

BOOKFEAST
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES

For the period ended 30 June 2013

Charity Number
01109268

Company Number
05435063 (England and Wales)

BOOKFEAST

Financial Statements for the period ended 30 June 2013

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BOOKFEAST

Financial Statements for the period ended 30 June 2013

Directors

Danielle Battigelli
Amy Cooke
John Dennis
Peter Mothersole
Mari Prichard
Sue Matthew

Secretary and Registered Office

Angela Prysor-Jones
301 Woodstock Road
Oxford
OX2 7NY

Registered Number

05435063 in England and Wales

Accountants

Graham Smith Business Services Ltd
Hexagon House
Station Lane
Witney
OX28 4BN

BOOKFEAST REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2013

The directors present their report together with the accounts for the period ended 30 June 2013. 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
Sue Matthew

Peter Mothersole and Amy Cooke 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 Pryor-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 2013 (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

- The Festival ran from Tuesday 21st - Friday 24th May 2013, using venues at Pitt Rivers Museum, the Ashmolean and the Holywell Music Room. The OUM Natural History was closed for the year but they are keen for us to return in 2014.
- The following authors and illustrators were involved: Korky Paul, Philip Reeve, Elen Caldecott, Tracey Corderoy, Cecilia Busby, Steve Cole, Sally Gardner, Julia Golding, AF Harrold, Helen Moss, Ciaran Murtagh, Jamie Thomson, Penelope Harper, Conrad Mason and The Phoenix Comic workshops.
- In total 1555 children attended from 30 schools, with an additional 195 adults accompanying them.
- Ten Lunchbox schools participated.
- A special school, Mabel Prichard, attended one event.
- Museum Trails were offered at both museums and 17 schools took part in a trail.

Book sales

Book selling at the Festival was co-ordinated once again by Blackwell's and it was a very smooth operation although again sales were slightly down on last year's. There were more schools who did not buy at all. Blackwell's remain a sponsor of Bookfeast.

BOOKFEAST

REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2013 (cont)

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 ably stewarded the Festival at the variety of venues.

Other Author Events

Playhouse, Oxford

We collaborated with OUP on the 25th Birthday Bonanza for Winnie the Witch. This was an event at the Playhouse with Korby Paul, CBeebies presenter Cerrie Burnell and Sara Jane Arbury (from Spiel) as Winnie. It was filmed by OUP and streamed live on the internet.

Tickets were subsidised by OUP and we sold the tickets to Oxfordshire Primary Schools. The event, on 13th July, was a sell out (500) and Bookfeast were generously allowed to keep the profit.

Lunchbox

We ran 22 Clubs in Oxfordshire Primary Schools for Years 5/6, each provided 21 sessions during the academic year 2012-13. The groups were led by volunteer Group Leaders and managed by our Schools and Events Manager, Celia MacLachlan, assisted by Amanda Ferguson during the busy new book selection periods. These Clubs are very successful and we now have a waiting list of four schools. We have also introduced a new Level 2 Option where the school provides the volunteer and arranges their own book purchases but Bookfeast provide support in the form of selection visits, information, printed support material and a handbook. An independent evaluation report (from Fiona Mullins) is available.

**BOOKFEAST
REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2013 (cont)**

2 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, Amanda Ferguson.

We have continued to run 17 groups throughout the year and to work closely with Oxfordshire County Library service, who are extremely helpful. Two groups have closed due to the venues being effected by cut backs (Cutteslowe and Abingdon). We are working towards running 20 groups again in 2013-14.

A full independent evaluation report, drawn up by Louise Powell, is available. The TeaBooks project was supported by Wates Foundation, The Allen Lane Foundation and Oxfordshire Community Fund.

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 £27,209 from which a transfer of £5,852 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 £21,357

Restricted Funds at the year end had an aggregated balance of £26,540. 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 2013 £80 has been designated towards the Primary Writing Competition.

**BOOKFEAST
REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2013 (cont)**

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 the reserves to be held under this policy amounted to £33,971 against net assets of £47,817 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. 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 PERIOD ENDED 30 JUNE 2013 (cont)**

The Directors confirm that:

- as far as each Director is aware, all relevant information needed by the independent examiners in connection with preparing their report has been made available to them. 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 information and to establish that the Company's independent examiners are aware of that information.

