

BOOKFEAST
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES

For the period ended 30 June 2016

Charity Number
01109268

Company Number
05435063 (England and Wales)

BOOKFEAST

Financial Statements for the period ended 30 June 2016

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BOOKFEAST

Directors, Structure and Governance

Directors

Danielle Battigelli
Amy Marshall
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 2016

The directors present their report together with the accounts for the period ended 30 June 2016. These accounts have been prepared to comply with the requirements of the Companies Act and in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE).

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 Marshall
John Dennis
Peter Mothersole
Mari Prichard
Sue Matthew

Peter Mothersole and Amy Marshall 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.

OBJECTIVES AND ACTIVITIES

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 2016

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.

ACHIEVEMENTS AND PERFORMANCE

1 Education

PRIMARY SCHOOLS FESTIVAL

The 6th Bookfeast Schools Festival for Oxfordshire Primary schools ran from 24th – 26th May at the Pitt Rivers Museum, the Weston Library, Oxford University Museum of Natural History, the Story Museum and North Wall Theatre. It was a huge success involving around 1800 pupils from 22 primary schools. We ran 16 author sessions including two Shakespeare focused events to tie in with Oxford's own celebrations to mark the 400th anniversary of the death of Shakespeare. In addition, to extend the reach of the Bookfeast Festival, arts organisation Flash of Splendour delivered 5 unique Shakespeare workshops for children in Y5-6 at schools around the county. Over 400 children also took part in additional and enriching experiences after their author session - a creative writing museum trail (Pitt Rivers Museum), and tours of two exhibitions: Animal (Story Museum) and Shakespeare's Dead (Weston Library).

We were again extremely grateful for a Grants for the Arts award from ACE to support the Festival for the second year, a grant from the Oxford University Community Fund for a ticket subsidy. Also for the continued sponsorship from the Felicity Bryan Agency and Blackwells Bookshop.

Authors taking part in the Bookfeast Festival this year included:

Atinuke, Sarah Courtauld, Julia Golding, Adam & Charlotte Guillain, A.F. Harrold, Cas Lester, Gill Lewis, M.G. Leonard, Christopher Lloyd, Lauren St John, Robin Stevens, Sean Taylor, Sam Watkins, Marcia Williams and Katherine Woodfine.

Feedback from participating schools:

"Such a lot to inspire them! Especially good to see those children who might not have visited or experienced such a setting so excited and inspired"
Teacher, Beckley Primary School

"Thank you for organising such a wonderful event!" Teacher, Fringford School
"I loved meeting Murphy the dog and seeing him perform his tricks on stage."

Bea and Elin Year 3, Holy Trinity RC Primary School, Chipping Norton

"I enjoyed seeing Shakespeare in comic strip form and having the opportunity to ask Marcia questions." Jake, St Christopher's Primary School

"Very interactive, fun and at the right level for the children. Would recommend!" Teacher, St Barnabas Primary School

"Once again a huge thank you to everyone involved in arranging this wonderful annual event for our school children." Teacher, St Christopher's Primary School

"Christopher (Lloyd) was brilliant, we absolutely loved coming to Bookfeast, thank you for organising everything and inviting us!" Teacher, Oxford High Junior School

Authors' comments:

Cas Lester *"Thank you for asking me! It was - as ever - enormous fun."*

Sarah Courtauld *"Thanks for inviting me to Bookfeast! I thought the kids were brilliant. I really enjoyed my workshops with them."*

Christopher Lloyd *"Just a note to thank you all so much for welcoming me to Bookfeast yesterday - it was a huge pleasure to have time to spend with all those wonderful children - they were fabulous! All best and brave to you all for what you do."*

Other comments:

"I think Bookfeast has been a wonderful and inspiring project to be involved with, thank you for making it possible over so many years...It is a shame that the politics of funding have changed so much in recent times, but I am sure there will be creative ways to work together in the future."
Andy McLellan, Head of Education, Pitt Rivers Museum

OTHER AUTHOR EVENTS THROUGH THE YEAR

In the Autumn term of 2015, thanks to the support of the North Wall Theatre (SES Summertown), we put on two Kristina Stephenson author events for 300 KS1 Primary School children, including 20 from a special needs school.

