

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

**For the period ended 30 June 2014**

**Charity Number**  
**01109268**

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

# **BOOKFEAST**

## **Financial Statements for the period ended 30 June 2014**

<b>Contents</b>	<b>Pages</b>
Directors, officers and advisers	2
Directors' report	3-8
Accountants' report	9
Statement of Financial Activity	10
Balance Sheet	11
Notes to the Financial Statements	12

## **BOOKFEAST**

**Financial Statements for the period ended 30 June 2014**

### **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 2014**

The directors present their report together with the accounts for the period ended 30 June 2014. 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

John Dennis 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 PERIOD ENDED 30 JUNE 2014 (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 fourth Bookfeast Schools' Festival took place from Tuesday 20<sup>th</sup>-Thursday 22<sup>nd</sup> May at the Oxford University Museum of Natural History, the Pitt Rivers Museum and the Ashmolean. Authors, illustrators and poets included Liz Pichon, Pete Johnson, Marcia Williams, Dave Cousins, Kristina Stephenson, Damian Dibben, Jennifer Gray, Hannah Shaw, Jon Mayhew, John Dougherty, Jo Simmons, David O'Connell, Jeanne Willis, Gill Lewis, Veronica Cossanteli, Katherine Rundell, Teresa Heapy & Sue Heap, Nick Ward and Cas Lester.

A total of 23 events ran over the 3 days. Thirty five Oxfordshire primary schools participated and 2295 children attended, with an additional 264 accompanying adults. One special school, Mabel Prichard, and one independent school, Christ Church Cathedral School attended.

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.

##### ***Sponsors***

We are grateful to our Festival sponsors, Blackwell's and Felicity Bryan Associates, with venues and invaluable support from the Education teams provided by Oxford University Museum of Natural History, Pitt Rivers Museum and the Ashmolean.

## **BOOKFEAST REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2014 (cont)**

### ***The Story Trail***

All three museums offered a Story Trail as an added extra activity after a book event. Trail numbers at each museum were capped to 100 children per morning or afternoon session. In total 958 children took part in the Story Trail, which this year was themed as a spy mission. Feedback about the Trail from teachers was generally very good - it provides an opportunity for children to get creative themselves after the stimulation of an author session, and it makes the trip into Oxford more cost effective by extending the activities.

### ***Book sales***

Bookselling at the Festival was co-ordinated by Hannah Chinnery from Blackwell's overall sales were considerably up on last year's figures.

### ***Feedback questionnaire***

All accompanying teachers were asked to fill in a questionnaire about their experience of the Festival, and this data was summarized in a report by Amy Marshall.

### ***Volunteers***

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

## **LUNCHBOOX CLUBS**

19 Lunchbox Clubs ran during the academic year 2013-14. The majority of these clubs have now been running for two or three years under the same volunteer leaders. On average, 8-10 children attended a club each term at each school, so up to 30 children have participated in Lunchbox at each school. In a few schools with smaller cohorts per year, the group in the main stayed the same from term to term e.g. Dr South's, Crowmarsh Gifford.

Lunchbox primary schools for 2013-14 were: Crowmarsh Gifford, Dr South's, Islip, Dry Sandford, East Oxford, Enstone, Eynsham, Larkrise, North Kidlington, Orchard Fields, Pegasus, Blackbird Academy, Orchard Meadow, Blackbird Academy Trust, Rose Hill 1 (Y6), Rose Hill 2 (Y5), St Barnabas, St Christopher's, St Edmund's, Abingdon, St Michael's, Marston, St Michael's, Steventon, Windmill, Headington.

### ***Volunteers***

Bookfeast has been very fortunate to have some excellent volunteers this year, some of whom have now been with the project for three years and are stepping down. We are hugely grateful for their time and commitment to Lunchbox. Recruitment of new volunteers for existing and start-up clubs is under way.

### ***Evaluation***

Club Leaders have submitted weekly evaluation forms reporting on each session to the project leader and the clubs complete a survey at the beginning and end of term. Headteachers have been asked for data and feedback at the year end. All this information is currently being collated and a report is being produced by an external evaluator.

## **BOOKFEAST**

### **REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2014 (cont)**

#### ***Lunchbox and the Bookfeast Schools Festival***

Twelve Lunchbox schools attended the Schools Festival. This seems to be a really popular finale for children who have attended Lunchbox over the year - often an opportunity to meet an author whose work they have been reading at Lunchbox. Lunchbox schools have also often brought classes from other year groups to a range of events at the Festival.

We were very grateful for support for this project from the Unwin Trust, the Bernard Morris Charitable Trust, Hertford College JCR and Raintree Publishers.

## **2 Outreach**

### **TeaBooks Groups**

The project has grown this year, with a number of new initiatives underway and a good retention rate among volunteers. An average of 17 groups ran throughout the year. The overall average of attendees has grown by over 50% from an average of < 4 people per group, to an average of > 6 people per group. This is due to steady increases in the size of many of the more established groups. All types of setting (sheltered/ residential/ community) have seen increases, indicating that there is no one type of setting where need is greatest.

The Group Leaders run 16 -17 meetings per year with the groups themselves dictating the frequency of meetings.

### **Other Group Activity**

In January, TeaBooks were approached by Age UK to help set up a short story/poetry group at Field House in Botley. A new TeaBooks volunteer ran the group weekly with 90 year old resident Jack. The group attracted an average of 8 people per session. Age UK stepped away from the project in March. The group continued to meet until May, and is planning to resume in October.

### **Other Developments**

The Group Leaders Handbook – our training manual for new volunteers – has been rewritten to incorporate the new methods of reporting, as well as putting greater emphasis on the role of the TeaBooks group as a chance for people to make social connections, in addition to nurturing their love of reading.

