements for the year ended 31 March 2020

Legal and administrative details

Registered office Free Word Centre
60 Farringdon Road
London EC1R 3GA

Registered charity number 1125610

Company number 05747142 (England and Wales)

Trustees

The Trustees, who are also directors of the company under Company Law, in office during the year and up to the date of signing the financial statements were:

C L Armitstead	Appointed 2 December 2013 (re-elected 2 December 2015)
R Borthwick	Appointed 19 March 2019
M Buyum	Appointed 23 June 2020
R F Coles	Appointed 22 October 2019
M Freely	Appointed 11 March 2014, elected Chair 6 December 2017
C Galvin	Appointed 19 March 2019
G Godwin	Appointed 19 March 2019
D Hahn	Appointed 6 December 2017
T Hodgkinson	Appointed 23 June 2020
G Lindvall Gunaratne	Appointed 23 June 2020
S Jawa	Resigned 16 July 2020
P Gwyn Jones	Appointed 2 December 2013 (re-elected 2 December 2015)
A Julius	Resigned 3 December 2019
D Miller	Appointed 1 October 2017
L Norman	Resigned 15 September 2020
S Quraishi	Appointed 2 December 2015
S Schnee	Appointed 2 December 2015

Honorary president P Sands (appointed 6 December 2017)

Director A Byatt (resigned 25 June 2019)
D Gorman (appointed 27 August 2019)

Independent auditors Grant Harrod Lerman Davis LLP
Chartered Accountants and Statutory Auditors
1st floor, Health Aid House
Marlborough Hill, Harrow HA1 1UD

Bankers HSBC
76-78 Kings Road
London SW3 4TZ

Structure, governance and management

English PEN was incorporated on 17 March 2016 and registered as a charity on 26 August 2008. The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed by Articles of Association (as amended 27 June 2017) and a deed of trust. The company is limited by guarantee as defined by the Companies Act 2006 and in the event of the company being wound up, company directors are required to contribute an amount not exceeding £1.

Membership of English PEN is open to poets, playwrights, essayists, editors, journalists, novelists, translators, publishers and other persons who share the organisation's aims of promoting literature and human rights. Members have the right to stand and vote in elections to the Board, ensuring a high standard of internal transparency and accountability. Non-voting friends and student members also contribute to English PEN's voluntary activities.

The board of trustees, led by the chair, is responsible for the organisation's governance. The board meets quarterly and at each meeting considers a full report from the director, including the latest management accounts.

Several subcommittees, each governed by their own terms of reference, exist to support board oversight and decision-making. These include the finance and audit committee, the development committee and the governance committee. Subcommittees also meet quarterly, ahead of board meetings, to consider specific business in advance.

Responsibility for the day-to-day management of the charity is delegated to the director, who oversees the work of staff and volunteers. The director attends all board meetings.

Trustee recruitment and induction

New trustees are selected having regard to the skills and competencies required by the charity in delivering its objects. Current trustees have experience and knowledge of the organisation's activities, as well as finance and development expertise.

New trustees receive background material to familiarise themselves with the history and activities of the charity as well as Charity Commission documentation to inform them of their responsibilities and obligations under charity law. In addition, they are briefed by the director on key policy and operational issues facing the organisation.

Board performance is reviewed annually at an away day, where annual progress is also reviewed and future strategy and targets agreed.

Public benefit

English PEN constitutes a public benefit entity as defined by FRS 102.

In shaping English PEN's objectives and planning the charity's activities, the trustees have considered the Charity Commission's guidance on public benefit.

English PEN's registration as a charity on 26 August 2008 marked the Charity Commission's acceptance of the organisation's public benefit throughout its activities. The Charity Commission agreed with the trustees that 'writers, authors, editors, publishers and other persons similarly engaged throughout the world' constitute a 'particularly vulnerable' class of beneficiaries. This ruling enables English PEN to concentrate its resources most effectively on this beneficiary class, while benefiting the public generally.

Related parties

English PEN is the founding centre of PEN International, and has voting rights at the Assembly of Delegates, which constitutes PEN International's Annual General Meeting.

English PEN is also one of eight founding members of the Free Word Centre, which opened in London in 2009 after a three-year feasibility study concluded that the beneficiaries of organisations in the literature, literacy and free speech sectors would be served by the creation of a new flagship building. Whilst Free Word provides English PEN with a physical home, and the capacity for far closer work relationships within these sectors, it has no authority over English PEN's organisation strategy or internal policies. All founding member have observer status at Free Word board meetings.

Strategic report

Aims and objectives

The objects of the charity are:

To promote the education of the public by encouraging the understanding, appreciation and development of writing in any style or form.

To promote the human rights (as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations) of writers, authors, editors, publishers and other persons similar engaged ("the Beneficiaries") throughout the world by all or any of the following means:

- i. Monitoring and seeking to prevent abuses of human rights of Beneficiaries;
- ii. Obtaining redress for Beneficiaries who are the victims of human rights abuse;
- iii. Relieving need among Beneficiaries who are the victims of human rights abuse;
- iv. Research into human rights issues affecting the Beneficiaries;
- v. Educating the public about human rights and raising awareness of human rights issues;
- vi. Providing technical advice to government and others on human rights matters affecting the Beneficiaries;
- vii. Contributing to the sound administration of human rights law and commenting on proposed human rights legislation;
- viii. Promoting public support for and international advocacy of human rights, and promoting respect for human rights among individuals and incorporations;
- ix. Eliminating infringements of the prohibitions on torture, slavery, extradition killing, arbitrary detention and disappearance.

Chair's report

English PEN is one of the world's oldest Human rights organisations, and we keep fighting for free expression in numerous ways in the UK and internationally. We are made of the constituent parts that are our membership, with diverse voices and points of view at our core. Free expression is under tremendous pressure from numerous fronts on a global level, and English PEN continues to shine a light on this through our campaigns for writers at risk, our support for work in translation, and our events featuring writers of courage.

In 2019-20 writers across the world continued to face threats, violence, imprisonment and death. English PEN continues to stand with these writers at risk, and we have led or joined campaigns for hundreds of writers internationally and in the UK. Alongside this we are very proud to have been able to provide three residencies for writers under threat, from Cameroon and Turkey.

This year saw the world wrestle with the Covid-19 pandemic. This pandemic affected each and every one of us in very different ways, and our thoughts are with all of those who have lost loved ones. In March 2020 English PEN was a founding partner of a rapid response Emergency Fund to support authors in the UK affected financially by Coronavirus. This project was led by the Society of Authors, and was in partnership with the TS Eliot Foundation, the Royal Literary Fund and others.

