

Registered charity number 1125610
Company number 05747142

English PEN
Report and financial statements for the year ended 31 March 2021

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English PEN

Report and financial statements for the year ended 31 March 2021

Legal and administrative details

Registered office	24 Bedford Row London WC1R 4EH
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:

Arifa Akbar,	Appointed 23 March 2021
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, resigned 19 January 2021
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)
D Miller	Appointed 1 October 2017
L Norman	Resigned 15 September 2020
S Quraishi	Appointed 2 December 2015
S Schnee	Appointed 2 December 2015
J Stocks	Appointed 22 June 2021
V Yeginsu	Appointed 26 January 2021

Honorary president P Sands (appointed 6 December 2017)

Director D Gorman

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

Triodos Bank
Deanery Road
Bristol BS1 5AS

Trustees' annual report

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.

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.

Trustees' annual report

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.

Strategic report

Aims and objectives

The objectives 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 similarly 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

The year 2020/21 was one of incredible significance for English PEN, as in 2021 we marked our centenary. To do so we launched an ambitious project, Common Currency, which began in 2020 and continued throughout 2021. It goes without saying that the year 2020-21 was like no other we have collectively faced. As the coronavirus pandemic spread around the world, freedom of expression was under immense pressure, through the complexities of balancing public health with other human rights including freedom of expression, due to the increased pressure faced by writers, journalists and human rights defenders in authoritarian states, and due to the impact on the English PEN team and all those we work with. 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.

English PEN is one of the world's oldest human rights organisations. We work to defend free expression and support writers in numerous ways in the UK and internationally. We are a membership organisation and are made of the constituent parts that are our membership, with diverse voices and points of view at our core. Free expression came under tremendous pressure throughout 2020/21 from numerous fronts on a global level, and English PEN continues to shine a light on these challenges and writers' inspired responses to them through our campaigns for writers at risk, our support for work in translation, and our events featuring writers of courage.

Through 2020/21 we at English PEN shifted our work online, with staff working from home and our programme largely taking place online. Throughout this immensely challenging year English PEN has continued to stand with these writers at risk, and we have led or joined campaigns for hundreds of writers internationally and in the UK. In 2020, we secured additional funding to build on our long-standing work in support of writers from Turkey, and in January 2021 we welcomed our new Turkey Programme Coordinator to the team. 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.

In October 2020 as part of our centenary work we launched PENWrites, a year-long letter-writing campaign in support of writers in prison and at risk. Between October 2020 and March 2021, we focused on four featured cases -Amanuel Asrat in Eritrea, Nedim Türfent in Turkey, PEN Belarus, and Pham Doan Trang in Vietnam - encouraging members and supporters to send messages of solidarity. Our campaign will continue throughout 2021.

Over the course of the year English PEN also hosted and took part in 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. English PEN also submitted detailed responses to the following consultations in 2020-21: *Hate Crime Laws: A Consultation Paper* – Law Commission; *Harmful Online Communications: The Criminal Offences* - Law Commission; and *Freedom of Expression Online* - House of Lords Digital and Communications Committee.

Due to the pandemic our residency programme had to be paused throughout 2020-21. However, with the support and engagement of our funders, we managed to deliver a number of emergency grants to writers at risk, in the UK and internationally. Our work on supporting literature in translation has gone from strength to strength, with our flagship programme PEN

English PEN

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Trustees' annual report

Translates supporting 36 books from 29 publishers, 27 countries and 20 languages in translation in 2020-21. We also coordinated the vastly successful International Translation Day which was held online for the first time in September 2020. The programme was day-long, featuring eight sessions and 32 speakers from 11 countries, and was attended by 250 audience-members. Panels explored diversifying translation, translation across UK regions, translation practices internationally, the effects of COVID-19 on the lives of translators, translating Booker Prize fiction into and out of English, and a headline conversation with Fernanda Melchor and Sophie Hughes.

PEN Transmissions, our online zine dedicated to international writing, continued to grow throughout 2020-21 and commissioned work and interviews from 43 international writers in 31 countries, with a readership of over 39,900 in 167 countries. This included voices as diverse as Olivia Laing, Ingrid Persaud, Taqralik Partridge, Kavita Puri, Scholastique Mukasonga, Maryse Condé, Tsitsi Dangarembga, Priyamvada Gopal, Mia Couto, Steven Hall, Robert Jones, Jr., and Svetlana Alexievich and included a series in partnership with the British Museum and Edmund de Waal, published a series of pieces exploring the theme of exile.

Though we were no longer able to run in-person events, English PEN made a very successful transition to online programming and continued to have an incredibly rich and diverse events programme, with total audiences of over 15,700 over the course of the year. Linton Kwesi Johnson was announced as the winner of the PEN Pinter prize, shared with Eritrean poet Amanuel Asrat. English PEN also organised successful events with authors including Fatima Bhutto, Elif Shafak, Kavita Puri, Hamid Ismailov, Taqralik Partridge, Shaul Bassi, James Thornton, Ma Jian, Flora Drew, Dima Wannous, Selma Dabbagh, Alia Trabucco Zerán and many others. We also launched a lively and engaged programme of monthly online discussion events for our members, which included conversations with Philippe Sands, Nurcan Baysal, Kerri ní Dochartaigh, Margie Orford, Pilar Quintana, Lisa Dillman and many others.

