

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

**For the year ended 30 June 2012**

**Charity Number**  
**01109268**

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

**BOOKFEAST**  
**Financial Statements for the year ended 30 June 2012**

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**BOOKFEAST**  
**Financial Statements for the year ended 30 June 2012**

**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 YEAR ENDED 30 JUNE 2012**

The directors present their report together with the accounts for the year ended 30 June 2012. 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  
Amy Cooke  
John Dennis  
Peter Mothersole  
Mari Prichard  
Roy Blatchford (resigned 6 January 2012)

Danielle Battigelli and Mari Prichard were due to retire by rotation and offered themselves for re-election. They were re-elected 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 YEAR ENDED 30 JUNE 2012 (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 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 provide 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 Tuesday 22<sup>nd</sup> – Friday 25<sup>th</sup> May 2012 at the Oxford University Museum of Natural History, the Pitt Rivers Museum and, for two events, Rochester House, home of the future Story Museum.

16 Authors, illustrators and poets attended the Festival: Michael Rosen, Simon Bartram, James Carter, Lauren Child, Paul Cookson, John Foster, Sally Grindley, Gill Lewis, Karen McCombie, Sarah McIntyre, Tony Mitton, Helen Moss, Liz Pichon, Kjartan Poskitt, Holly Webb and Jeanne Willis.

2256 children came from 28 Oxfordshire Primary Schools to enjoy 20 events running over the 4 days. And over 1000 children participated in the poetry trails with the Museum's education department following on from the events.

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).

##### ***Poetry Trails***

As in 2012, we again worked with the education teams of the OUM Natural History and Pitt Rivers Museum, who provided poetry trails to follow on from the author events. Over 1000 children participated in these.

##### ***Story Museum events***

Two events took place in the newly re-furbished Gallery at Rochester House, Pembroke Street, home of the Story Museum. These were poetry sessions with John Foster and Paul Cookson.

## **BOOKFEAST REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 JUNE 2012 (cont)**

### ***Book sales***

Book selling at the Festival was co-ordinated once again by Blackwell's and it was a very smooth operation although sales were slightly down on last year's. On the whole, schools seemed to be willing to buy books, though there was the occasional school with a "no shopping" policy. Blackwell's remain a sponsor of Bookfeast.

### ***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.

### ***Sponsors***

The Schools' Festival was sponsored in 2012 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**

### **Cornerstone Theatre, Didcot**

In order to reach schools who find travelling difficult, we put on two events at the Cornerstone Theatre on 22 November, with Korky Paul and John Foster. These were very successful and attended by over 300 children from eight schools, six of these had not attended the Schools Festival in Oxford.

### **Public Event with Blackwell's and Pegasus**

Following on from the Schools' Festival, Liz Pichon did a public event on morning of Saturday 25 May at Pegasus Theatre, with Blackwells selling books.

### **Lunchbox**

We ran 12 groups in Oxfordshire Primary Schools for Years 5/6 for 21 sessions. One of these groups was based in the Art Room at Rose Hill Primary School. The groups were led by volunteer Group Leaders and managed by our Schools and Events Manager, Celia MacLachlan. These were very successful and will be expanded to 20 schools in September 2012. An independent evaluation report (from Fiona Mullins) is available.

### **Short Story Competition**

We ran our annual creative writing competition – this year the genre was poetry - for Key Stage 1 and Key Stage 2 children in Oxfordshire Primary Schools. This was launched with Primary Consultants and on Schools Intranet and with our own mailing. Poet John Foster ran a teachers workshop at West Kidlington Primary school and we circulated his "tips for writing poetry" both by email and on the

**BOOKFEAST  
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 JUNE 2012 (cont)**

Bookfeast and John Foster's website. However, there was a disappointingly low number of entries – 150 from only 8 schools. This may have been partly due to the end of paper mailings by the County Council and the disbanding of the Primary Strategy Unit who used to assist Bookfeast with promotion of the competition. The prize winning poems are on the website and were displayed in Blackwells book shop.

**II Outreach**

**TeaBooks**

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, Nicki Lecky-Thompson.

From September 2011 we embarked on an expansion of the TeaBooks groups from the 5 pilot groups to 20. By the end of June 2012 17 groups were running and two had had to be closed due to unsuitability of a venue and too high a level of memory loss in a second group.

We are again planning to run 20 groups from September 2012 – July 2013, with each group running 20 sessions.

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

An independent evaluation, from Margaret Melling of MM Consultants is available.

**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 deficit on unrestricted funds for the year of £3,111 resulting in an unrestricted surplus to carry forward of £26,082.

Restricted Funds at the year end had an aggregated balance of £43,076. 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

**BOOKFEAST  
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 JUNE 2012 (cont)**

June 2011 £241 had been designated towards the Primary Writing Competition and these funds were fully utilised during this year.

**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 12 months general overheads plus the unexpired portion of project specific donations, shown as restricted funds in the Accounts. At 30 June 2012 the reserves to be held under this policy amounted to £52,394 against net assets of £69,158 thus the charity currently has reserves in excess of the minimum recommended level.

Bookfeast's activities are mainly project based (Lunchbox, 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 twelve months, in order to overcome any shortfalls in project funding which might otherwise threaten the charity's ability to survive. The reason for holding reserves equivalent to 12 months of overheads is that our programme is organised on a yearly basis, in particular to support our work with schools. 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.

**BOOKFEAST  
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 JUNE 2012 (cont)**

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

Date :

**BOOKFEAST  
INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES OF BOOKFEAST**

I report on the accounts of the charity for the year ended 30 June 2012, which are set out on pages 10 to 13.