Over the course of the year English PEN hosted a number of key roundtables, offering a space for in-depth discussion of topics. We aim to continue and develop these roundtables in the coming years. Lack of opportunity and structural inequalities continue to be a key cause of restricted free expression in the UK, and as such we were delighted to partner on *Word Bridges* an anthology of work by young refugee and migrant writers, created as part of the Royal Society of Literature's 2019 RSL Literature Matters Awards, awarded to Rosemary Harris in partnership with English PEN and Salusbury World.

Our work on supporting literature in translation has gone from strength to strength, with our flagship programme PEN Translates supporting 37 titles from 31 countries and 19 original languages in translation in 2019-20. We also coordinated the vastly successful International Translation Day at the Free Word Centre in September 2019, bringing together 90 translators. The programme comprised non-language-specific Translation Clinics, a panel conversation titled *Translating Today* and a live pitching session for translators to pitch book-translation projects to commissioning editors.

PEN Transmissions, our online zine dedicated to international writing continued to grow throughout 2019-20 and commissioned work and interviews from 41 international writers. This include voices as diverse as Joshua Wong, Ananda Devi, Rafik Schami, Chus Pato, Peter Stamm, Jose Eduardo Agualusa, Kapka Kassabova, and Ece Temelkuran and included a series in partnership with *Granta* magazine featuring writers alongside their translators.

English PEN continued to have an incredibly rich and diverse events programme. Lemn Sissay was announced as the winner of the PEN Pinter prize, shared with Ethiopian Zone 9 blogger Befekadu Hailu. English PEN also organised a successful events with authors including Svetlana Alexievich, Lindsey Hilsum and many others.

In April 2019 we were devastated by the loss of Lyra McKee, killed whilst reporting in Northern Ireland. She was an extraordinary young journalist and active member of the advisory group for Libel Reform in Northern Ireland.

Trustees' annual report

In this period the staff team was led by two directors, Antonia Byatt until June 2020, and Daniel Gorman from August 2020. We also benefitted from Hannah Trevarthen who worked as Interim Director in July and August 2020. I am deeply grateful to them along with all the English PEN team of staff and volunteers, who worked tirelessly to continue to develop and promote English PEN.

Operating at the intersection between arts and human rights, partnership is central to every piece of work that English PEN undertakes. We are hugely thankful to our members, our Silver PEN partners, our campaign collaborators and our programme partners for their support for the organisation and our work.

Maureen Freely
Chair

Director's Report

It was my honour to take over as Director of English PEN in August 2019 and join a deeply driven and highly effective team. This team, combined with the strength of partnerships and our committed membership means that English PEN continues to deliver an extremely effective and far reaching programme of work.

We are deeply grateful to the funders who support our work. In particular, I would like to thank our core funders, the Arts Council England, the Sigrid Rausing Trust and the T S Eliot Foundation. These three key funders support our core work to celebrate great literature and the transmission of ideas in myriad ways.

We are also hugely thankful to the funders of specific strands of our work. This includes support from the Booker Foundation; the Authors' Licensing and Collecting Society; Fondation Jan Michalski; the Blavatnik Family Foundation for the PEN Pinter Prize; and Open Society Foundations. Along with core support, Arts Council England also awards us the funding to deliver PEN Translates.

There are many other funders and individual donors who have contributed to prizes, to our campaigning and our core costs. Thank you to you all.

Members are the backbone of English PEN's work, and we benefit from a dedicated membership who believe strongly in English PEN's values. Members support our work in various ways, from simply being a member and providing us with the gravitas of your voice, to actively engaging in our campaigns, events and translation work. We are honoured to have you with us.

And finally - I want to thank English PEN's deeply dedicated and hardworking team, including all our board members. The work you will read about over the coming pages would be impossible if it wasn't for their dedication, ambition and ideas. As we build towards the English PEN centenary in 2021 these ideas will continue to develop and grow. We look forward to having you with us.

Daniel Gorman
Director

Impact

Campaigning for international writers at risk

Throughout 2019-20, English PEN has continued to support writers around the world through our campaigns and residencies programmes.

Over the course of 2019/20 we welcomed the release of a number of writers of concern.

- Ukrainian writer and filmmaker Oleg Sentsov was released in September 2019, having served five years of his 20-year prison sentence. We were honoured to co-host an event with Sentsov on the Day of the Imprisoned Writer (15 November) at the Frontline Club in London alongside PEN International.
- Award-winning writer Behrouz Boochani was finally able to leave Manus Island after more than six years.

Ugandan academic and poet Dr Stella Nyanzi was released from prison in February 2020, shortly after being awarded the 2020 Oxfam Novib/PEN Award for Freedom of Expression. PEN members continue to play a crucial role in our work and this year has seen our supporters show solidarity for at risk colleagues around the world in a number of ways:

- Sending letters and messages of solidarity to writers at risk around the world
- Highlighting current cases of concern at events and through their writing
- Attending vigils and protests for writers in prison and at risk
- Donating books for writers in exile
- Providing support for English PEN's resident writers

We continue to use our website and other platforms, both on and offline, to share and promote the work and writing of colleagues around the world, and to encourage new writing to help amplify their stories. Examples include:

- Our online magazine, PEN Transmissions, which has featured pieces from Kurdish writer and artist Zehra Doğan and Iranian composer Mehdi Rajabian.
- The English PEN Modern Literature Festival, co-curated by writer and PEN member Steven Fowler, saw UK-based writers perform in solidarity with writers at risk around the world at Greenwich Book Festival in June 2019. The pieces have since been published on Elsewhere: A Journal of Place. In January 2020, there was a further event in Kingston, London, which saw new works performed in solidarity with fellow writers including Ahmed Mansoor in the United Arab Emirates and Shakthika Sathkumara in Sri Lanka.

Emergency grants

We continue to have an excellent relationship with the Prisoners of Conscience Appeal Fund who have enabled us to provide emergency grants to writers at risk around the world, as well as to those in exile in the UK. We are also grateful to the PEN Emergency Fund, administered by our colleagues at PEN Netherlands, who continue to provide vital financial support for writers in need, and to the T S Eliot Foundation for their support in this area.

Trustees' annual report

Writers in residence

We have continued to develop our residency programme for international writers and are delighted to have secured additional funding.