In the Spring term of 2016 we arranged an author event for 318 children with Elen Caldecott for the Blackbird Academy Trust schools, hosted by Pegasus School. Pupils from St Andrew's Headington also attended.

LUNCHBOOK CLUBS

Following a successful pilot of Lunchbox in five Oxfordshire primary schools in 2009, Bookfeast has gone on to work year on year with Oxfordshire schools to run Lunchbox book clubs for years 4, 5 and 6 pupils.

The aim of Lunchbox for each child is

- to promote enjoyment of reading
- to encourage reading more
- to explore books beyond comfort zone
- to develop confidence in articulating their responses to books

An additional aim of the programme is

- to help schools to be "Book-Loving Schools"

- to help encourage their pupils to become life-long readers

During 2015/6 academic year 17 Oxfordshire schools and around 450 children took part in Lunchbox lunchtime book clubs.

61% were girls and 39% boys - exactly the same as 2014/15. The majority were in year 5 and year 6 and 91% spoke English at home.

- The children read 37 titles between them and each school received up to 60 new books by the end of the year.

70% of the children who took part gave feedback.

- 92% of the children strongly agreed/agreed they enjoyed coming
- 91% said they would recommend it to a friend

88% of the schools 15/17 schools returned their feedback this year – a notable increase from last year when only 56% did. 100% of those schools who gave feedback would recommend Lunchbox to other schools.

The Club Leaders' creativity and flexibility was apparent through the range of activities they offered, the level of discussion the children had and fun the groups enjoyed. They each volunteered around 60+ hours of their time per school. They were praised by the school staff who greatly valued their work. Leaders said that balancing the needs of different abilities, communication with school staff and feeling part of the school were hard.

Lunchbox clubs made a significant contribution to the Oxford Schools Improvement team's reading strategy: *Building an outstanding reading school: six strategies for making reading for pleasure work in your school.*

Lunchbox schools' involvement with Bookfeast Festival and other events

Six current Lunchbox schools attended Festival 2016 events, frequently bringing several year groups to a range of different talks. Two other Lunchbox schools participated in a Shakespeare workshop, delivered by *Flash of Splendour*. In February, Pegasus School, a long-standing Lunchbox school and part of the Blackbird Academy Trust, hosted a one-off Bookfeast author event with Elen Caldecott attended by 300 Year 4 and 5 children from BAT schools, and also from St Andrews Primary, Headington. Prior to this we held an event for Early Years-Y2 children with Kristina Stephenson at the North Wall and two out of the six schools attending were Lunchbox schools.

The full evaluation of Lunchbox is available on the Bookfeast website.

We were very grateful for financial support for this project from Oxford University Press and the Maggie Evans Trust (via OCF).

2 Outreach

TeaBooks Groups

Started as a pilot in 2011, five years on this project has exceeded its target 20 groups, reaching 21 groups in July 2016. These are spread across Oxfordshire, and in the last twelve months have provided 1455 contact hours of sociable, stimulating interaction for older adults, two-thirds of whom are over eighty, and many of whom cope with illness or disability which affects their day-to-day to life.

The growth of the project comes at a time when social care budgets, subsidized transport schemes and the joy of mobile libraries, have been cut or have disappeared altogether. The

need for inclusive, life-enhancing projects like TeaBooks has never been greater, and as the project grows, it becomes increasingly cost effective.

There are currently 18 volunteers running the book groups situated in a variety of locations including community settings (e.g. cafes and museums), libraries, Health and Wellbeing Centres (formerly Day Centres), sheltered housing, extra care housing and residential homes. Each group is facilitated by a trained Group Leader who volunteers to co-ordinate between 12 and 16 sessions per year, held monthly or every three weeks. The Group Leader role consists of planning and facilitating sessions, helping select the books to be read, and ordering and collecting books from the library in various formats.

We are grateful for the support in kind of the Oxfordshire Library Service and the support of Age UK Oxon in advertising the groups. This year we were also supported by a grant from Red Nose Day via OCF.

The full evaluation of the TeaBooks project is on our website.

