

**BOOKFEAST
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES**

For the period ended 30 June 2011

**Charity Number
01109268**

**Company Number
05435063 (England and Wales)**

BOOKFEAST

Financial Statements for the period ended 30 June 2011

Contents	Pages
Directors, officers and advisers	2
Directors' report	3-9
Accountants' report	10
Statement of Financial Activity	11
Balance Sheet	12
Notes to the Financial Statements	13

BOOKFEAST

Financial Statements for the period ended 30 June 2011

Directors

Danielle Battigelli
Amy Cooke
John Dennis
Peter Mothersole
Mari Prichard

Secretary and Registered Office

Angela Prysor-Jones
301 Woodstock Road
Oxford
OX2 7NY

Registered Number

05435063 in England and Wales

Accountants

TaxAssist Accountants
265 Cowley Road
Oxford
OX4 1XQ

BOOKFEAST REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2011

The directors present their report together with the accounts for the period ended 30 June 2011. These accounts have been prepared to comply with the requirements of the Companies Act and the 2005 SORP.

GOVERNANCE & ADMINISTRATIVE DETAILS

Status

BOOKFEAST is a company limited by guarantee with no share capital, governed by Memorandum and Articles of Association, and a registered charity.

Directors

BOOKFEAST has a Board of Directors on which there can be a minimum of three and a maximum of seven directors. They can be appointed, at any time, by the members on the basis of the expertise and experience that they can bring to the running and development of the company. New Directors are identified through both professional and other contacts. At the AGM one third of Directors retire by rotation (those longest serving) but are able to put themselves forward for re-election if they wish.

The Directors of the company who served during the year were:

Danielle Battigelli
Roy Blatchford
Amy Cooke
Nicholas Paladina
Peter Mothersole
Mari Prichard

Nick Paladina was due to retire by rotation and his retirement was accepted. Peter Mothersole was due to retire by rotation and offered himself for re-election. Amy Cooke was co-opted by the board and her election was confirmed by the members.

Structure

The Board of Directors meet as necessary, approximately every three months.

Day to day responsibility is delegated to Angela Prysor-Jones, Director of the Charity, whilst strategic/ policy decisions are taken by Directors.

Risks

The board has examined the major strategic, business and operational risks which the charity faces and can confirm that systems have been established to mitigate the significant risks.

PROGRAMME OF WORK

The Company's Purpose

The objects of the company, as set out in its Articles of Association are the advancement of education for the benefit of the public by the promotion of the arts of literature, poetry, the written and spoken word and related arts.

BOOKFEAST REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2011 (cont)

BOOKFEAST was set up in 2005 to expand the educational and outreach projects established by the Oxford Literary Festival and since June 2010 has been an independent charity. The statement of purpose as set out in the company's Business Plan dated August 2010 is as follows:

- To provide an outstanding education and outreach programme of events, with a focus on literature, poetry, the written and spoken word, and related arts
- To have a positive impact on the population of Oxfordshire, with the particular aim of engaging children, young people, and adults who may be experiencing significant disadvantage and the elderly
- To have at its centre an annual Festival for school children which is a celebration of literature, bringing in the wider Oxfordshire community, especially groups that may not usually attend or would be unable to come on their own.
- To establish a year round presence in Oxfordshire and, consistent with maintaining high quality, develop into neighbouring counties.

Projects

1 Education

Primary Schools Festival

This took place from Monday 14th – Thursday 17th March 2011 at new venues which in themselves gave school children a new and exciting experience : the Oxford University Museum of Natural History, the Pitt Rivers Museum and, for two events only, Rochester House, home of the Story Museum.

18 Authors, illustrators and poets, including Linda Newbery, Michael Rosen, Ali Sparkes, Lauren St John and Jeremy Strong provided 21 events running over the 4 days.

Thirty-six Oxfordshire primary schools participated, the majority bringing a range of year groups to different events. In all, 2257 places were allocated to children at twenty different Festival events. Applications for tickets came from 40 schools, including two special schools, with the demand for seats exceeding what we could offer.

After much deliberation and research, the ticket price was raised by 50p to £3.00 per child seat, with accompanying adults free. Once again Bookfeast was able to offer schools a vital coach subsidy, and a significant number of schools did apply for this assistance (£100 per school).