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 2013, 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

Accountants
Graham Smith Business Services Ltd
Hexagon House
Station Lane
Witney
OX28 4BN

signed

BOOKFEAST

Statement of Financial Activities for the year ending 30 Jun 2013

	Note	2013 £ Restricted	2013 £ Unrestricted	2013 £ Total	2012 £ Total
Voluntary Income	4	15,297	8,538	23,835	43,715
Incoming Resources from Charitable Activities	5	6,399	(78)	6,321	11,211
Investment Income					
Interest Received		-	97	97	100
Total Incoming Resources		21,696	8,557	30,253	55,026
Education Work					
Tea Books		12,432	-	12,432	9,948
Schools Events		10,778	-	10,778	1,441
Lunchbox Phase 3		18,716	-	18,716	-
Lunchbox Phase 2		-	-	-	13,343
A question of Words		2,016	-	2,016	600
St Michael's, All Saints and Travel		142	-	142	-
		44,084	-	44,084	25,332
Education Director		-	-	-	6,100
School's Days					
Venue Hire and Catering		-	225	225	526
Contribution to School's Travel		-	215	215	980
Manager Costs		-	5,100	5,100	8,250
Author Fees and Expenses		-	-	-	2,360
Advertising and promotion		-	-	-	276
Other costs		-	148	148	-
		-	5,688	5,688	12,428
Total Education Work		44,084	5,688	49,772	43,860
Cost of generating funds					
Fundraising costs		-	-	-	630
		-	-	-	630
Support Costs					
Administration Costs		-	408	408	1,885
		-	408	408	1,885
Governance Costs					
Accountancy		-	1,415	1,415	1,934
		-	1,415	1,415	1,934
Total Resources Expended		44,084	7,511	51,595	48,309
Net Incoming (Outgoing) Resources		(22,388)	1,046	(21,342)	6,717
Transfers between funds		5,852	(5,852)	-	-
Total funds brought forward		43,076	26,083	69,159	62,441
Total funds carried forward		26,540	21,277	47,817	69,159

BOOKFEAST

Balance Sheet at 30 Jun 2013

	Note	£ 2013	£ 2012
Current Assets			
Cash at Bank and in Hand		54,959	73,292
Debtors – Due with one year	6	529	2,245
		<u>55,488</u>	<u>75,536</u>
Liabilities			
Creditors – Due within one year	7	(7,671)	(6,378)
Net Current Assets		<u>47,817</u>	<u>69,159</u>
Total Assets less Current Liabilities		<u>47,817</u>	<u>69,159</u>
The Funds of the Charity			
Restricted Income Funds		26,540	43,076
Unrestricted Income Funds		21,277	26,083
Total Charity Funds		<u>47,817</u>	<u>69,159</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 2013 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 2013

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 ending 30 Jun 2013

4 Voluntary Income

	2013 £	2013 £	2013 £	2012 £
	Restricted	Unrestricted	Total	Total
Donations	-	6,538	6,538	4,209
Grants	-	-	-	18,561
Lunchbox Phase 3	7,400	-	7,400	-
OxCoCo re 2012 Education and Outreach	-	-	-	12,370
Sponsorship	-	2,000	2,000	8,575
Teabooks	7,897	-	7,897	-
	<u>15,297</u>	<u>8,538</u>	<u>23,835</u>	<u>43,715</u>

5 Incoming Resources from Charitable Activities

	2013 £	2013 £	2013 £	2012 £
Festival Schools Ticket Sales	6,283	(78)	6,205	6,275
Other Tickets Sales to School	116	-	116	4,936
	<u>6,399</u>	<u>(78)</u>	<u>6,321</u>	<u>11,211</u>

6 Debtors

	2013	2012
Trade Debtors	529	2,245
	<u>529</u>	<u>2,245</u>

7 Creditors

	2013 £	2012 £
Accruals	(3,544)	(3,257)
Deferred Income	(1,786)	-
Creditors control account	(2,341)	(3,121)
	<u>(7,671)</u>	<u>(6,378)</u>

8 Constitution

The company is limited by guarantee and does not have any share capital