

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

**For the period ended 30 June 2017**

**Charity Number**  
**01109268**

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

## **BOOKFEAST**

### **Financial Statements for the period ended 30 June 2017**

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## **BOOKFEAST**

**Financial Statements for the period ended 30 June 2017**

### **Directors**

Danielle Battigelli  
Amy Marshall  
John Dennis  
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 2017**

The directors present their report together with the accounts for the period ended 30 June 2017. 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

Danielle Battigelli was due to retire by rotation and offered herself for re-election. She were re-elected by the members. Peter Mothersole retired as a Director on 24th March 2017

#### **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 2017**

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**

This year the Festival was hosted by St Hugh's College, Oxford 16-19 May and was a great success. The use of St Hugh's as our new Festival venue very much contributed to this.

Facts & Figures:

- 1740 Primary School children came to Festival events, plus 215 accompanying teachers and other adults. 20 Oxfordshire State schools and one independent school participated. Tickets were £4.00 per child plus three free accompanying adults per class. Most schools received either a ticket or coach subsidy, thanks to the St Michael's and All Saints Charitable Trust.
- There were 21 sessions, with 16 participating authors and illustrators, including Michael Rosen, Piers Torday and Jo Cotterill. All authors were paid and 10 national publishers participated, including Bloomsbury and OUP. Book sales totalled £4600, and hundreds of children went home with a book.
- 291 children participated in a trail exploring the College grounds and history.
- 17 PGCE students from the Department of Education supported the event thanks to a link forged between Bookfeast and Prof Ian Thompson (St Hugh's).

Visiting St Hugh's College had a significant impact on pupils and school staff. Although many teachers (and nearly all pupils) told us they had never been into an Oxford College before, they said they were now much keener to develop links with the University:

"Great to be here and see what a college is like – we really need to raise aspirations."  
Deputy Head, North Kidlington Primary School

Across the four days Bookfeast volunteers Helena Kiff and Myfanwy Lloyd, both College Alumni, held bespoke workshops with school groups of 8 to 11 year olds offering them the opportunity to ask about St Hugh's, going to university, and life as a student. Questions included:

“What can you study here? Is there anything I *can't* study?”

“Would I get to live somewhere like this?”

“Are there more libraries like this one?”

“Could you become a doctor here?”

“Would there be people like teachers to help you?”

Significantly, several pupils already had some concerning preconceptions about Oxford University, including:

“Is this a private University?”

“How much does it cost to come to Oxford? It is more?”

“Do you have to row to come here”?

Being able to answer these questions and tell them about the inclusive history of St Hugh's is a real long-term benefit to these local pupils.

Quotes from Pupils about the Festival:

“It was excellent! I loved it! This was a fantastic event with brilliant activities. 5 stars from me!”

“Fantastic! Joe Berger's pictures were really good. It inspired me to have a go at drawing.”

“It made me want to write my own stories” Xander, Year 5

“Piers Torday was incredibly funny and inspirational. I love that he has a passion for animals like me.” Joseph

Quotes from Teachers about the Festival:

“The children loved the interactive and interesting presentation. Piers was inspirational.”

“Michael Rosen is really funny. He knows what kids like and think about.”

“Fantastic event where children experienced an author and illustrator sharing how to write/draw beautiful books. Lovely session with age appropriate activities. Thank you.”

## **OTHER AUTHOR EVENTS THROUGH THE YEAR**

We put on 4 events between September and March, all of which proved very popular and appreciated by schools. It is also proving to be a great format – one school hosting and inviting in partnership schools. Authors and publishers appreciate well-organised events with good sized audiences.

September 2016

*Katherine Rundell* hosted by St Barnabas School in Jericho (300 children)

October 2016

*Jo Cotterill* 2 sessions: one at Harwell Primary School (90 children) and one at Pegasus School, part of the Blackbird Academy Trust (120 children).

March 2017

*Maya Leonard* hosted and sponsored by D'Overbroek's School (180 children).

## LUNCHBOOX 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 2016/17 academic year 16 Oxfordshire schools and around 450 children took part in Lunchbox book clubs, of whom 69% were girls and 31% boys. The majority of children were in year 5 and 83% spoke English at home and 17% did not speak English at home - an increase from 8% last year. Although more girls took part than boys, nearly all schools that responded said they used Lunchbox as a way of specifically engaging boys with reading.

- The children read 36 titles between them and each school received up to 60 new books by the end of the year.

The majority of clubs (13 out of the 16) will continue for 2017-18 - a real vote of confidence in a climate where schools' budgets are so stretched. Three are stopping due to budget restrictions. There will be four new clubs starting up in September/October 2017 bringing the total for 2017/2018 to 17 clubs.