An Oxfordshire-wide survey of 'over 60s' was launched with the support of library service, to try and identify an all-time favourite book for this age group. "To Kill a Mockingbird" was the winner and the results will be announced on Older People's Day on 1<sup>st</sup> October.

We are grateful that the project continues to be well supported by the Oxfordshire Library co-ordinator Kathy Munns, as well as by almost all the local librarians across the county.

We were also grateful for funding from the Wates Foundation and Oxfordshire County Council.

**BOOKFEAST  
REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2014 (cont)**

**FINANCIAL REVIEW**

**Financial Position**

There was an overall surplus for the year of £8,018 of which £4,450 related to unrestricted funds and £3,568 to restricted funds. As a result of these surpluses, accumulated balances carried forward at 30 June 2014 were £30,188 (restricted funds) and £25,609 unrestricted funds resulting in total accumulated funds of £55,797.

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.**

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 £35,656 against net assets of £55,797 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.

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 2014, 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 2014

	Note	2014 £ Restricted	2014 £ Unrestricted	2014 £ Total	2013 £ Total
<b>Voluntary Income</b>	<b>4</b>	33,707	9,839	43,546	23,835
<b>Incoming Resources from Charitable Activities</b>	<b>5</b>	8,440	-	8,440	6,321
<b>Investment Income</b>					
Interest Received		-	79	79	97
<b>Total Incoming Resources</b>		<b>42,147</b>	<b>9,918</b>	<b>52,065</b>	<b>30,253</b>
<b>Education Work</b>					
Tea Books		11,990	-	11,990	12,432
Schools Events		10,838	-	10,838	10,778
Lunchbox		14,689	-	14,689	18,716
A question of Words		0	-	-	2,016
St Michael's, All Saints and Travel		1,100	-	1,100	142
		<b>38,617</b>	<b>-</b>	<b>38,617</b>	<b>44,084</b>
<b>School's Days</b>					
Manager Costs		-	3,795	3,795	5,100
Advertising and promotion		-	122	122	-
Other costs		-	61	61	148
		<b>-</b>	<b>3,978</b>	<b>3,978</b>	<b>5,688</b>
<b>Total Education Work</b>		<b>38,617</b>	<b>3,978</b>	<b>42,595</b>	<b>49,772</b>
<b>Cost of generating funds</b>					
Fundraising costs		-	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Support Costs</b>					
Administration Costs		-	469	469	408
		<b>-</b>	<b>469</b>	<b>469</b>	<b>408</b>
<b>Governance Costs</b>					
Accountancy		-	1,021	1,021	1,415
		<b>-</b>	<b>1,021</b>	<b>1,021</b>	<b>1,415</b>
<b>Total Resources Expended</b>		<b>38,617</b>	<b>5,468</b>	<b>44,085</b>	<b>51,595</b>
<b>Net Incoming (Outgoing) Resources</b>		<b>3,568</b>	<b>4,450</b>	<b>8,018</b>	<b>(21,342)</b>
Transfers between funds		80	(118)	(38)	-
Total funds brought forward		26,540	21,277	47,817	69,159
<b>Total funds carried forward</b>		<b>30,188</b>	<b>25,609</b>	<b>55,797</b>	<b>47,817</b>

## BOOKFEAST

### Balance Sheet at 30 Jun 2014

	Note	£ 2014	£ 2013
<b>Current Assets</b>			
Cash at Bank and in Hand		55,247	54,959
Debtors – Due with one year	6	<u>2,765</u>	<u>529</u>
		<b><u>58,012</u></b>	<b><u>55,488</u></b>
<b>Liabilities</b>			
Creditors – Due within one year	7	<u>(2,215)</u>	<u>(7,671)</u>
<b>Net Current Assets</b>		<b><u>55,797</u></b>	<b><u>47,817</u></b>
<b>Total Assets less Current Liabilities</b>		<b><u>55,797</u></b>	<b><u>47,817</u></b>
<b>The Funds of the Charity</b>			
Restricted Income Funds		30,188	26,540
Unrestricted Income Funds		<u>25,609</u>	<u>21,277</u>
<b>Total Charity Funds</b>		<b><u>55,797</u></b>	<b><u>47,817</u></b>

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 2014 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 2014**

#### **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 (2013 £nil) nor expenses in the year (2013 £nil) for performing duties as trustees.

## BOOKFEAST

### Notes to the Financial Statements for the year ending 30 Jun 2014

#### 4 Voluntary Income

	2014 £	2014 £	2014 £	2013 £
	Restricted	Unrestricted	Total	Total
Donations	1,111	5,208	6,319	6,538
Gift Aid	-	631	631	-
Grants	21,800	2,500	24,300	-
Lunchbox	8,250	-	8,250	7,400
Sponsorship	1,500	1,500	3,000	2,000
Teabooks	1,046	-	1,046	7,897
	<b>33,707</b>	<b>9,839</b>	<b>43,546</b>	<b>23,835</b>

#### 5 Incoming Resources from Charitable Activities

	2014 £	2014 £	2014 £	2013 £
Festival Schools Ticket Sales	8,440	0	8,440	6,205
Other Tickets Sales to School	-	-	-	116
	<b>8,440</b>	<b>(78)</b>	<b>8,440</b>	<b>6,321</b>

#### 6 Debtors

	2014	2013
Trade Debtors	2,765	529
	<b>2,765</b>	<b>529</b>

#### 7 Creditors

	2014 £	2013 £
Accruals	(380)	(3,544)
Deferred Income	-	(1,786)
Creditors control account	(1,835)	(2,341)
	<b>(2,215)</b>	<b>(7,671)</b>

#### 8 Constitution

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