Introduction of the Story Trail

As a result of the new partnership with the Museums this year Bookfeast was able to link up with the education teams at both OUM and Pitt Rivers to offer schools a combination of activities which proved very popular. In addition to a literary event, teachers could book their classes into a Story Trail activity around either of the Museums. This was an ambitious innovation, not least from an organizational point of view, and it was only possible with the expert co-operation and expertise of the Museums' Education staff. Schools appreciated the opportunity to make more of the

BOOKFEAST

REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2011 (cont)

trip into Oxford, to justify the transport costs involved and to spend more time exploring the Museums. The two activities worked well together: the Story Trail developing and expanding on the experiences children gained from meeting the authors, illustrators and poets, and then engaging their imaginations and creative skills in an exciting environment. Teachers' feedback suggested that we had a good combination of activities: the sitting still and listening followed by moving about and exploring suited the needs of the primary school age group. For administration and fire regulation reasons numbers participating in the Story Trail had to be limited to 200 children per morning or afternoon session, and total numbers taking part in this extra option over the 4 days were 1316 children.

This is certainly a very positive and distinctive new strand for the Bookfeast Schools' Festival to pursue, and it will be developed and refined further for the 2012 Festival. Feedback from teachers reflected that this simple combination of related activities in such an inspiring environment was a good one, and one that they would be keen to come to again.

Story Museum events

Two events took place in the newly re-furnished Gallery at Rochester House, Pembroke Street, home of the Story Museum. These were a poetry session with Michael Rosen (136 children), and a comics workshop with The Etherington Brothers (121 children), both for children in Years 5-6. Schools were also offered the chance to have a tour of the Story Museum's premises, which proved very popular.

Book sales

Book selling at the Festival was co-ordinated once again by Blackwell's and it was a very smooth operation with total sales topping last year's. The final figure was £5,500, with best sales being for Jeremy Strong, Michael Lawrence and Michael Rosen. On the whole, schools seemed to be willing to buy books, though there was the occasional school with a "no shopping" policy. The new sponsorship link between Blackwell's and Bookfeast is a very positive one, with Heather Slater of Blackwell's commenting on the 2011 Festival:

"From our perspective the week was a success and a huge pleasure to be involved with. The co-operation and friendliness of (Bookfeast people) plus the staff at the N. H Museum and the Story Museum were wonderful. My feedback is 110% positive."

Teachers' packs and feedback questionnaire

All accompanying teachers were given a pack of information about Bookfeast and the Festival sponsors. They were also asked to fill in a questionnaire about the Schools' Festival, and this feedback has been summarized in a separate report by Amy Cooke.

Volunteers

Once again Bookfeast was supported by an extremely loyal group of volunteers who helped with all aspects of the Festival's organization.

To conclude, our first Schools' Festival as Bookfeast was a resounding success. The change of venue, coupled with the introduction of the Story Trail as a concept to provide "value added" to schools, produced a fresh new Festival which can be developed further in 2012 and beyond.

BOOKFEAST REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2011 (cont)

Sponsors

The Schools' Festival was sponsored in 2011 by Oxford University Press, Pearson, Blackwell's and Oxfordshire County Council, with support in kind given by Oxford University Museum of Natural History, Pitt Rivers Museum and the Story Museum.

Other Author Events

During this period we also set up and ran an event for Primary Schools on behalf of Magdalen College School Arts Festival. The author Philip Ardagh came and talked and signed books for over 500 Primary School Children at the Oxford Playhouse in June 2011.

Lunchbox

We have successfully fundraised for the next phase of the project to start in September 2011. We will be running 12 groups in Oxfordshire Primary Schools for Years 5/6 for 21 sessions. One of these groups will be based in the Art Room at Rose Hill Primary School. The groups will be led by volunteer Group Leaders and managed by our Schools and Events Manager, Celia MacLachlan

Short Story Competition

We ran our annual short story competition for Key Stage 1 and Key Stage 2 children in Oxfordshire Primary Schools. We received over 700 entries from 45 schools. The topics were "A Night in a Museum" or "My Favourite Journey". Prizes of book tokens were supplied by Blackwell's who also hosted the prizegiving ceremony and winners' tea in June. The stories were judged by poet John Foster and Blackwell's area manager, Kate Stilborn and the winner was from West Kidlington Primary School. The six prize winning stories are on our website.

A Question of Words

This is run for Secondary Schools. In May and June we provided four Wordshops, in each of the four participating schools, run by Spiel Unlimited. Approximately 200 students joined the Wordshops in each school. The schools then sent four teams of four students from years 7- 10 to compete at a final at the North Wall Arts Centre. This is the third year of A Question of Words which was developed out of the Poetry Slam we had run for eight years. Of particular note was that four very different schools competed, Cherwell, Cheney, John Mason and The North Oxfordshire Academy. The latter was unfortunately unable to participate in the Final in July because on the day a shortage of staff meant that there was no-one available to accompany the students.