Throughout this period the staff team was led by director Daniel Gorman. I am deeply grateful to him along with all the English PEN team of staff, who worked tirelessly throughout this challenging period 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 core partners Arts Council England, Sigrid Rausing Trust and the TS Eliot Foundation, 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 continuing honour to lead English PEN as director, as part of a deeply driven and highly effective team. The strength and commitment of this team was particularly displayed during this incredibly challenging year. English PEN shifted successfully to home working from March 2020, and continued to deliver to an incredibly high level. Whilst our residency programme had to be paused, we continued to deliver a wide-ranging programme of activity, including a shift to digital events which reached wide audiences in the UK and internationally. I am deeply grateful to every member of the English PEN staff team and board, along with all of our partners who have stood with us throughout this year.

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.

Alongside our individual members, we are deeply grateful to all of our Silver PEN partners for their support for English PEN. In 2020/21 this included David Higham Associates, Penguin Radom House, Harper Collins, Hachette UK, London Book Fair, Amazon UK and Pushkin Press.

As we mark the English PEN centenary in 2021 our work, our collaborations and our projects will continue to develop and grow. We look forward to having you join us for the conversation.

Daniel Gorman
Director

Impact

Campaigning for International Writers at Risk

Throughout 2020-21, English PEN has continued to support writers around the world through our campaign programmes.

Writers at Risk

We continue to use our website and other platforms to support writers at risk. As well as highlighting their situations and encouraging supporters to take action, we continue to share and promote their work and writing. Examples include:

- Public statements on a range of cases of concern, including PEN Belarus, Julian Assange in the UK, Shady Habash in Egypt, Hopewell Chin'ono in Zimbabwe, Dr Abduljalil Al-Singace in Bahrain, and many more.
- Featuring pieces on our online magazine, PEN Transmissions, by Belarusian Nobel laureate Svetlana Alexievich (tr. Sasha Dugdale), Turkish poet and academic Can Bahadır Yüce, Kurdish writer and former English PEN resident Nurcan Baysal, and Zimbabwean author Tsitsi Dangarembga;
- Securing media coverage to highlight writers of concern, including extensive coverage of Amanuel Asrat being awarded the 2020 PEN Pinter Prize for an International Writer of Courage, and an article on *Middle East Eye* marking Galal El-Behairy's 1000th day in detention;
- Social media campaigns for writers at risk, including Maria Ressa from the Philippines (as part of the Hold the Line coalition);
- Vigils (both online and socially distanced) with partners including ALQST and RSF.

Collaboration

We work closely with PEN International and our sister centres around the world, including through dedicated advocacy groups on specific countries and on cases of mutual concern. Examples include:

- Being an active member of the PEN Belarus Action Group. Recent actions include [a joint statement](#) calling for an end to the repression in Belarus, with a focus on the many writers, artists, and cultural workers who have been persecuted in retaliation for speaking out.
- Working with PEN International and sister PEN centres on the [Liu Xiaobo Anniversary Campaign](#), marking 10 years since he was announced as winner of the Nobel Peace Prize and highlighting a number of current cases of concern in PRC.

We also collaborate with other organisations to maximise our impact and reach. Examples include:

- Joining Committee to Protect Journalists and over 190 press freedom and human rights organisations in [writing to the UN Secretary General António Guterres](#) calling for immediate action to secure the release of imprisoned journalists at risk due to the spread of COVID-19.
- Joining colleagues at the Gulf Centre for Human Rights and [more than 150 other NGOs](#) in calling for the death sentences handed down to four Yemeni journalists to be overturned.
- Joining over 100 organisations in [urging states to take action on Egypt](#) at the UN Human Rights Council.

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Over the course of 2020/21 we welcomed the release of a number of writers of concern, including:

- Iranian poet and human rights defender Narges Mohammadi
- British-Australian academic Kylie Moore
- Bahraini human rights defender Nabeel Rajab
- Saudi women's rights activist Loujain Al-Hathloul.

PENWrites

In October 2020, we launched PENWrites, our year-long letter-writing campaign in support of writers in prison and at risk. Between October 2020 and March 2021, we focused on four featured cases – Amanuel Asrat in Eritrea, Nedim Türfent in Turkey, PEN Belarus, and Pham Doan Trang in Vietnam - encouraging members and supporters to send messages of solidarity.

The feedback from the writers and their families, as well as from participants in the campaign, has been very positive. The impact of these messages is best expressed by the recipients themselves: Eritrean writer Amanuel Asrat's family sent the following response on receiving the first batch of letters:

It is so amazing to receive the most comforting and uplifting letters. Words cannot express how grateful we are to be aware that there are many people standing in solidarity with us and our brother. I have gone through and been touched by each word on every letter. Many thanks to English PEN for all you are doing for our brother

Engagement in the campaign has been both UK-wide and worldwide: messages have been sent from Argentina, Australia, Austria, Azerbaijan, Canada, Czechia, Finland, France, Germany, Ireland, Italy, Luxembourg, Mexico, Myanmar, Norway, New Zealand, South Africa, and the United States. Thirteen organisations, primarily sister PEN centres, had joined as partners on this project by March 2021. PENWrites has been covered in the media, including in a piece by President Philippe Sands, 'Writers need PEN more than ever', published by *The Guardian*, as well as on social media channels.

<https://www.theguardian.com/books/booksblog/2020/oct/15/writers-need-pen-more-than-ever>

Turkey programme

In 2020, we secured additional funding to build on our long-standing work in support of writers from Turkey, and in January 2021 we welcomed our new Turkey Programme Coordinator to the team. This additional capacity will allow us to continue our work in Turkey on a sustainable basis, to ensure we have access to reliable information from inside the country, and to develop our work in the following ways:

- Research: mapping and monitoring existing campaigns and activities in support of writers in Turkey;
- Advocacy: supporting writers at risk in Turkey through monitoring and campaigns where appropriate;
- Residencies: providing respite residencies for writers from Turkey;
- Emergency Funds: responding to urgent requests for financial support from writers;
- Solidarity: support for writers from Turkey in the UK through the provision of general advice, a regular meeting space for networking, and access to relevant events.