In 2019-20, we hosted three respite residencies

- Cameroonian journalist Mimi Mefo
- Kurdish writer and artist Zehra Dogan
- Kurdish writer and human rights defender Nurcan Baysal

The feedback we have received from our residents has emphasised how vital such opportunities can be. On returning to Turkey, Nurcan Baysal wrote,

I had many good times in London, improved my English, met with good people, new links and yes I also had some joy. And it was perfect to be with you, do you know why, in Turkey we forget the meaning of being a good person, to be kind, to support each other, solidarity... we forget many things during this cruel war, we forget the joy of life. I learned a lot from you.

Visa support

As well as applying for visas on behalf of our residents and others visiting writers, English PEN provides letters of support to writers applying for visas or asylum in the UK.

PEN Uganda: Make Space

Over this year we worked with our sister centre PEN Uganda to support their latest initiative – creating a library for writers in exile. This focused on gathering books to donate to the Make Space project, established by our colleagues in Uganda in September 2019. The Make Space project provides writers in exile in Uganda with a space to work, read and write. We are very grateful to members who donated books during the 2019 Annual General Meeting.

Roundtable discussions

In 2019/20 English PEN hosted a series of roundtable discussions as follows:

- In partnership with Amnesty International and ARTICLE19, we convened a roundtable discussion on current issues relating to Freedom of Expression in Turkey, featuring key visiting activists from Turkey.
- In partnership with International Cities of Refuge Network (ICORN), we hosted a roundtable on setting up an ICORN residency in your city. This was attended by a large number of representatives from organisations from across the UK, and led to the creation of an email list focusing on support for the development of ICORN residencies.
- We held roundtables for writers and others literary professionals to discuss the ethics of attending events and literary festivals around the world at Hay Festival and Edinburgh International Book Fair. A set of guidelines born out of these discussions is available on the English PEN website

Trustees' annual report

UK Campaigns

- *Lady Chatterley's Lover*: The annotated copy of *Lady Chatterley's Lover* by DH Lawrence used by the judge in the landmark obscenity trial of 1960 has been acquired by the University of Bristol, thanks to English PEN's GoFundMe campaign which raised over £20,000. The news was widely covered in the press, including *The Guardian*, *The Times*, *The New York Times*, *The Bookseller*, and *Metro*.
- *Online Harms*: In collaboration with Scottish PEN, we submitted a response to the British government's consultation on its Online Harms White Paper. This response expressed concern with the proposals and urged the government to put free speech and human rights at the centre of any new system of regulation.
- Barry McCaffrey and Trevor Birney: Together with Index on Censorship, we intervened in the case against journalists Barry McCaffrey and Trevor Birney in Northern Ireland. The charges against them were subsequently dropped.

Covid-19 Response

English PEN was a founding partner of a rapid response Emergency Fund to support authors in the UK affected financially by Coronavirus. This project was led by the Society of Authors, and was in partnership with the TS Eliot Foundation, the Royal Literary Fund, Amazon UK, Arts Council England and others. This launched in March 2020.

Engagement and events on Freedom of Expression

English PEN staff took part in a number of events and conferences around freedom of expression, including:

- Global Conference for Media Freedom: PEN attended the Global Conference for Media Freedom, hosted by the UK and Canadian governments in London in July 2019. Our resident Mimi Mefo took part in a panel on the protection of journalists.
- Sharjah Book Fair: As Sharjah was projected to be the 'region' of focus for London Book Fair 2020, we were invited to speak on a panel on 'Freedom to Publish' at the Sharjah Book Fair 2019. Director Daniel Gorman did so and spoke on key concerns in the Gulf region, including the continuing imprisonment of Ahmed Mansoor.

Word Bridges

Word Bridges is an anthology of work by young refugee and migrant writers, created as part of the Royal Society of Literature's 2019 RSL Literature Matters Awards, awarded to Rosemary Harris in partnership with English PEN and Salusbury World. The work was showcased at an event at Free Word on 24 June 2019, and an anthology published in September 2019. The young authors also participated in an event to mark the Salusbury World 20th anniversary.

Translating World Literature

2019-20 saw English PEN's Writers in Translation programme build on its successes in grant-giving, online publishing, events programming and advocacy. International Translation Day brought together 90 translators, PEN Translates awarded 37 grants to books from 31 countries, and PEN Transmissions commissioned work and interviews from 41 international writers.

Trustees' annual report

PEN Translates

PEN Translates has now supported over 260 books from 55 languages, developing literary diversity in the UK whilst ensuring commissioned translators are paid properly for their work. In 2019-20, PEN Translates

- Supported 37 books from 31 countries and 19 languages
- Awarded more than 60% of grants to women and non-binary writers and translators
- Gave a grant to a title translated from the Georgian for the first time; supported the first novels by women writers from Libya and the Central African Republic ever to be translated into English; and awarded a Penguin Classics collection of Georgi Markov's work.

PEN Translates has particularly supported small publishers at the vanguard of literary translation, for whom 100% of translations costs are awardable. In 2019-20, it:

- Awarded 78% of grants to small presses
- Awarded 43% of grants to publishing houses outside London.

PEN Translates-supported titles have been recognised by national and international prizes, and covered by literary and mainstream media. In 2019-20:

- *Hurricane Season* by Fernanda Melchor, translated by Sophie Hughes, was shortlisted for the 2020 Man Booker International prize
- *Every Fire You Tend* by Sema Kaygusuz, translated by Nicholas Glastonbury, and *Zuleikha* by Guzel Yakhina, translated by Lisa C. Hayden, were shortlisted for the EBRD Prize.

International Translation Day

On 30 September, 90 people attended International Translation Day (ITD) at the Free Word Centre. The programme comprised non-language-specific Translation Clinics, a panel conversation titled Translating Today, Pitching Today (in which three translators live-pitched book-translation projects to commissioning editors), and a networking drinks reception.

The programme featured:

- Two non-language-specific Translation Surgeries – facilitated by Ros Schwartz and Antonia Lloyd-Jones
- Translating Today, the main panel conversation at ITD, featured Tamil poet and translator Meena Kandasamy, poetry editor and Dutch translator Sophie Collins and Edinburgh Makar and Shetlandic poet-translator Christine De Luca.
- A pitching session where three live-pitched new projects to publishers from Faber & Faber, Little, Brown and Fitzcarraldo Editions.
- Announcement of the National Centre for writing's Emerging Translator Mentorships during the session, including the Harvill Secker Young Translators' Prize.

International Translation Day was supported by the Booker Prize Foundation and the Authors' Licensing and Collecting Society (ALCS).