This was the first year we had held the Final at the North Wall Arts Centre and we are grateful to them for hosting the event and being extremely welcoming and helpful. A number of parents were in the audience and there were many strong performances. Certificates and books were given to all who took part, with further

BOOKFEAST REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2011 (cont)

book prizes for the winning team in each round, as well as complimentary tickets to an event at the North Wall. John Mason School from Abingdon won the trophy for the school with the highest overall score.

II Outreach

Play in a Day

This year ten teenagers participated, five from a youth group in Abingdon and five from the Playhouse's own two Youth Groups (16 -22 and 12 -15). The numbers were lower than usual due to the Easter holidays. All rose to the challenge of creating an original piece within a strict time limit and their lively 25-minute performance of Looking at Shopping consisted of a number of sketches which showed true inventiveness.

TeaBooks

From January – June 2011 we expanded the TeaBook Book Groups from the 5 pilot groups to 18 groups and are aiming for 20 groups by the end of 2012. We have successfully reached out to older people within communities around Oxfordshire, giving them new opportunities to enjoy reading and socialising around books. Each group has a maximum of 10 members, and is supported by a trained volunteer group leader who is in turn supported by our TeaBooks Coordinator, Helen Grimwade.

Helen Grimwade produced an excellent Group Leader's Handbook and introduced this at a training day in May. We successfully recruited 20 volunteers and their HR (CRB checks, insurance) was taken on by Age UK Oxfordshire. We held a "mid-term" meeting for all volunteers in November, at Rochester House.

We have developed an excellent working partnership with Oxfordshire County Council Library Service who have been extremely helpful in the supply of books in varying formats.

A full interim report is available and the project is funded to continue until July 2012; we have some funding for September onwards and are continuing to fund raise for this.

FINANCIAL REVIEW

Financial Position

In accordance with the company's Memorandum and Articles of Association, all surpluses were applied solely to promotion of the activities of the company. There was a surplus on unrestricted funds for the year of £7,440 from which a transfer of £220 was made to restricted funds (principally to cover a shortfall of funding on the Play in a Day project), resulting in an unrestricted surplus to carry forward of £29,193.

Restricted Funds at the year end had an aggregated balance of £33,248. These funds relate to donations and grants which have been made specifically for projects and other work, and which cannot be used for other purposes.

The Trustees may also, from time to time, designate sums for specific projects in order to ringfence them from the Unrestricted Funds. During the period ended 30 June 2011 £241 has been designated towards the Primary Writing Competition.

Reserves Policy.

Bookfeast's policy is to hold reserves in readily realisable and secure assets, typically a bank account at a level sufficient to fund 6 months general overheads plus the unexpired portion of project specific donations, shown as restricted funds in the Accounts. At 30 June the reserves to be held under this policy amounted to £40,505 against net assets of £62,441, thus the charity currently has reserves in excess of the minimum recommended level.

Bookfeast's activities are mainly project based (Lunchboox, Teabooks, Festivals etc.) and individual finance is sought for each project through grants, ticket sales, donations etc. Without such finance the project is unlikely to go ahead.

The charity holds reserves in order to make good any shortfalls in project funding that might occur from time to time, or to make payments in advance of income being received. In addition the trustees consider that it is prudent to set aside a level of reserves sufficient for the charity to pay for its unfunded (general) overheads for a period of six months, in order to overcome any shortfalls in project funding which might otherwise threaten the charity's ability to survive. Funds shown as restricted are, by definition, designated for a specific purpose, and therefore the reserves held should also include the amount of restricted funds.

Reserves will be held in a Bank Deposit Account or in any other form of readily realisable and secure assets which may from time to time be agreed by the Trustees. The Trustees will monitor adherence to the policy through regular review of management accounts presented at quarterly meetings and the policy itself will be reviewed at each successive AGM.

The company has not traded during the year and its only income has been from grants, entrance charges, fundraising activities, bank deposit interest and sundry income.

Statement of Directors' Responsibilities

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors confirm that:

- as far as each Director is aware, there is no relevant audit information (information needed by the auditors in connection with preparing their report) of which the Company's auditors are unaware, and
- each Director has taken all the steps that they ought to have taken as a Director in order to make themselves aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

Auditors

The above report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

By order of the Board

A Prysor-Jones
Company Secretary

BOOKFEAST

Independent Examiner's Report to the Board of Trustees of BOOKFEAST

I report on the accounts of the charity for the period ended 30 June 2011, which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Lushington – AAIA, CA (Z)