Emergency grants

We are grateful to our funders for enabling us to reallocate funds from our residency programme (on hold due to the pandemic) to create an emergency fund for writers at risk. This has enabled us to continue to provide practical support to colleagues around the world: we have administered 7000 GBP of these funds to writers from a range of countries, including Egypt, Honduras, Turkey, the UK, and Ukraine. We also continue to have a good relationship with the Prisoners of Conscience Appeal Fund and the TS Eliot Foundation and remain very grateful for their support in this area.

Writers in residence

Due to the ongoing Coronavirus pandemic, we were not able to host any residencies for international writers in 2020-21. We maintained contact with former residents and worked with our funders to ensure that writers who may have benefited from the residency programme continued to receive practical support through the creation of the aforementioned emergency fund. Together with our newly-appointed Turkey Programme Coordinator, we will also be working to develop residencies and other forms of concrete support for writers at risk from Turkey in 2021-22.

Visa and asylum support

English PEN provided support to a number of writers applying for visas or seeking asylum in the UK.

PEN Uganda: Make Space

Our work with our sister centre PEN Uganda to support their initiative to create a library for writers in exile has had to be paused due to the impact of COVID-19. We aim for this to be relaunched in 2021/22.

Roundtable discussions

In 2020/21 English PEN co-hosted a private roundtable with ARTICLE 19 to discuss academic freedoms in the UK, including discussion of the government's white paper on this topic.

UK Campaigns

English PEN submitted responses to the following consultations in 2020-21:

Hate Crime Laws: A Consultation Paper – Law Commission.

- In this consultation the Law Commission made a number of proposals for reform. It recommended that decisions on what 'protected characteristics' should be included in hate crime and hate speech laws should be dependent on a 'demonstrable need' based on evidence of prevalence. It also recommended that the laws around hate speech, currently found in Part 3 and 3A of the Public Order Act 1986, should be standardised and streamlined. The Commission also recommended that 'insulting' words should no longer be included in any criminal definition. In our consultation response, English PEN welcomed these proposals. If hate speech laws continue to be a part of our legal framework, then measures that simplify and narrow the definition of what constitutes hate speech should reduce the 'chill' on freedom of expression.
- The commission also recommended removing the 'private dwelling' protection for hate speech. English PEN strongly opposes such a change to the law.

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Indeed, we recommend the inclusion of a 'private conversation' defence to protect private speech that happens to take place in public.

- Finally, the commission asks whether the concept of 'privileged' speech that currently operates in defamation law could also be introduced for hate speech. English PEN believes that there should be an absolute right of citizens to repeat and republish words spoken in parliament, courts, and other official settings.
- You can see our full response here: [https://www.englishpen.org/wp-content/uploads/2021/01/Hate Crime Consultation EnglishPEN Response Autumn 2020.pdf](https://www.englishpen.org/wp-content/uploads/2021/01/Hate_Crime_Consultation_EnglishPEN_Response_Autumn_2020.pdf)

Harmful Online Communications: The Criminal Offences - Law Commission.

- The consultation proposed an overhaul of the criminal offences governing electronic communications, including social media. English PEN has consistently called for the reform of these offences. The Law Commission proposed abolition of the current offences, which criminalise 'grossly offensive' messages alongside threats and abuse. In our consultation response, we welcomed this proposal. In its place, the Law Commission proposed a harm-based offence. If there are to be laws that criminalise certain kinds of online communications, then we consider such an approach to be preferable to the current law. In general, restrictions on freedom of expression only become permissible when they infringe on other human rights, and only then if the curbs on free speech are limited and proportional. However, in our response we expressed concern at the 'serious psychological distress' standard for harm that the Law Commission proposes. Without recourse to objective clinical standards, the law would almost certainly be too vague and subjective, and therefore cast a 'chill' on freedom of expression.
- Throughout our response, we also distinguish between messages that are broadcast to the world at large (for example on a blog or to all one's social media followers) and messages that are addressed to one or more individuals (for example via email, direct message, or a 'tagged' social media post). The Law Commission's proposals do not distinguish between these two conceptually different types of message, and we believe that they should. Measures that might be proportionate when applied to targeted/addressed communications could cast an undue 'chill' on freedom of expression speech if applied to all social media and web posts.
- You can see our full response here: [https://www.englishpen.org/wp-content/uploads/2021/01/Online Communications Consultation Response English PEN.pdf](https://www.englishpen.org/wp-content/uploads/2021/01/Online_Communications_Consultation_Response_English_PEN.pdf)

Freedom of Expression Online - House of Lords Digital and Communications Committee. English PEN also provided a response to the House of Lords Digital and Communications Committee regarding their inquiry into Freedom of Expression Online. Much of this mirrored our response to the Online Harms White Paper. In summary:

- **International Context:** When making proposals on matters that affect freedom of expression in the United Kingdom, we urged the Committee to consider the international implications of any recommendations.
- **'Rights based approach':** When looking at the regulation of online content, we recommended the adoption of a 'rights-based' regulatory model, where a regulator would ask social media companies to develop terms of service that protect not only the right to safety, but also freedom of expression and privacy rights.

