

BOOKFEAST
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES

For the period ended 30 June 2015

Charity Number
01109268

Company Number
05435063 (England and Wales)

BOOKFEAST

Financial Statements for the period ended 30 June 2015

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BOOKFEAST

Financial Statements for the period ended 30 June 2015

Directors

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

Secretary and Registered Office

Angela Pryor-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 2015

The directors present their report together with the accounts for the period ended 30 June 2015. 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 Marshall
John Dennis
Peter Mothersole
Mari Prichard
Sue Matthew

Sue Matthew and Danielle Battigelli 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 PERIOD ENDED 30 JUNE 2015 (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 fifth Bookfeast Primary Schools' Festival took place from 19th – 22nd May at the Oxford University Museum of Natural History, Pitt Rivers Museum and Ashmolean Museum. This year we introduced a theme: *Once Upon a Place – Places, Spaces and Settings in Children's Stories*. There were 23 author events over the 4 days, a really impressive line up:

Philip Pullman, Caroline Lawrence, Alex Milway, Tom Moorhouse, Matt Brown, Piers Torday, Cas Lester, Gary Northfield, Angie Sage, Elli Woollard, Tom McLaughlin, Sam Gayton, Helen Moss, Elen Caldecott, Yasmeen Ismail, Tanya Landman, Teresa Heapy, Clive Goddard, plus 4 workshops delivered by Flash of Splendour Arts, two at OUM/PRM and two at the Ashmolean. They also delivered four workshops in the spring term and these were used to encourage entries to our creative writing competition. 28 Oxfordshire primary schools came to the Festival – a total of 1968 children participated, with an additional 226 accompanying adults.

The ticket price remained at £4.00 per child seat, with up to 3 accompanying adults free per party (additional adults to pay at standard rate). Once again Bookfeast was able to offer schools a coach subsidy to Oxon schools and a ticket subsidy to City schools. This was thanks to the St Michael's and All Saints Charitable Trust.

We are also grateful for support for the Festival from Arts Council England, Felicity Bryan Literary Agency, Blackwells, Oxford University Press and the University Museums.

BOOKFEAST REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2015 (cont)

The Writing Trail: Sensational Settings

All three museums offered a trail as an added extra activity after a book event. This tied in with our Festival's theme of **Settings: places and spaces in children's stories** and was geared to both KS1 and KS2 groups. The museums' staff and volunteers led individual school parties on the trail and feedback has been excellent. Trail numbers at each museum were capped to 100 children per morning or afternoon session. In total 952 children took part in the writing trail

Book sales

Books were available to browse and buy at each event – supplied by Blackwells.

Feedback questionnaire

All accompanying teachers were asked to fill in a questionnaire about their experience of the Festival. We have received 25 returns, the responses remain overwhelmingly positive and this data has been summarized in a report which is available.

Volunteers

Once again Bookfeast was supported by an extremely loyal group of volunteers who ably stewarded the Festival at the variety of venues.

Writing Competition

We also launched a writing competition to coincide with the Festival but entries were accepted from all Oxon Primary Schools (not just those attending the Festival). The challenge was to conjure a powerful, memorable setting for a story in no more than 100 words. There were just under 400 entries and details of the winners and prizes are attached. The two winners from each section read their entries on Radio Oxford. Flash of Splendour (who ran the 8 workshops) produced beautiful booklets of the winning entries (plus other good paras) and the postcards of the sentences. The booklets have been distributed to the schools who had winning entries, to be used as resources for creative writing.

LUNCHBOOK CLUBS

There have been 16 clubs running this year at the following schools:

Dr South's, Enstone, Larkrise, North Kidlington, Madley Brook, Witney CP, Rose Hill, St Aloysius, St Barnabas, St Christopher's, SS Mary & John, St Michael's Steventon, Windmill and BAT schools: Pegasus, Orchard Meadow & Windale.

The annual evaluation is now being carried out by independent consultant Angeli Vaid. Fifteen out of sixteen of our current clubs have renewed for 2015-16, in spite of a slight increase in the annual subscription.

Again we have been extremely fortunate in both attracting and keeping volunteer club leaders of a very high calibre.

We were very grateful for support for this project from the Unwin Trust, the Gerard Palmer Eling Trust, the Beatrice Laing Trust, the Mid-Counties Co-Operative and the Dragon School Christmas Sale.

**BOOKFEAST
REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2015 (cont)**

2 Outreach

TeaBooks Groups

The TeaBooks project, which provides volunteer- led book groups for the over-60s, continued to grow in the past 12 months to August 2015. 15 groups ran for most of the year and the number of attendances increased by 6% to 1319. Five new groups have opened since July, taking the total of operating groups to the target of 20.

The groups meet every three to four weeks and are all led by a volunteer who organises books from the library, including large print and audio if required. The current TeaBooks groups meet in a variety of settings: residential homes (3), health and wellbeing centres/day centres (5), sheltered accommodation/assisted living (4), libraries (3) community/café settings (5).