Trustees' annual report

PEN Transmissions

PEN Transmissions is English PEN's online magazine for international and translated voices. In 2019-20, PEN Transmissions:

- Commissioned 41 essays and interviews by writers in 29 countries
- Was read by over 26,000 readers in 143 countries
- Featured voices as diverse as Joshua Wong, Ananda Devi, Rafik Schami, Chus Pato, Peter Stamm, Jose Eduardo Agualusa, Kapka Kassabova, and Ece Temelkuran. Included a series in partnership with *Granta* magazine featuring writers alongside their translators.

Writers in Translation Events

In 2019-20, the Writers in Translation programme hosted a series of public events. These included:

- In May, PEN celebrated 250 books being supported through our PEN Translates programme with an event at the Brighton Festival, featuring Juan Pablo Villalobos, Yan Ge, Sophie Hughes and Daniel Hahn.
- We celebrated Women in Translation Month on 28 August with an event with Khairani Barokka at The Second Shelf, in collaboration with Tilted Axis. The event focused on decolonisation, accessibility and inclusion in translating. Barokka was also commissioned to write a piece for *PEN Transmissions*, ensuring the conversation continues beyond and outside the event.
- We programmed an event as part of the Free Word 'Home' season on 31 October: 'Writers on Brexit: Crossing the Line'. This featured Will Eaves, Nadifa Mohammed and Nick Revell.
- In collaboration with Czech Centre London, on 20 February we hosted 'A Czech Dreambook: Dissent as an Everyday Experience', exploring the history of Czech literature and dissident writing today, featuring Daňa Horáková, Gerald Turner, Jonathan Bolton and Rachel Jolley.

Celebrating literary talent

Our 2019-2020 events programmes continued to focus on platforming international voices and UK writers to speak to the key areas of English PEN's work.

At least 85% of our events were presented in collaboration, we worked with established artistic partners including the British Library, British Council, Hay Festivals, Edinburgh International Book Festival, National Centre for Writing, Free Word, Folkestone Literature Festival, the Society of Authors, The Roundhouse, Poetry Translation Centre and the Festival of Italian Literature in London.

Due to Coronavirus outbreak, the planned English PEN Literary Salon at London Book Fair was unable to go ahead in March 2020, However, we chose to platform the conversations as a week-long series on PEN Transmissions in April 2020. These commissioned pieces feature Dean Atta, Lavie Tidhar, Eley Williams, Irenosen Okojie and Hazel Barkworth.

Trustees' annual report

Event Highlights

Svetlana Alexievich, October 2019

Nobel Prize winner Svetlana Alexievich delivered the inaugural RAW in WAR (Reach All Women in War) Anna Politkovskaya Memorial Lecture, in partnership with English PEN. The lecture is an international platform to amplify the voices of women journalists and human rights defenders working in war and conflict zones, giving a voice to those who are stigmatised and silenced.

Lindsey Hilsum at Folkestone, November 2019

Channel Four News International Editor, Lindsey Hilsum was in conversation with Sarah Gibson at the Folkestone Book Festival about her work and her most recent book, *In Extremis: The Life and Death of the War Correspondent Marie Colvin*. The festival was themed in response to HG Wells, a former resident in the town. and this event responded to a quote by Wells: "I would rather be called a journalist than an artist."

Prizes

2019 PEN Pinter Prize: Lemn Sissay

British writer Lemn Sissay MBE was awarded the 2019 PEN Pinter Prize in an event in October 2019 at the British Library and named Ethiopian Zone 9 blogger Befekadu Hailu as the International Writer of Courage. Over 150 people attended the sold-out event at the British Library.

2019 PEN Ackerley Prize: Yrsa Daley-Ward

The 2019 PEN Ackerley Prize was awarded to Yrsa Daley-Ward for her memoir *The Terrible* (Penguin)

2019 PEN Hessell-Tiltman Prize: Edward Wilson-Lee

The 2019 PEN Hessell-Tiltman Prize was awarded to Edward Wilson-Lee for *The Catalogue of Shipwrecked Books: Young Columbus and the Quest for a Universal Library* (William Collins).

We are grateful to the TS Eliot Foundation for core funding to support our public programme.

Membership

Membership remained fairly static throughout this period, averaging around 980 (+/- 20), with new sign-ups matching broadly matching attrition rates.

This year we also welcomed one new Writers at Risk Honorary Member – Nurcan Baysal.

Throughout the year, membership processing systems were streamlined and harmonised. The membership database was updated to better serve our needs. Research was conducted to identify a CRM system which would automate a significant proportion of membership administration, in order to save staff time and increase membership retention. A system – DonorPerfect – was decided on and will be implemented in the autumn of 2020.

Trustees' annual report

Efforts were made to enhance the membership experience for supporters of English PEN. For new members, welcome letters were improved with the introduction of coloured envelopes – stamped with the PEN logo – and beautifully designed, postcard-sized copies of the PEN Charter. For existing members, membership newsletters became more frequent, with March 2020 seeing in preparations for monthly newsletters in response to the Covid-19 pandemic. March 2020 also saw discussions underway to implement a monthly members' Zoom call, to provide community, mutual support and closer engagement with PEN's work at a difficult time.

A newly designed membership pamphlet was produced and disseminated at festivals, events and freshers' fairs. A gift membership was introduced for the Christmas period. While uptake on the gift membership was very low, it will be attempted again – with a longer lead time and a dedicated marketing campaign – in 2020.

Preliminary research towards establishing a concessionary membership was also conducted, with the aim of being introduced in the summer of 2020. It is hoped that this will help to remove barriers to participation for those on low or unreliable incomes, and accord with English PEN's stated aims of supporting readers and writers who are underrepresented in the literary world.

Communications

Branding

At the end of 2019, we refreshed and created new promotional materials (such as the membership brochure, PEN Charter postcard, and membership adverts) to better reflect the dynamic and exciting work of English PEN.

Website

In 2019-2020, we began work on designing and building a new website to replace the existing site at englishpen.org. The aim is to create a platform that works harder to encourage a new and diverse membership, promote event attendance and amplify our exciting translation and campaigning work. As part of this project, we reviewed and consolidated the relationship with other digital platforms such as PEN Transmissions, World Bookshelf, as well as integrating with analytics software to ensure our overall online presence is coherent, functional, current and measurable.

Social media

We increased our Twitter following by 2,500 to a total of 48,300 by March 2020.

We also merged the four disparate English PEN Facebook pages to create one rebranded master account which shares content across all areas of English PEN's work, with the aim of uniting all the strands of PEN's work in one channel with 11k followers.