Trustees' annual report

- **Clarity of approach:** We expressed our support for the abolition of the Communications Act 2003 c.21, section 127 offences and the removal of offences based on concepts of 'offence' or 'annoyance' therein. However, we call for any new offences proposed to be linked to tangible, demonstrable *harm* to the recipient of a communication, and for objective standards to be utilised in the assessment of this.
- **Anonymity:** We strongly support the right of social media users and those operating their own websites to do so anonymously or pseudonymously.
- **Online vs offline:** we expressed support for the idea that online and offline content should be treated equally under the law

Covid-19 Response

English PEN was a founding partner of a rapid response Authors' Emergency Fund to support authors affected financially by the pandemic. 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:

- The Global Conference for Media Freedom (hosted by Canada);
- PEN International's Writers in Prison Committee Conference;
- The Thomson Reuters Trust Conference;
- Launch of the Safe Refuge for Journalists report authored by Professor Can Yeğinsu (English PEN is among the organisations to have endorsed the report);
- Lawyer-led seminar on artists visas for the UK (hosted by British Council & Creative Europe).

Translating World Literature

2020-21 saw English PEN's Writers in Translation programme build on its successes in grant-giving, online publishing, events programming and advocacy. International Translation Day successfully took place online and brought together 250 translators, PEN Translates awarded 36 grants to books from 27 countries, and PEN Transmissions commissioned work and interviews from 57 international writers.

PEN Translates

PEN Translates has now supported over 300 books from over 60 languages, developing literary diversity in the UK whilst ensuring translators are paid properly for their work. In 2020-21, PEN Translates

- Supported 36 books from 29 publishers, 27 countries and 20 languages
- Awarded 74% of grants to women and non-binary writers and 65% of grants to women and non-binary translators
- Gave awards for the first time to titles from Algeria, Benin, Guinea and Guadeloupe, and books translated from Gun, Kurmanji and Latin
- Supported the first novel from South Sudan ever to be translated into English, and the first collection of Kurdish speculative fiction ever to be published in the UK.

Trustees' annual report

PEN Translates has particularly supported small publishers at the vanguard of literary translation, for whom 100% of translations costs are awardable. In 2020-21, it:

- Awarded 78% of grants to small presses
- Awarded 44% of grants to publishing houses outside London.

PEN Translates-supported titles have been recognised by national and international prizes. In 2020-21:

- *Hurricane Season* by Fernanda Melchor, translated by Sophie Hughes, was shortlisted for the 2020 Man Booker International prize
- *The Eighth Life* by Nino Haratischwilli, translated by Ruth Martin and Charlotte Collins, won the 2020 Warwick Prize for Women in Translation.

International Translation Day

On 30 September, we held the 11th International Translation Day (ITD) – the first programme to be hosted entirely online. In line with our broader events strategy during the COVID-19 pandemic, we harnessed this pivot to the digital to increase capacity, include international participants and audiences, and develop programming. The programme was day-long, featuring eight sessions and 32 speakers from 11 countries, and was attended by 250 audience-members. Panels explored diversifying translation, translation across UK regions, translation practices internationally, the effects of COVID-19 on the lives of translators, and translating the Booker Prizes into and out of English. There were also non-language-specific workshops, opportunities to pitch to leading UK publishers, the announcement of the Oxford-Weidenfeld Prize, and a headline conversation with Fernanda Melchor and Sophie Hughes.

The response was extremely positive, with attendees calling the programme 'incredibly insightful, passionate and honest'; 'herculean'; 'wholly insightful'; and 'an oasis in these hard times'.

The programme was generously supported by ALCS, the Booker Prize Foundation and the National Centre for Writing.

PEN Transmissions

PEN Transmissions is English PEN's online magazine for international and translated voices. *PEN Transmissions* has become a key platform during the COVID-19 pandemic. It was quickly recognised that demand for online publishing would rise, and that *PEN Transmissions* could be harnessed as a space to platform conversations planned as part of PEN's events programme. As such, in an editorial on 30 March, we announced that we would be doubling *PEN Transmissions'* output, moving to weekly publication. This publishing schedule continued throughout 2020-21, during which *PEN Transmissions*:

- Commissioned 43 essays and interviews by writers in 31 countries
- 61% of writers commissioned identified as women or non-binary
- 60% of commissioned voices were writers of colour
- The magazine was read by over 39,900 readers in 167 countries
- Featured voices as diverse as Olivia Laing, Ingrid Persaud, Taqralik Partridge, Kavita Puri, Scholastique Mukasonga, Maryse Condé, Tsitsi Dangarembga, Priyamvada Gopal, Mia Couto, Steven Hall, Robert Jones, Jr., and Svetlana Alexievich
- In collaboration with the British Museum and Edmund de Waal, published a series of pieces exploring the theme of exile.
- Published a week of in conversation pieces with the speakers programmed to speak at the cancelled London Book Fair.

Celebrating Literary Talent

Our 2020-2021 events programmes continued to focus on platforming international voices and UK writers to speak to the key areas of English PEN's work. Due to the Coronavirus pandemic we were not able to hold events in-person, but made a very successful transition to online programming, reaching total audiences of over 15,700 throughout 2020/21.

2021 marks the Centenary of English PEN, and this is being marked through a major programme of work titled Common Currency in partnership with arts organisations across England including Nottingham UNESCO City of Literature, Off the Shelf, Southbank Centre, Bristol Festival of Ideas, METAL, and New Writing North, supported by Arts Council England and other funders. This programme of work will continue throughout 2021, with partners across the UK and Ireland.

At least 85% of our events were presented in collaboration, we worked with established artistic partners including the British Museum, British Council, International Booker Prize, Hay Festivals, National Centre for Writing, Free Word, the Society of Authors, Refugee Tales, Poetry Translation Centre.