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 £ 2,334 from which a transfer of £ 579 was made to restricted funds (principally to cover a shortfall of funding on the Teabooks and Lunchbox funds), resulting in an unrestricted surplus to carry forward of £27,501

Restricted Funds at the year end had an aggregated balance of £11,713. 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.

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 30th June, the reserves to be held under this policy amounted to £17,794 against net assets of £39,215 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 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.

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 2016, which are set out on pages 11 to 12.

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 2016

	Note	2016 £ Restricted	2016 £ Unrestricted	2016 £ Total	2015 £ Total
Voluntary Income	4	25,474	8,319	33,793	37,917
Incoming Resources from Charitable Activities	5	8,454	-	8,454	8,625
Investment Income					
Interest Received		-	97	97	117
Total Incoming Resources		33,928	8,416	42,344	46,659
Education Work					
Tea Books		10,235	-	10,235	12,806
Schools Events		17,993	-	17,993	18,690
Lunchbox		14,459	-	14,459	16,978
St Michael's, All Saints and Travel		451	-	451	1,042
		43,138	-	43,138	49,516
School's Days					
Manager Costs		-	5,100	5,100	4,455
Advertising and promotion		-	-	-	0
Other costs		-	13	13	50
		-	5,113	5,113	4,505
Total Education Work		43,138	5,113	48,251	54,021
Cost of generating funds					
Fundraising costs		-	-	-	-
		-	-	-	-
Support Costs					
Administration Costs		-	(28)	(28)	664
		-	(28)	(28)	664
Governance Costs					
Accountancy		-	997	997	1,682
		-	997	997	1,682
Total Resources Expended		43,138	6,082	49,220	56,367
Net Incoming (Outgoing) Resources		(9,210)	2,334	(6,875)	(9,708)
Transfers between funds		579	(579)	-	-
Total funds brought forward		20,344	25,746	46,090	55,797
Total funds carried forward		11,713	27,501	39,215	46,090

BOOKFEAST

Balance Sheet at 30 Jun 2016

	Note	£ 2016	£ 2015
Current Assets			
Cash at Bank and in Hand		41,308	55,714
Debtors – Due with one year	6	<u>1,428</u>	<u>828</u>
		<u>42,736</u>	<u>56,542</u>
Liabilities			
Creditors – Due within one year	7	<u>(3,521)</u>	<u>(10,452)</u>
Net Current Assets		<u>39,215</u>	<u>46,090</u>
Total Assets less Current Liabilities		<u>39,215</u>	<u>46,090</u>
The Funds of the Charity			
Restricted Income Funds		11,713	21,164
Unrestricted Income Funds		<u>27,501</u>	<u>24,926</u>
Total Charity Funds		<u>39,215</u>	<u>46,090</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.

For the financial year ended 30 June 2016 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 2016

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 (2015 £nil) nor expenses in the year (2015 £nil) for performing duties as trustees.

BOOKFEAST

Notes to the Financial Statements for the year ending 30 Jun 2016

4 Voluntary Income

	2016 £	2016 £	2016 £	2015 £
	Restricted	Unrestricted	Total	Total
Donations	-	4,480	4,480	6,380
Gift Aid	-	822	822	590
Grants	12,872	2,500	15,372	18,041
Lunchbox	8,520	-	8,520	8,906
Sponsorship	2,500	517	3,017	4,000
Teabooks	1,582	-	1,582	-
	<u>25,474</u>	<u>8,319</u>	<u>33,793</u>	<u>37,917</u>

5 Incoming Resources from Charitable Activities

	2016 £	2016 £	2016 £	2015 £
Festival Schools Ticket Sales	6,067	-	6,067	7,266
Other Tickets Sales to School	<u>2,387</u>	-	<u>2,387</u>	<u>1,359</u>
	<u>8,454</u>	<u>-</u>	<u>8,454</u>	<u>8,625</u>

6 Debtors

	2016	2015
Trade Debtors	<u>1,428</u>	<u>828</u>
	<u>1,428</u>	<u>828</u>

7 Creditors

	2016 £	2015 £
Accruals	(1,331)	(4,961)
Deferred Income	-	-
Creditors control account	<u>(2,190)</u>	<u>(5,491)</u>
	<u>(3,521)</u>	<u>(10,452)</u>

8 Constitution

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