Financial review

The net result for the year, a surplus of £162k comprises a surplus on unrestricted funds of £79.4k and a surplus of £82.7k on restricted funds, the latter a reflection of restricted project income received and not yet spent .

Income for the year showed an increase on the previous year, at £641k (2019: £523k) and expenditure at £447k showed a small decrease (2019: £454k).

The increase in income is primarily due to restricted project funds received for the writers in residence and centenary programmes. Membership income and core grant funding for the year ended 31 March 2020 are comparable with the previous year.

The reduction in expenditure is mainly attributable to lower staff costs (£27k year on year) and a reduction in direct costs associated with projects supported through restricted funds.

At 31 March 2020, unrestricted free reserves – that is, unrestricted funds excluding those represented by fixed assets – were £268k. This is greater than our reserve policy of holding the equivalent of a minimum of six months' operating costs.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The charity maintains and reviews a risk register, which focuses on the major strategic and operational risks the charity faces, including mitigating actions to reduce each risk to a level the trustees consider acceptable. The risk register is reviewed and maintained by the director and reviewed in detail by the trustees annually.

The major risks faced by the charity are:

- Financial sustainability
- Reputational risk
- Recruiting and retaining appropriate trustees and staff

Reserves policy

The trustees have adopted a risk-based approach to determine an appropriate level of reserves and it is the charity's policy to hold unrestricted free reserves to cover operating costs for six months. At 31 March 2020, unrestricted free reserves were £268k, of which £189k is equivalent to approximately six months running costs.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees have given due consideration to the working capital and cash flow requirements and consider current and forecast cash resources to be sufficient to cover the working capital requirements of the charity for at least 12 months from the date of signing this report and the financial statements.

COVID-19

Since the year-end the coronavirus pandemic has impacted upon many charities. At present, the trustees cannot currently quantify the financial impact the pandemic will have on the charity. The trustees have also considered a number of scenarios and although careful and close management of income and expenditure will be needed, the trustees believe the charity will return to greater financial strength once the economy begins to grow again.

Statement of trustees' responsibilities

The trustees (who are also the directors of English PEN for the purpose of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to 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. In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are 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 auditors are aware of that information.

Statement as to disclosure of information to auditors

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of audit information and to establish that the charitable company's auditors are aware of that information.

On behalf of the board:

Maureen Freely, Chair
13 October 2020

Independent auditor's report to the members of English PEN

Opinion

We have audited the financial statements of English PEN (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 (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 March 2020 and 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 Auditors 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 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.

Conclusion 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 where:

- 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 that the charitable 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 Report of the Independent Auditors 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

Independent auditor's report to the members of English PEN

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 Report of the Trustees for the financial year for which the financial statements
- the Report of the Trustees 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 Report of the Trustees.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where 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;
- 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.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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.

Our 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 a Report of the Independent Auditors 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.

English PEN

Report and financial statements for the year ended 31 March 2020

Independent auditor's report to the members of English PEN

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

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.

Jeremy Harrod FCCA (Senior Statutory Auditor)
For and on behalf of Grant Harrod Lerman Davis LLP
Chartered Accountants
Statutory Auditors
1st Floor
Healthaid House
Marlborough Hill
Harrow
Middlesex
HA1 1UD

Date:

English PEN
Report and financial statements for the year ended 31 March 2020

Statement of financial activities for the year ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	Total 2019/20 £	Total 2018/19 £
Income and endowments from:					
Donations and legacies	2	126,724	-	126,724	147,493
Charitable activities:					
<i>Community Engagement</i>		17,500	97,434	114,934	22,873
<i>Writers in Translation</i>		17,500	127,840	145,340	137,564
<i>Campaigns & Writers at Risk</i>		35,000	76,041	111,041	58,330
<i>Prizes</i>		-	12,000	12,000	12,000
<i>Other charitable income</i>		115,144	-	115,144	115,144
Other trading activities	3	1,081	-	1,081	19,846
Investments	4	7,099	2,330	9,430	9,267
Other	5	5,130	-	5,130	673
Total income		325,178	315,645	640,823	523,190
Expenditure on:					
Raising funds	6	7,470	-	7,470	5,195
Charitable activities:	7,8				
<i>Community Engagement</i>		44,675	22,658	67,333	107,412
<i>Writers in Translation</i>		74,168	130,867	205,035	182,095
<i>Campaigns & Writers at Risk</i>		63,815	61,789	125,603	125,681
<i>Prizes</i>		6,338	17,706	24,044	17,642
<i>Other charitable expenditure</i>		17,594	-	17,594	16,472
Total expenditure		214,059	233,020	447,079	454,497
Net operating income/ (expenditure) before gains/ (losses) on investments		111,118	82,625	193,744	68,693
Net (losses)/ gains on investments	14	(31,760)	26	(31,734)	2,635
Net movement in funds		79,358	82,651	162,009	71,328
Funds brought forward		196,814	242,562	439,376	368,048
Funds carried forward		276,172	325,213	601,385	439,376

All of the above results are derived from continuing activities and there are no other gains or losses than those stated above.

A comparative statement of financial activities is presented on page 30

English PEN
Report and financial statements for the year ended 31 March 2020

Balance sheet as at 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	31 March 2020 £	31 March 2019 £
Fixed assets					
Tangible fixed assets	13	8,250	-	8,250	4,780
Investments	14	118,109	71,886	189,995	221,729
		<u>126,359</u>	<u>71,886</u>	<u>198,245</u>	<u>226,509</u>
Current assets					
Debtors	15	23,041	-	23,041	25,280
Cash at bank and in hand		<u>168,939</u>	<u>290,570</u>	<u>459,508</u>	<u>268,553</u>
		<u>191,980</u>	<u>290,570</u>	<u>482,549</u>	<u>293,833</u>
Creditors					
Amounts falling due within one year	16	<u>(42,164)</u>	<u>(37,243)</u>	<u>(79,407)</u>	<u>(80,966)</u>
Net current assets		<u>149,816</u>	<u>253,327</u>	<u>403,142</u>	<u>212,867</u>
Net assets		<u><u>276,175</u></u>	<u><u>325,213</u></u>	<u><u>601,387</u></u>	<u>439,376</u>
Funds					
Unrestricted	17	276,173	-	276,173	196,814
Restricted		<u>-</u>	<u>325,213</u>	<u>325,213</u>	<u>242,562</u>
Total funds		<u><u>276,173</u></u>	<u><u>325,213</u></u>	<u><u>601,385</u></u>	<u>439,376</u>

The financial statements were approved by the Board on 13 October 2020 and signed on its behalf by:

Maureen Freely
Chair

Francis Coles
Treasurer

Company number: 05747142

English PEN
Report and financial statements for the year ended 31 March 2020

Statement of cash flows for the year ended 31 March 2020

	Note	Total 2019/20 £	Total 2018/19 £
Net cash provided by/ (used in) operating activities	A	190,389	85,430
Cash flows from investing activities:			
Interest on bank deposits		82	54
Dividends on investments		9,348	9,213
Net cash provided by investing activities		9,430	9,267
Cash flows from financing activities:			
Purchase of fixed assets		8,863	-
Repayment of finance lease		-	-
Net cash used in financing activities		8,863	-
Change in cash and cash equivalents in the year		190,955	94,697
Cash and cash equivalents brought forward		268,553	173,856
Cash and cash equivalents carried forward		459,508	268,553

Note A: Reconciliation of net expenditure to net cash flow from operating activities

Net income/ (expenditure) for the year (as per the statement of financial activities)	162,009	71,328
Depreciation charges	2,404	3,617
Loss/Gain on disposal of asset	2,991	-
Interest on bank deposits	(82)	(54)
Dividends on investments	(9,348)	(9,213)
(Gains)/losses on revaluation of investments	31,734	(2,635)
Decrease/ (increase) in debtors	2,239	29,478
(Decrease)/ increase in creditors	(1,559)	(7,091)
Net cash provided by/ (used in) operating activities	190,389	85,430

English PEN

Report and financial statements for the year ended 31 March 2020

Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared on a going concern basis, under the historical cost convention and on an accruals basis.

b) Income

Income is recognised and included in the accounts when the following criteria are met: the charity is entitled to the funds; any performance criteria attached to the item(s) of income have been met; there is sufficient certainty that the receipt of the income is probable; and the amount can be measured reliably.

Income received in advance of an event or a provision of other specified service is deferred until the criteria for income recognition are met.

c) Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Wherever possible, costs are directly attributed to these headings. Where costs cannot be directly attributed to particular headings they, have been allocated to activities on a basis consistent with the use of resources.

- Support costs include all expenditure not directly related to charitable activities e.g. general office costs, administration, management and governance.
- Governance costs are those costs incurred in the governance of the charity and are primarily associated with the constitutional and statutory requirements.
- Support costs, including governance, are allocated to expenditure on raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in notes 8 and 9.

d) Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the funds raised for particular restricted purposes.

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the charitable objectives of the charity.

e) Tangible fixed assets

Items with a value greater than £1,000 are capitalised. Tangible fixed assets are stated at cost less accumulated depreciation. Provision is made for depreciation on all tangible assets at rates calculated to write off the cost of each asset over its expected useful life, as follows:

- Fixtures, fittings, computers & software - 25% per annum on a reducing balance basis.

f) Investments

Investments are stated at market value as at the balance sheet date. Any gain or loss on revaluation is taken to the Statement of Financial Activities in the period to which they relate.

g) Pension costs

Pension contributions payable to employee defined contribution pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

2 Donations and legacies

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Donations	23,177	-	23,177	41,384
Memberships	57,547	-	57,547	52,596
Silver PEN members	5,000	-	5,000	18,513
Silver PEN partners	41,000	-	41,000	35,000
	126,724	-	126,724	147,493

3 Other trading activities

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Fundraising events	-	-	-	19,846
Other	1,081	-	1,081	-
	1,081	-	1,081	19,846

4 Investment income

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Dividends	7,018	2,330	9,348	9,213
Bank interest	82	-	82	54
	7,099	2,330	9,430	9,267

5 Other income

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Royalty income	1,554	-	1,554	673
Other	3,576	-	3,576	-
	5,130	-	5,130	673

6 Analysis of expenditure on raising funds

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Direct costs	5,529	-	5,529	3,590
Governance costs (note 8)	107	-	107	1,529
Support costs (note 8)	1,833	-	1,833	76
	7,470	-	7,470	5,195

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

7 Analysis of expenditure

	Direct staff costs (note 11) £	Direct costs (non-staff) £	Support costs (note 8) £	Total 2020 £	Total 2019 £
<i>Raising funds</i>					
Direct costs of fundraising	<u>5,093</u>	<u>436</u>	<u>1,941</u>	<u>7,470</u>	<u>5,195</u>
<i>Charitable activities</i>					
Community Engagement	37,584	12,257	17,492	67,333	107,412
Writers in Translation	23,340	128,429	53,265	205,035	182,095
Campaigns & Writers at Risk	51,221	41,752	32,630	125,603	125,681
Prizes	6,350	11,448	6,246	24,044	17,642
Other charitable expenditure	-	13,023	4,571	17,594	16,472
	<u>118,495</u>	<u>206,909</u>	<u>114,205</u>	<u>439,609</u>	<u>449,302</u>
Total expenditure	<u>123,588</u>	<u>207,345</u>	<u>116,145</u>	<u>447,079</u>	<u>454,497</u>

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

8 Allocation of support costs

The charity allocates its support costs (including Governance costs) as follows:

	Expenditure on raising funds	Expenditure on charitable activities	Total support costs 2020	Total support costs 2019
	£	£	£	£
<i>Support costs</i>				
Staff costs (note 11)	810	47,697	48,508	80,257
Printing, postage and stationery	22	1,315	1,338	2,388
Travel, accommodation & subsistence	56	3,310	3,366	1,957
IT & web costs	197	11,573	11,770	6,265
Insurance	46	2,707	2,753	2,417
Rent	520	30,621	31,141	35,186
Subscriptions	5	270	274	122
Bank charges & similar	17	1,017	1,034	1,182
Other costs	118	7,011	7,129	664
Depreciation	40	2,364	2,404	2,411
<i>Governance costs (note 9)</i>	107	6,322	6,429	7,565
	1,940	114,206	116,145	140,414

Support and Governance costs are allocated based on the direct spend on those activities.

9 Governance costs

Governance costs are broken down as follows:

	Expenditure on raising funds	Expenditure on charitable activities	Total governance costs 2020	Total governance costs 2019
Legal fees	-	-	-	-
Audit fees	75	4,425	4,500	4,200
Board costs	18	1,062	1,081	279
Insurance	14	797	810	751
Other	1	38	38	2,336
	107	6,322	6,429	7,566

10 Net income/ (expenditure) for the year

This is stated after charging:

	Total 2020	Total 2019
	£	£
Operating leases - equipment	1,999	1,890
Depreciation	2,404	3,617
Loss on disposal of fixed assets	(2,990)	-
Auditors' remuneration	4,500	4,200
	5,914	9,707

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

11 Staff costs and trustees' remuneration and expenses

The aggregate payroll costs were:

	Total 2020	Total 2019
	£	£
Wages and salaries	166,763	172,510
Social security costs	12,679	14,645
Pension costs	7,012	7,353
Subtotal payroll costs	186,454	194,508
Temporary staff and interns	450	17,217
Other staff costs	450	1,348
Total staff costs	187,354	213,073

The charity considers its key management personnel comprise the trustees and the director. No employee received an annual remuneration in excess of £60,000 (2019: nil).