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 featured Dean Atta, Lavie Tidhar, Eley Williams, Irenosen Okojie and Hazel Barkworth and were read by 950 people from 90 countries

Event Highlights

Common Currency

The English PEN Centenary project Common Currency commenced on 11 October 2020 with a virtual event with author Fatima Bhutto held in partnership with Durham Book Festival. We also co-hosted multiple events with Bristol Festival of Ideas, a creative writing project with Off the Shelf, and a digital residency with Zambian-Ghanaian writer, literary critic, and editor Efemia Chela with Literature Works. Common Currency will continue throughout 2021.

Library of Exile

We successfully held a series of four online events in collaboration with the British Museum as part of Edmund de Waal's 'library of exile' installation. These events featured writers including Edmund de Waal, Elif Shafak, Kavita Puri, Hamid Ismailov, Taqralik Partridge, Shaul Bassi, James Thornton, Ma Jian, Flora Drew, Dima Wannous, Selma Dabbagh and Alia Trabucco Zerán. The events reached online audiences of over 8000 in over 50 countries.

Prizes

2020 PEN Pinter Prize: Linton Kwesi Johnson

British writer Linton Kwesi Johnson was awarded the 2020 PEN Pinter Prize in a digital event in October 2020 in collaboration with the British Library. He named Eritrean poet and journalist Amanuel Asrat as the International Writer of Courage. Over 900 people attended the online event. This year for the first time we also commissioned a writer to create a piece especially for the occasion; award-winning poet Jay Bernard wrote a new poem in tribute to Linton Kwesi Johnson

2020 PEN Ackerley Prize: Alison Light

The 2019 PEN Ackerley Prize was awarded to Alison Light for her memoir *A Radical Romance* (Penguin)

2020 PEN Hessel-Tiltman Prize: Anita Anand

The 2020 PEN Hessel-Tiltman Prize was awarded to Anita Anand for *The Patient Assassin* (Simon & Schuster).

Literature Programmers Peer Group

As a result of the uncertainty around events and public gatherings, English PEN founded an online group of over 150 people for live literature programmers to share experiences, concerns, successes, and to support one another.

Membership

Membership of English PEN as of 31 March 2021 was 1008, with 190 new members joining us throughout the year. This year we also welcomed three new Honorary Members – Nedim Türfent, Zehra Doğan and Awet Fissehaye.

Throughout the year, membership processing systems were streamlined and harmonised. The membership database was updated to better serve our needs, and work was done on implementing new CRM software.

Efforts were made to enhance the membership experience for supporters of English PEN, particularly during the pandemic. This included the implementation of a regular members' Zoom call, to provide community, mutual support and closer engagement with PEN's work at this very difficult time. This initiative included conversations with Philippe Sands, Nurcan Baysal, Kerri ní Dochartaigh, Margie Orford, Pilar Quintana, Lisa Dillman, Hanna Komar, Abraham Zere and many others.

English PEN also launched a new concessionary membership category in the summer of 2020. This aims to help to remove barriers to participation for those on low or unreliable incomes, and is in accord with English PEN's stated aims of supporting readers and writers who are underrepresented in the literary world.

Trustees' annual report

Communications

Press highlights

2020–21 media coverage highlights include: PEN Pinter Prize 2020 features on BBC Radio 4, [Front Row](#); [The Guardian](#) and [Channel 4 News](#) and Philippe Sands' [The Guardian](#) piece on PENWrites.

Website

In June 2020, we launched a new website for English PEN with refreshed branding and additional flexibility to add new page designs and remodel sections. The layout of every page, including the homepage, can be designed using any combination of imagery and text seen across the site. English PEN web traffic now regularly reaches up to 15,000 unique page views monthly.

Social media

We increased our Twitter following by 1,900 to a total of 50,200 by March 2021, our Instagram reached 2,744 followers, our LinkedIn page has reached 27,599 followers and our Facebook following grew to 11,738.

Digital engagement

As well as continuing monthly emails to our three core audiences (members, bulletin subscribers, PENWrites subscribers) we commissioned a *Common Currency* trailer which was shown at all digital events organised as part of the centenary year.

Financial review

The net result for the year, a surplus of £251k comprises a surplus on unrestricted funds of £109.6k and a surplus of £141.3k 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 £718k (2020: £641k). Expenditure at £494k also showed an increase (2020: £447k).

The increase in income is primarily due to restricted project funds, with membership income and core grant funding for the year ended 31 March 2021, comparable with the previous year.

The increase in expenditure is mainly attributable to greater expenditure on projects funded through restricted funds, particularly the centenary programme.

At 31 March 2021, unrestricted free reserves – that is, unrestricted funds excluding those represented by fixed assets – were £377k including designated funds of £50k. This is greater than our reserve policy of holding the equivalent of a minimum of six months' operating costs. The designated funds are to support a development post, with expenditure to be completed by the end of March 2023. Restricted funds of £467k, were held at the year end.

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 2021, unrestricted free reserves were £377k, of which £222k is equivalent to approximately six months running costs.

Going concern

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

Trustees' annual report

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.

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.