Again, we have a good retention rate among the volunteers to whom we are extremely grateful, they are very dedicated and reliable and form good relationships with the group members. They are also inspirational in the way they run and adapt their sessions to the needs of the group.

We are grateful to Comic Relief's Red Nose Day fund for support for this project.

Other Activities

Thanks to the generosity of the Dragon School Trust we ran a successful fund raising author event in October 2014 with popular author Lauren St John, with the Dragon School hall filled with a mixture of students from the Dragon School and the Blackbird Academy Trust.

**BOOKFEAST
REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2015 (cont)**

FINANCIAL REVIEW

Financial Position

There was an overall deficit for the year of £9,708 of which £764 related to unrestricted funds and £8,944 to restricted funds. As a result of these deficits, accumulated balances carried forward at 30 June 2015 were £21,164 (restricted funds) and £24,926 unrestricted funds resulting in total accumulated funds of £46,090.

Restricted 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.

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. At 30 June 2015, the reserves to be held under this policy amounted to £28,015 against net assets of £46,090. Therefore the charity currently has reserves in excess of the minimum recommended level.

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.

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 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.

**BOOKFEAST
REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2015 (cont)**

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.a

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 2015, 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 2015

	Note	2015 £ Restricted	2015 £ Unrestricted	2015 £ Total	2014 £ Total
Voluntary Income	4	31,947	5,970	37,917	43,546
Incoming Resources from Charitable Activities	5	8,625	-	8,625	8,440
Investment Income					
Interest Received		-	117	117	79
Total Incoming Resources		40,572	6,087	46,659	52,065
Education Work					
Tea Books		12,806	-	12,806	11,990
Schools Events		18,690	-	18,690	10,838
Lunchbox		16,978	-	16,978	14,689
St Michael's, All Saints and Travel		1,042	-	1,042	1,100
		49,516	-	49,516	38,617
School's Days					
Manager Costs		-	4,455	4,455	3,795
Advertising and promotion		-	-	0	122
Other costs		-	50	50	61
		-	4,505	4,505	3,978
Total Education Work		49,516	4,505	54,021	42,595
Cost of generating funds					
Fundraising costs		-	-	-	-
		-	-	-	-
Support Costs					
Administration Costs		-	664	664	469
		-	664	664	469
Governance Costs					
Accountancy		-	1,682	1,682	1,021
		-	1,682	1,682	1,021
Total Resources Expended		49,516	6,851	56,367	44,085
Net Incoming (Outgoing) Resources		(8,944)	(764)	(9,708)	8,018
Transfers between funds		-	-	-	(38)
Total funds brought forward		30,108	25,690	55,797	47,817
Total funds carried forward		21,164	24,926	46,090	55,797

BOOKFEAST

Balance Sheet at 30 Jun 2015

	Note	£ 2015	£ 2014
Current Assets			
Cash at Bank and in Hand		55,714	55,247
Debtors – Due with one year	6	<u>828</u>	<u>2,765</u>
		<u>56,542</u>	<u>58,012</u>
Liabilities			
Creditors – Due within one year	7	<u>(10,452)</u>	<u>(2,215)</u>
Net Current Assets		<u>46,090</u>	<u>55,797</u>
Total Assets less Current Liabilities		<u>46,090</u>	<u>55,797</u>
The Funds of the Charity			
Restricted Income Funds		21,164	30,188
Unrestricted Income Funds		<u>24,926</u>	<u>25,609</u>
Total Charity Funds		<u>46,090</u>	<u>55,797</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 2015 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 2015

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 (2014 £nil) nor expenses in the year (2014 £nil) for performing duties as trustees.

BOOKFEAST

Notes to the Financial Statements for the year ending 30 Jun 2015

4 Voluntary Income

	2015 £	2015 £	2015 £	2014 £
	Restricted	Unrestricted	Total	Total
Donations	1,000	5,380	6,380	6,319
Gift Aid	-	590	590	631
Grants	18,041	-	18,041	24,300
Lunchbox	8,906	-	8,906	8,250
Sponsorship	4,000	-	4,000	3,000
Teabooks	-	-	-	1,046
	<u>31,947</u>	<u>5,970</u>	<u>37,917</u>	<u>43,546</u>

5 Incoming Resources from Charitable Activities

	2015 £	2015 £	2015 £	2014 £
Schools Festival Ticket Sales	7,266	-	7,266	8,440
Other Tickets Sales to School	1,359	-	1,359	-
	<u>8,625</u>	<u>-</u>	<u>8,625</u>	<u>8,440</u>

6 Debtors

	2015	2014
Trade Debtors	828	2,765
	<u>828</u>	<u>2,765</u>

7 Creditors

	2015 £	2014 £
Accruals	(4,961)	(380)
Deferred Income	-	-
Creditors control account	(5,491)	(1,835)
	<u>(10,452)</u>	<u>(2,215)</u>

8 Constitution

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