During the year, one trustee received £255 for an article for PEN Transmissions (2019: £280 to one trustee).

During the year, one trustee received reimbursed expenses in connection with Board meetings amounting to £1,021 (2019: £279 to one trustee).

The average number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	Total 2020	Total 2019
Writers in Translation	0.7	1.0
Campaigns & Writers at Risk	1.0	1.5
Public Programmes	1.0	1.0
Fundraising	0.1	0.1
Management, administration & governance	1.9	1.2
	4.7	4.9

The average head count number of staff during the year was 6.3 (2019: 5.3)

12 Grants payable

The charity made the following grants during the year:

	Grants to institutions	Grants to individuals	Total 2020	Total 2019
	£	£	£	£
Writers in Translation	97,948		97,948	71,116
Writers at Risk (relief grants)		6,990	6,990	12,030
	97,948	6,990	104,938	83,146

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

12 Grants payable continued

Recipients of institutional grants for PEN projects were as follows:

	Total 2020 £	Total 2019 £
And Other Stories Publishing	3,210	5,461
Arc Publications	-	1,522
Aurora Metro Publications Ltd	1,985	-
Carcanet Press Ltd	2,250	
Cassava Republic Press	2,000	
Charco Press	9,550	11,260
Comma Press	9,051	4,382
Dedalus Ltd	5,190	4,608
Fitzcarraldo Editions	2,203	1,300
Francis Boutle Publishers	1,000	-
Granta Publications	998	-
Haus Publishing	2,500	
Hertfordshire Press Ltd		4,165
Honford Star Ltd		2,430
Istros Books	117	5,846
Jacaranda Books Art Music Ltd	2,225	2,225
Latin American Bureau	1,220	
One World Publications	4,813	5,500
Parthian		832
Peepal Tree	2,300	
Peirene Press Ltd	1,000	
Penguin Random House UK	2,942	1,125
Quercus	525	2,525
Scotland Street Press	2,803	-
Scribe Publications	6,959	3,038
Seren		3,397
Silver Press		2,250
Smokestack Books	1,000	500
Strangers Press	2,050	
The Emma Press Limited	152	152
The History Press	7,250	
The Poetry Translation Centre Ltd	7,250	3,500
The Random House Group Ltd	2,162	375
The Text Publishing Company	-	770
Tilted Axis Press CIC	10,150	2,953
Tiny Owl	250	
Verso t/a New Left Books	1,500	
World Editions	1,346	
Zed Books Ltd		1,000
	97,948	71,116

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

13 Tangible fixed assets

	Fittings, computers & software £	Total 2020 £	Total 2019 £
Cost			
At 1 April 2019	57,700	57,700	57,700
Additions	8,863	8,863	-
Disposals	(57,396)	(57,396)	-
At 31 March 2020	<u>9,167</u>	<u>9,167</u>	<u>57,700</u>
Depreciation			
At 1 April 2019	52,920	52,920	49,303
Charge for the year	2,404	2,404	3,617
Disposals	(54,407)	(54,407)	-
At 31 March 2020	<u>917</u>	<u>917</u>	<u>52,920</u>
Net Book Value			
At 31 March 2020	<u>8,250</u>	<u>8,250</u>	<u>4,780</u>

14 Fixed asset investments

		Total 2020 £	Total 2019 £	
Market value as at 1 April		221,729	219,094	
Unrealised gains/ (losses) on investments		(31,734)	2,635	
Market Value as at 31 March		<u>189,995</u>	<u>221,729</u>	
Historical Cost		<u>151,208</u>	<u>151,208</u>	
	Market Value 2020 £	Cost 2020 £	Market Value 2019 £	Cost 2019 £
City of London Investment Trust	47,467	31,397	61,602	31,397
M&G Investment (Charifund)	57,658	44,160	74,226	44,160
Halifax (Bankers Investment Trust)	12,984	9,334	14,041	9,334
COIF Fixed Interest (CCLA)	71,886	66,317	71,860	66,317
	<u>189,995</u>	<u>151,208</u>	<u>221,729</u>	<u>151,208</u>

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

15 Debtors

	Total 2020 £	Total 2019 £
Trade debtors	21,200	21,066
Accrued income	-	1,698
Prepayments	841	1,516
Other debtors	1,000	1,000
	23,041	25,280

16 Creditors: amounts falling due in less than one year

	Total 2020 £	Total 2019 £
Trade creditors	14,444	2,450
Social security and other taxes	-	-
Deferred income	55,201	62,924
Accruals and other creditors	9,761	15,592
	79,407	80,966

Deferred income relates to grant income received in advance, which is deferred to the accounting period to which it relates.

Movement in deferred income during the year was as follows:

	Total 2020 £	Total 2019 £
Deferred income brought forward	62,924	37,280
Released in year	(62,924)	(37,280)
Deferred in year	55,201	62,924
Deferred income carried forward	55,201	62,924