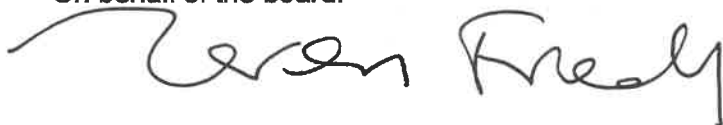
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding 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
19 October 2021

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 2021 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 2021 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

English PEN

Report and financial statements for the year ended 31 March 2021

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 2021

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: 19/10/21

English PEN
Report and financial statements for the year ended 31 March 2021

Statement of financial activities for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2020/21 £	Total 2019/20 £
Income and endowments from:					
Donations and legacies	2	136,018	-	136,018	126,724
Charitable activities:					
<i>Community Engagement</i>		37,500	67,600	105,100	114,934
<i>Writers in Translation</i>		18,500	177,692	196,192	145,340
<i>Campaigns & Writers at Risk</i>		32,083	105,824	137,907	111,041
<i>Prizes</i>		-	12,000	12,000	12,000
<i>Other charitable income</i>		117,261	-	117,261	115,144
Other trading activities	3	1,712	-	1,712	1,081
Investments	4	5,624	2,330	7,954	9,430
Other	5	3,967	-	3,967	5,130
Total income		352,665	365,446	718,111	640,823
Expenditure on:					
Raising funds	6	9,422	-	9,422	7,470
Charitable activities:	7,8				
<i>Community Engagement</i>		54,659	51,238	105,897	67,333
<i>Writers in Translation</i>		105,433	119,454	224,887	205,035
<i>Campaigns & Writers at Risk</i>		70,779	35,292	106,071	125,603
<i>Prizes</i>		9,106	17,912	27,018	24,044
<i>Other charitable expenditure</i>		20,759	-	20,759	17,594
Total expenditure		270,158	223,896	494,055	447,079
Net operating income/ (expenditure) before gains/ (losses) on investments		82,507	141,550	224,056	193,744
Net (losses)/ gains on investments	14	27,101	(236)	26,865	(31,734)
Net movement in funds		109,608	141,313	250,921	162,009
Funds brought forward		276,173	325,213	601,385	439,376
Funds carried forward		385,781	466,526	852,307	601,385

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 36

English PEN

Report and financial statements for the year ended 31 March 2021

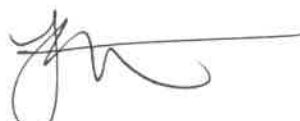
Balance sheet as at 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31 March 2021 £	31 March 2020 £
Fixed assets					
Tangible fixed assets	13	8,892	-	8,892	8,250
Investments	14	164,553	71,650	236,203	189,995
		<u>173,445</u>	<u>71,650</u>	<u>245,095</u>	<u>198,245</u>
Current assets					
Debtors	15	6,545	-	6,545	23,041
Cash at bank and in hand		<u>218,584</u>	<u>438,445</u>	<u>657,030</u>	<u>459,508</u>
		225,129	438,445	663,575	482,549
Creditors					
Amounts falling due within one year	16	<u>(12,793)</u>	<u>(43,569)</u>	<u>(56,362)</u>	<u>(79,407)</u>
Net current assets		<u>212,335</u>	<u>394,876</u>	<u>607,213</u>	<u>403,142</u>
Net assets		<u>385,781</u>	<u>466,526</u>	<u>852,308</u>	<u>601,387</u>
Funds	17				
Unrestricted - general		335,781	-	335,781	276,173
Unrestricted - designated		50,000	-	50,000	-
Restricted		<u>-</u>	<u>466,526</u>	<u>466,526</u>	<u>325,213</u>
Total funds		<u>385,781</u>	<u>466,526</u>	<u>852,307</u>	<u>601,385</u>

The financial statements were approved by the Board on 19 October 2021 and signed on its behalf by:



Maureen Freely
Chair



Joanna Stocks
Treasurer

Company number: 05747142

English PEN
Report and financial statements for the year ended 31 March 2021

Statement of cash flows for the year ended 31 March 2021

	Note	Total £	Total 2019/20 £
Net cash provided by/ (used in) operating activities	A	192,827	190,389
Cash flows from investing activities:			
Interest on bank deposits		39	82
Dividends on investments		7,915	9,348
Net cash provided by investing activities		7,954	9,430
Cash flows from financing activities:			
Purchase of fixed assets		3,259	8,863
Repayment of finance lease		-	-
Net cash used in financing activities		3,259	8,863
Change in cash and cash equivalents in the year		197,522	190,955
Cash and cash equivalents brought forward		459,508	268,533
Cash and cash equivalents carried forward		657,030	459,508

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)	250,921	162,009
Depreciation charges	2,617	2,404
Loss/Gain on disposal of asset	0	2,991
Interest on bank deposits	(39)	(82)
Dividends on investments	(7,915)	(9,348)
(Gains)/losses on revaluation of investments	(46,208)	31,734
Decrease/ (increase) in debtors	16,496	2,239
(Decrease)/ increase in creditors	(23,045)	(1,559)
Net cash provided by/ (used in) operating activities	192,827	190,388

English PEN

Report and financial statements for the year ended 31 March 2021

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 2021

Notes to the financial statements

2 Donations and legacies

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Donations	33,813	-	33,813	23,177
Memberships	62,205	-	62,205	57,547
Silver PEN members	3,000	-	3,000	5,000
Silver PEN partners	37,000	-	37,000	41,000
	136,018	-	136,018	126,724

3 Other trading activities

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Fundraising events	-	-	-	-
Other	1,712	-	1,712	1,081
	1,712	-	1,712	1,081

4 Investment income

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Dividends	5,585	2,330	7,915	9,348
Bank interest	39	-	39	82
	5,624	2,330	7,954	9,430

5 Other income

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Royalty income	1,238	-	1,238	1,554
Other	2,728	-	2,728	3,576
	3,967	-	3,967	1,554

6 Analysis of expenditure on raising funds

	Unrestricted	Restricted	2021	2020
	£	£	£	£
Direct costs	6,247	-	6,247	5,529
Governance costs (note 8)	103	-	103	107
Support costs (note 8)	3,072	-	3,072	1,833
	9,422	-	9,422	7,470