**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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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)

Date :

**TaxAssist Accountants**  
265 Cowley Road  
Oxford  
OX4 1XQ

**BOOKFEAST****Statement of Financial Activities for the year ended 30 June 2012**

	Note	2012 £ Restricted	2012 £ Unrestricted	2012 £ Total	2011 £ Total
<b>Voluntary Income</b>	<b>4</b>	37,007	6,708	43,715	39,435
<b>Incoming Resources from Charitable Activities</b>	<b>5</b>	11,211	-	11,211	8,961
<b>Investment Income</b>					
Interest Received		-	100	100	32
<b>Total Incoming Resources</b>		<b>48,218</b>	<b>6,808</b>	<b>55,026</b>	<b>48,428</b>
<b>Education Work</b>					
Tea Books		9,948	-	9,948	6,925
Play in a Day		-	-	-	750
Schools Events		1,441	-	1,441	249
Lunchbox Pilot		-	-	-	675
Lunchbox Phase 2		13,343	-	13,343	1,678
A Question of Words		600	-	600	1,900
St Michael's and All Saints Tickets and Travel		-	-	-	547
		<b>25,332</b>	<b>-</b>	<b>25,332</b>	<b>12,724</b>
Education Director		-	<b>6,100</b>	<b>6,100</b>	<b>5,150</b>
<b>School's Days</b>					
Venue Hire and Catering		562	-	526	1,571
Contribution to Schools' Travel		980	-	980	2,021
Manager Costs		8,250	-	8,250	5,875
Author Fees and Expenses		2,360	-	2,360	1,207
Advertising and promotion		276	-	276	808
Other Costs		-	-	-	303
		<b>12,428</b>	<b>-</b>	<b>12,428</b>	<b>11,812</b>
<b>Total Education Work</b>		<b>37,760</b>	<b>6,100</b>	<b>43,860</b>	<b>29,686</b>
<b>Costs of Generating Funds</b>					
Fundraising costs		630	-	630	-
		<b>630</b>	<b>-</b>	<b>630</b>	<b>-</b>
<b>Support Costs</b>					
Administration Costs		-	1,885	1,885	1,328
		<b>-</b>	<b>1,885</b>	<b>1,885</b>	<b>1,328</b>
<b>Governance Costs</b>					
Accountancy		-	1,934	1,934	924
<b>Total Resources Expended</b>		<b>38,390</b>	<b>9,919</b>	<b>48,309</b>	<b>31,938</b>
<b>Net Incoming (Outgoing) Resources</b>		<b>9,828</b>	<b>(3,111)</b>	<b>6,717</b>	<b>16,490</b>
Transfers between Funds		-	-	-	-
Total Funds Brought Forward		33,248	29,193	62,441	45,951
<b>Total Funds Carried Forward</b>		<b>43,076</b>	<b>26,082</b>	<b>69,158</b>	<b>62,441</b>

**BOOKFEAST**  
**Balance Sheet at 30 June 2012**

	Note	£ 2012	£ 2011
<b>Current Assets</b>			
Cash at Bank and In Hand		73,291	70,395
Debtors – Due Within One Year	6	2,245	8,188
		<u>75,536</u>	<u>78,583</u>
<b>Liabilities</b>			
Creditors – Amounts Due Within One Year	7	(6,378)	(16,142)
		<u>69,158</u>	<u>62,441</u>
<b>Net Current Assets</b>		<u>69,158</u>	<u>62,441</u>
<b>Total Assets less Current Liabilities</b>		<u>69,158</u>	<u>62,441</u>
<b>The Funds of the Charity</b>			
Restricted Income Funds		43,076	33,248
Unrestricted Income Funds		26,082	29,193
<b>Total Charity Funds</b>		<u>69,158</u>	<u>62,441</u>

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 year ended 30 June 2012 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 and signed on its behalf.

John Dennis  
 Director

Date :

## **BOOKFEAST**

### **Notes to the Financial Statements for the year ended 30 June 2012**

#### **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 (2011 £nil) nor expenses in the year (2011 £nil) for performing duties as trustees.

## BOOKFEAST

### Notes to the Financial Statements for the year ended 30 June 2012

4	Voluntary Income	2012	2012	2012	2011
		£	£	£	£
		Restricted	Unrestricted	Total	Total
	Donations	(13)	4,222	4,209	1,810
	Grants	18,075	486	18,561	19,125
	OxCoCo re 2011 Education and Outreach	-	-	-	10,000
	OxCoCo re 2012 Education and Outreach	12,370	-	12,370	-
	Sponsorship	6,575	2,000	8,575	8,500
		<b>37,007</b>	<b>6,708</b>	<b>43,715</b>	<b>39,435</b>

5	Incoming Resources from Charitable Activities	2012	2012	2012	2011
		£	£	£	£
	Festival Schools Ticket Sales	6,275	-	6,275	7,323
	Other Tickets Sales to School	4,936	-	4,936	1,638
		<b>11,211</b>	<b>-</b>	<b>11,211</b>	<b>8,961</b>

6	Debtors	2012	2011
		£	£
	Trade Debtors	2,245	8,188
		<b>2,245</b>	<b>8,188</b>

7	Creditors	2012	2011
		£	£
	Accruals	(3,257)	(4,142)
	Deferred income	-	(12,000)
	Creditors control account	(3,121)	-
		<b>(6,378)</b>	<b>(16,142)</b>

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