TaxAssist Accountants

265 Cowley Road
Oxford
OX4 1XQ

BOOKFEAST

Statement of Financial Activities for the period ended 30 June 2011

	Note	2011 £ Restricted	2011 £ Unrestricted	2011 £ Total	2010 £ Total
Voluntary Income	4	24,625	14,810	39,435	30,715
Incoming Resources from Charitable Activities	5	8,961	-	8,961	8,181
Investment Income					
Interest Received		-	32	32	2
Total Incoming Resources		33,586	14,842	48,428	38,898
Education Work					
Tea Books		6,925	-	6,925	1,000
Community Book Group		-	-	-	2,138
The Ark		-	-	-	1,992
Play in a Day		750	-	750	-
Schools Events		249	-	249	-
Lunchbox Pilot		675	-	675	3,205
Lunchbox Phase 2		1,678	-	1,678	-
A Question of Words		1,900	-	1,900	2,500
Remembering Humphrey		-	-	-	450
St Michael's and All Saints Tickets and Travel		547	-	547	-
		12,724	-	12,724	11,285
Education Director		-	5,150	5,150	5,750
School's Days					
Venue Hire and Catering		1,571	-	1,571	891
Contribution to Schools' Travel		2,021	-	2,021	2,580
Manager Costs		5,875	-	5,875	8,051
Author Fees and Expenses		1,207	-	1,207	841
Advertising and promotion		808	-	808	580
Other Costs		330	-	330	1,199
		11,812	-	11,812	14,142
Total Education Work		24,536	5,150	29,686	31,177
Costs of Generating Funds					
Fundraising costs		-	-	-	4,721
		-	-	-	4,721
Support Costs					
Administration Costs		-	1,328	1,328	1,182
		-	1,328	1,328	1,182
Governance Costs					
Accountancy		-	924	924	(93)
Total Resources Expended		24,536	7,402	31,938	36,987
Net Incoming (Outgoing) Resources		9,050	7,440	16,490	1,911
Transfers between Funds		220	(220)	-	-
Total Funds Brought Forward		23,978	21,973	45,951	44,040
Total Funds Carried Forward		33,248	29,193	62,441	45,951

BOOKFEAST

Balance Sheet at 30 June 2011

	Note	£ 2011	£ 2010
Current Assets			
Cash at Bank and In Hand		70,395	48,360
Debtors – Due Within One Year	6	8,188	2,764
		78,583	51,124
Liabilities			
Creditors – Amounts Due Within One Year	7	(16,142)	(5,173)
Net Current Assets		62,441	45,951
Total Assets less Current Liabilities		62,441	45,951
The Funds of the Charity			
Restricted Income Funds		33,248	23,978
Unrestricted Income Funds		29,193	21,973
Total Charity Funds		62,441	45,951

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

For the financial period ended 30 June 2011 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the board of directors on **date** and signed on its behalf.

John Dennis
Director

BOOKFEAST

Notes to the Financial Statements for the period ended 30 June 2011

1 Accounting Policies

1.1 Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with applicable Accounting and Reporting by Charities : Statement of Recommended Practice (Revised SORP 2005).

1.2 Income

Income is included in the Statement of Financial Activities (SoFA) when :

- the charity becomes entitled to the resources
- the trustees are virtually certain that they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Income received in advance to fund future work is not included in income but is shown as income in advance in current liabilities.

1.3 Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

1.4 Governance Costs

Governance costs include the preparation and examination of statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

1.5 Grants with Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

1.6 Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

2 Taxation

The charity is a charitable institution with exemption from UK taxation under section 505 of the Income and Corporation Taxes Act 1988.

3 Related Party Transactions and Trustees' Remuneration

Trustees received no emoluments (2010 £nil) nor expenses in the year (2010 £nil) for performing duties as trustees.

BOOKFEAST

Notes to the Financial Statements for the period ended 30 June 2011

4	Voluntary Income	2011	2011	2011	2010
		£	£	£	£
		Restricted	Unrestricted	Total	Total
	Donations	-	1,810	1,810	3,806
	Grants	18,125	1,000	19,125	15,909
	OxCoCo re 2010 Education and Outreach	-	-	-	5,000
	OxCoCo re 2011 Education and Outreach	-	10,000	10,000	-
	Sponsorship	6,500	2,000	8,500	6,000
		24,625	14,810	39,435	30,715

5	Incoming Resources from Charitable Activities	2011	2011	2011	2010
		£	£	£	£
	Festival Schools Ticket Sales	7,323	-	7,323	5,700
	Other Tickets Sales to School	1,638	-	1,638	1,440
	Commissions	-	-	-	1,041
		8,961	-	8,961	8,181

6	Debtors	2011	2010
		£	£
	Trade Debtors	8,188	2,764
		8,188	2,764

7	Creditors	2011	2010
		£	£
	Accruals	(4,142)	(173)
	Deferred income	(12,000)	(5,000)
		(16,142)	(5,173)

8 **Constitution**
The company is limited by guarantee and does not have any share capital.