English PEN
Report and financial statements for the year ended 31 March 2021

Notes to the financial statements

7 Analysis of expenditure

	Direct staff costs (note 11) £	Direct costs (non-staff) £	Support costs (note 8) £	Total 2021 £	Total 2020 £
<i>Raising funds</i>					
Direct costs of fundraising	6,247	-	3,176	9,422	7,470
<i>Charitable activities</i>					
Community Engagement	49,496	20,710	35,690	105,897	67,333
Writers in Translation	28,776	120,317	75,794	224,887	205,035
Campaigns & Writers at Risk	57,266	13,056	35,749	106,071	125,603
Prizes	7,318	10,594	9,106	27,018	24,044
Other charitable expenditure	-	13,763	6,997	20,759	17,594
	142,856	178,440	163,336	484,632	439,609
Total expenditure	149,103	178,440	166,512	494,055	447,079

English PEN
Report and financial statements for the year ended 31 March 2021

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 2021	Total support costs 2020
	£	£	£	£
Support costs				
Staff costs (note 11)	2,173	111,775	113,948	48,508
Printing, postage and stationery	21	1,057	1,078	1,338
Travel, accommodation & subsistence	5	263	268	3,366
IT & web costs	8	391	398	11,770
Insurance	52	2,657	2,709	2,753
Rent	635	32,658	33,293	31,141
Subscriptions	8	419	427	274
Bank charges & similar	23	1,205	1,229	1,034
Other costs	98	5,035	5,133	7,129
Depreciation	50	2,567	2,617	2,404
Governance costs (note 9)	103	5,309	5,412	6,429
	3,176	163,336	166,512	116,145

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 2021	Total governance costs 2020
Legal fees	-	-	-	-
Audit fees	80	4,120	4,200	4,200
Board costs	4	231	236	279
Insurance	17	875	892	751
Other	2	83	84	2,336
	103	5,309	5,412	7,566

10 Net income/ (expenditure) for the year

This is stated after charging:

	Total 2021	Total 2020
	£	£
Operating leases - equipment	2,361	1,999
Depreciation	2,617	2,404
Loss on disposal of fixed assets	-	(2,990)
Auditors' remuneration	4,500	4,500
	9,478	5,913

English PEN
Report and financial statements for the year ended 31 March 2021

Notes to the financial statements

11 Staff costs and trustees' remuneration and expenses

The aggregate payroll costs were:

	Total 2021 £	Total 2020 £
Wages and salaries	235,389	166,763
Social security costs	18,877	12,679
Pension costs	11,049	7,012
Subtotal payroll costs	265,315	186,454
Temporary staff and interns	-	450
Other staff costs	4,602	450
Total staff costs	269,916	187,354

The charity considers its key management personnel comprise the trustees and the director. No employee received an annual remuneration in excess of £60,000 (2020: nil).

During the year, two trustees each received £250 and one trustee received £150 for chairing public programme events (2020: £255 to one trustee).

During the year, one trustee received reimbursed expenses in connection with Board meetings amounting to £133 (2020: £1,021 to one trustee).

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

	Total 2021	Total 2020
Writers in Translation	0.9	0.7
Campaigns & Writers at Risk	1.4	1.0
Public Programmes	1.3	1.0
Fundraising	0.1	0.1
Management, administration & governance	3.0	1.9
	6.6	4.7

The average head count number of staff during the year was 8 (2020: 6.3)

12 Grants payable

The charity made the following grants during the year:

	Grants to institutions £	Grants to individuals £	Total 2021 £	Total 2020 £
Writers in Translation	79,522		79,522	97,948
Writers at Risk (relief grants)		7,554	7,554	6,990
	79,522	7,554	87,076	83,146

English PEN
Report and financial statements for the year ended 31 March 2021

Notes to the financial statements

12 Grants payable continued

Recipients of institutional grants for PEN projects were as follows:

	Total 2021 £	Total 2020 £
And Other Stories Publishing	4,308	3,210
Arc Publications	1,137	-
Aurora Metro Publications Ltd	-	1,985
Bloodaxe Books	2,000	-
Boiler House Press	1,850	-
Carcenet Press Ltd	-	2,250
Cassava Republic Press	-	2,000
Charco Press	4,398	9,550
Comma Press	7,874	9,051
DAS Editions	2,535	-
Daunt Books	1,750	-
Dedalus Ltd	3,040	5,190
Fitzcarraldo Editions	4,403	2,203
Francis Boutle Publishers	1,000	1,000
Fum D'Estampa Press	2,250	-
Granta Publications	-	998
Haus Publishing	-	2,500
Istros Books	6,775	117
Jacaranda Books Art Music Ltd	-	2,225
Jantar Publishing	2,528	-
Latin American Bureau	-	1,220
Lolli Editions	90	-
Neem Tree Press	1,055	-
One World Publications	-	4,813
Peepal Tree	2,300	2,300
Peirene Press Ltd	1,000	1,000
Penguin Random House UK	1,500	2,942
Pushkin Press	3,000	-
Quercus	-	525
Scotland Street Press	2,803	2,803
Scribe Publications	2,250	6,959
Smokestack Books	3,000	1,000
Strangers Press	-	2,050
Stripes Press	500	-
The Emma Press Limited	-	152
The History Press	-	7,250
The Poetry Translation Centre Ltd	1,500	7,250
The Random House Group Ltd	-	2,162
Tilted Axis Press CIC	10,083	10,150
Tiny Owl	250	250
Verso t/a New Left Books	-	1,500
World Editions	4,346	1,346
	79,522	97,949

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Notes to the financial statements