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

17 Movement in funds

	At 31 March 2019 £	Income £	Expenditure £	Gain/(loss) on investments £	At 31 March 2020 £
Restricted:					
<i>Community Engagement</i>					
Arts Council England	-	84,500	9,800	-	74,700
Essex Book Festival	249	-	-	-	249
Joyce Carr Doughty Trust	-	3,500	3,500	-	-
Prison Writing Competition Campaign	2,270	-	-	-	2,270
Salisbury World	-	9,434	7,564	-	1,870
The Limbourne Trust	1,794	-	1,794	-	-
	<u>4,313</u>	<u>97,434</u>	<u>22,658</u>	<u>-</u>	<u>79,089</u>
<i>Writers in Translation</i>					
Arts Council England	140,762	114,840	121,028	-	134,574
Bloomberg L.P.	4,229	-	4,229	-	-
Booker Prize Foundation	-	5,000	5,000	-	-
Fondation Jan Mickelski	-	8,000	610	-	7,390
	<u>144,991</u>	<u>127,840</u>	<u>130,867</u>	<u>-</u>	<u>141,964</u>
<i>Campaigns & Writers at Risk</i>					
Anonymous donor	-	17,144	13,093	-	4,051
Gefangenes Wort	-	879	879	-	-
IWMF	-	1,978	1,978	-	-
Open Society Foundations (OSF) (Writers in Residence)	18,505	48,040	37,535	-	29,010
OSF (Criminal defamation)	1,013	-	-	-	1,013
Prisoners of Conscience Appeal Fund	480	3,000	2,000	-	1,480
Open Rights Group	6,292	-	-	-	6,292
The Joseph Rowntree Charitable Trust	4,355	-	1,304	-	3,051
TS Eliot Foundation	-	5,000	5,000	-	-
	<u>30,645</u>	<u>76,041</u>	<u>61,789</u>	<u>-</u>	<u>44,897</u>
<i>Prizes</i>					
Blavatnik	-	10,000	9,999	-	1
Hessell-Tiltman Prize fund (dividends)	(9,247)	2,330	5,707	-	(12,624)
Ruth Maxted (PEN Pinter)	-	2,000	2,000	-	-
	<u>(9,247)</u>	<u>14,330</u>	<u>17,706</u>	<u>-</u>	<u>(12,624)</u>
<i>Investments</i>					
Hessell-Tiltman Prize fund	71,860	-	-	26	71,886
Subtotal restricted funds	<u>242,562</u>	<u>315,645</u>	<u>233,020</u>	<u>26</u>	<u>325,213</u>
Unrestricted:					
General unrestricted funds	<u>196,814</u>	<u>325,178</u>	<u>214,059</u>	<u>(31,760)</u>	<u>276,173</u>
Total funds	<u>439,376</u>	<u>640,823</u>	<u>447,079</u>	<u>(31,734)</u>	<u>601,385</u>

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

17 Purposes of restricted funds

Community Engagement

Arts Council England supported English PEN's centenary project, Common Currency

- Essex Book Festival funded creative writing workshops and a panel event as part of the Writing on the Inside prison writing project

- Joyce Carr Doughty Charitable Trust funded a writer in residence at HMP Leicester

- Prisons Writing Competition Campaign is supported by various donations from English PEN supporters

Salisbury World

- The Limbourne Trust supported the Brave New Voices project for young refugees, asylum seekers and migrants living in Greater London

Writers in Translation

- Arts Council England supported English PEN's core activities and Writers in Translation programme

- Bloomberg LP supported English PEN's Writers in Translation programme, including PEN Transmissions

- The Booker Prize Foundation supported International Translation Day 2019

- Fondation Jan Mickelski supported PEN Transmissions

Campaigns & Writers at Risk

- An anonymous donor supported English PEN's Writers in Residence programme

- Gefangenes Wort supported English PEN's Writers in Risk projects

- International Women's Media Foundation supported English PEN's Writers in Residence programme

- Open Society Foundations (OSF) supported English PEN's Writers at Risk projects, including the Writers in Residence programme

- Prisoners of Conscience Appeal Fund supported individual writers at risk internationally

- The Joseph Rowntree Reform Trust funded English PEN's campaign for libel reform in Northern Ireland and Scotland

- Open Rights Group, Big Brother Watch and English PEN raised funds for Privacy not Prism and for future legal work to

- The TS Eliot Foundation supported the Author's Emergency Fund administered by the Society of Authors

Prizes

- The Blavatnik Family Foundation supported the PEN Pinter Prize

- The Hessell-Tiltman Prize Fund supported an annual literary prize awarded for a non-fiction book of specifically historical content. Marjorie Hessell-Tiltman was a member of PEN. As well as the capital sum, English PEN benefits from dividends received quarterly

English PEN
Report and financial statements for the year ended 31 March 2020

Notes to the financial statements

18 Analysis of net assets between funds

	Tangible fixed assets	Investments	Net current assets	Total funds 2020	Total funds 2019
	£	£	£	£	£
Restricted funds	-	71,886	253,327	325,213	202,927
Unrestricted funds	8,250	118,109	149,816	276,175	86,580
Total funds	8,250	189,995	149,816	601,387	289,507

19 Operating lease commitments

At 31 March 2020 English PEN had no annual commitments under operating leases expiring within one year (2019: nil).

20 Related party transactions

There were no related party transactions during the year, other than those disclosed in note 11 to the financial statements.

21 Post balance sheet events

Since the year-end the coronavirus pandemic has impacted both nationally and internationally. At this stage the trustees are unable to estimate with any certainty the financial impact that the pandemic will have on the charity. However, the trustees have taken steps to minimise the financial impact on the charity.

English PEN
Report and financial statements for the year ended 31 March 2020

Comparative statement of financial activities for the year ended 31 March 2019

	Notes	Unrestricted funds £	Restricted funds £	Total 2018/19 £	Total 2017/18 £
Income and endowments from:					
Donations and legacies	2	141,201	6,292	147,493	137,561
Charitable activities:					
<i>Community Engagement</i>		17,723	5,150	22,873	36,066
<i>Writers in Translation</i>		17,724	119,840	137,564	126,507
<i>Campaigns & Writers at Risk</i>		35,000	23,330	58,330	131,947
<i>Prizes</i>		10,000	2,000	12,000	12,950
<i>Other charitable income</i>		115,144	-	115,144	115,144
Other trading activities	3	19,846	-	19,846	55,722
Investments	4	6,937	2,330	9,267	8,835
Other	5	673	-	673	748
Total income		364,248	158,942	523,190	625,480
Expenditure on:					
Raising funds	6				52,463
		5,195	-	5,195	
Charitable activities:	7,8			-	
<i>Community Engagement</i>		86,112	21,300	107,412	150,248
<i>Writers in Translation</i>		90,347	91,748	182,095	240,220
<i>Campaigns & Writers at Risk</i>		84,741	40,940	125,681	168,107
<i>Prizes</i>		10,030	7,612	17,642	15,985
<i>Other charitable expenditure</i>		16,472	-	16,472	17,571
				-	
Total expenditure		292,897	161,600	454,497	644,594
Net operating income/ (expenditure) before gains/ (losses) on investments		71,351	(2,658)	68,693	(19,114)
Net (losses)/ gains on investments	14	2,346	289	2,635	(3,350)
Net movement in funds		73,697	(2,369)	71,328	(22,464)
Funds brought forward		123,117	244,931	368,048	390,512
Funds carried forward		196,814	242,562	439,376	368,048

All of the above results are derived from continuing activities and there are no other gains or losses than those stated above.