13 Tangible fixed assets

	Fittings, computers & software £	Total 2021 £	Total 2020 £
Cost			
At 1 April 2020	9,167	9,167	57,700
Additions	3,259	3,259	8,863
Disposals	-	-	(57,396)
At 31 March 2021	<u>12,426</u>	<u>12,426</u>	<u>9,167</u>
Depreciation			
At 1 April 2020	917	917	52,920
Charge for the year	2,617	2,617	2,404
Disposals	-	-	(54,407)
At 31 March 2021	<u>3,534</u>	<u>3,534</u>	<u>917</u>
Net Book Value			
At 31 March 2021	<u>8,892</u>	<u>8,892</u>	<u>8,250</u>

14 Fixed asset investments

	Total 2021 £	Total 2020 £
Market value as at 1 April	189,995	221,729
Unrealised gains/ (losses) on investments	26,865	(31,734)
Market Value as at 31 March	<u>236,203</u>	<u>189,995</u>
Historical Cost	<u>151,208</u>	<u>151,208</u>

	Market Value 2021 £	Cost 2021 £	Market Value 2020 £	Cost 2020 £
City of London Investment Trust	56,470	31,397	47,467	31,397
M&G Investment (Charifund)	71,001	44,160	57,658	44,160
Halifax (Bankers Investment Trust)	17,739	9,334	12,984	9,334
Witan Investment	19,343	19,343	-	-
COIF Fixed Interest (CCLA)	71,650	66,317	71,886	66,317
	<u>236,203</u>	<u>170,551</u>	<u>189,995</u>	<u>151,208</u>

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15 Debtors

	Total 2021 £	Total 2020 £
Trade debtors	-	21,200
Accrued income	-	-
Prepayments	5,545	841
Other debtors	1,000	1,000
	6,545	23,041

16 Creditors: amounts falling due in less than one year

	Total 2021 £	Total 2020 £
Trade creditors	8,267	14,444
Social security and other taxes	(1,627)	-
Deferred income	38,121	55,201
Accruals and other creditors	11,600	9,761
	56,362	79,407

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 2021 £	Total 2020 £
Deferred income brought forward	55,201	62,924
Released in year	(32,080)	(62,924)
Deferred in year	15,000	55,201
Deferred income carried forward	38,121	62,924

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17 Movement in funds

	At 31 March 2020 £	Income £	Expenditure £	Gain/(loss) on investments £	At 31 March 2021 £
Restricted:					
Community Engagement					
Arts Council England	74,700	67,600	51,238	-	91,062
Essex Book Festival	249	-	-	-	249
Joyce Carr Doughty Trust	-	-	-	-	-
Prison Writing Competition Campaign	2,270	-	-	-	2,270
Salisbury World	1,870	-	-	-	1,870
	<u>79,089</u>	<u>67,600</u>	<u>51,238</u>	<u>-</u>	<u>95,451</u>
Writers in Translation					
ALCS	-	5,000	3,271	-	1,729
Arts Council England	134,574	116,952	100,291	-	151,235
Booker Prize Foundation	-	5,000	3,271	-	1,729
British Council	-	50,740	10,950	-	39,790
Fondation Jan Michalski	7,390	-	1,670	-	5,720
	<u>141,964</u>	<u>177,692</u>	<u>119,454</u>	<u>-</u>	<u>200,202</u>
Campaigns & Writers at Risk					
Anonymous donor	4,051	-	3,580	-	471
Open Society Foundations (OSF) (Writers in Residence)	29,010	104,824	30,251	-	103,583
OSF (Criminal defamation)	1,013	-	-	-	1,013
Prisoners of Conscience Appeal Fund	1,480	1,000	1,000	-	1,480
Open Rights Group	6,292	-	-	-	6,292
The Joseph Rowntree Charitable Trust	3,051	-	462	-	2,589
	<u>44,897</u>	<u>105,824</u>	<u>35,292</u>	<u>-</u>	<u>115,428</u>
Prizes					
Blavatnik	1	10,000	9,992	-	9
Hessell-Tiltman Prize fund (dividends)	(12,624)	2,330	5,920	-	(16,213)
Ruth Maxted (PEN Pinter)	-	2,000	2,000	-	-
	<u>(12,623)</u>	<u>14,330</u>	<u>17,912</u>	<u>-</u>	<u>(16,205)</u>
Investments					
Hessell-Tiltman Prize fund	71,886	-	-	(236)	71,650
	<u>325,213</u>	<u>365,446</u>	<u>223,896</u>	<u>(236)</u>	<u>466,526</u>
Subtotal restricted funds					
	<u>276,173</u>	<u>352,665</u>	<u>270,158</u>	<u>27,101</u>	<u>385,781</u>
Unrestricted:					
General unrestricted funds	<u>276,173</u>	<u>352,665</u>	<u>270,158</u>	<u>27,101</u>	<u>385,781</u>
Total funds	<u><u>601,385</u></u>	<u><u>718,111</u></u>	<u><u>494,055</u></u>	<u><u>26,865</u></u>	<u><u>852,307</u></u>

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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
- Salusbury World supported the 20:20 Vision workshop programme

Writers in Translation

- ALCS supported International Translation Day
- 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
- The British Council supported the Quarabic Anthology Project
- Fondation Jan Michalski supported PEN Transmissions

Campaigns & Writers at Risk

- An anonymous donor 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 stop UK mass

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
- Ruth Maxted supported the PEN Pinter prize

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18 Analysis of net assets between funds

	Tangible fixed assets £	Investments # £	Net current assets £	Total funds 2021 £	Total funds 2020 £
Restricted funds	-	71,650	394,876	466,526	325,213
Unrestricted funds	8,892	164,553	212,335	385,781	276,175
Total funds	8,892	236,203	607,212	852,307	601,387

19 Operating lease commitments

At 31 March 2021 English PEN had no annual commitments under operating leases expiring within one year (2020: 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.

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Comparative 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		214,060	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.