Lunchbox clubs made a significant measurable positive contribution to Oxfordshire schools aspiring to become book loving and *outstanding reading schools*.

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:

Lunchbox schools are strongly encouraged to attend the Festival and nine of the Clubs did so. Four Club schools also attended Bookfeast events during the year.

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

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

## 2 Outreach

### **TeaBooks Groups**

TeaBooks is a project for older residents of Oxfordshire, it was started in 2010 with four groups and there are currently 17 volunteers running 19 book groups 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.

A snapshot of this year:

- 19 – 20 groups run throughout the year
- Groups in all five Oxfordshire districts
- Total of 250 sessions held (5% increase on 2015/16)
- Total of 1513 attendances (4% increase on 2015/16)
- Cost remains same whilst project continues to grow
- Almost half participants aged 80+ and 18% over 90
- 100% plan to continue coming to TeaBooks
- More than three-quarters of participants feel that coming to a TeaBooks group helps them to stay cheerful

The flourishing 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.

With inclusion at the heart of the project, TeaBooks this year organised training with Dementia Oxfordshire for the group leaders, in order to make the groups as dementia friendly as possible, despite the fact the core activity is essentially aimed at mentally active older people. The training was taken up by over half the volunteers, who all found it helpful, with another session planned for the New Year for the volunteers not able to make the first session plus our new volunteers.

Heading into the Autumn 2017, demand remains high for TeaBooks groups in a variety of settings, and the project is set to open another four groups. We are also exploring the possibilities of dementia friendly poetry events across the county in association with Oxfordshire Libraries and investigating an intergenerational story-sharing pilot, keeping the written word at the heart of tackling social isolation among Oxfordshire's older population.

We are grateful for the support in kind of the Oxfordshire Library Service and the support of Age UK Oxon in advertising the groups.

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 £877 from which a transfer of £7,005 was made to restricted funds (principally to cover a shortfall of funding on the Schools Festival fund), resulting in an unrestricted surplus to carry forward of £21,373

Restricted Funds at the year end had an aggregated balance of £13,431. 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 30<sup>th</sup> June, the reserves to be held under this policy amounted to £19,417 against net assets of £34,804 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 2017, 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 2017

		2017 £	2017 £	2017 £	2016 £
	Note	Restricted	Unrestricted	Total	Total
<b>Voluntary Income</b>	<b>4</b>	25,181	7,406	32,587	33,793
<b>Incoming Resources from Charitable Activities</b>	<b>5</b>	8,020	-	8,020	8,454
<b>Investment Income</b>					
Interest Received		-	36	36	97
<b>Total Incoming Resources</b>		<b>33,201</b>	<b>7,442</b>	<b>40,643</b>	<b>42,344</b>
<b>Education Work</b>					
Tea Books		8,186	-	8,186	10,235
Schools Events		13,760	-	13,760	17,993
Lunchbox		16,542	-	16,542	14,459
St Michael's, All Saints and Travel		0	-	0	451
		<b>38,488</b>	<b>-</b>	<b>38,488</b>	<b>43,138</b>
<b>School's Days</b>					
Manager Costs		-	4,950	4,950	5,100
Advertising and promotion		-	-	-	0
Other costs		-	-	-	13
		<b>-</b>	<b>4,950</b>	<b>4,950</b>	<b>5,113</b>
<b>Total Education Work</b>		<b>38,488</b>	<b>4,950</b>	<b>43,438</b>	<b>48,251</b>
<b>Cost of generating funds</b>					
Fundraising costs		-	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Support Costs</b>					
Administration Costs		-	518	518	(28)
		<b>-</b>	<b>518</b>	<b>518</b>	<b>(28)</b>
<b>Governance Costs</b>					
Accountancy		-	1,097	1,097	997
		<b>-</b>	<b>1,097</b>	<b>1,097</b>	<b>997</b>
<b>Total Resources Expended</b>		<b>38,488</b>	<b>6,565</b>	<b>45,054</b>	<b>49,220</b>
<b>Net Incoming (Outgoing) Resources</b>		<b>(5,287)</b>	<b>877</b>	<b>(4,410)</b>	<b>(6,875)</b>
Transfers between funds		7,005	(7,005)	-	-
Total funds brought forward		11,713	27,501	39,214	46,090
<b>Total funds carried forward</b>		<b>13,431</b>	<b>21,373</b>	<b>34,804</b>	<b>39,215</b>

## BOOKFEAST

### Balance Sheet at 30 Jun 2017

	Note	£ 2017	£ 2016
<b>Current Assets</b>			
Cash at Bank and in Hand		39,927	41,308
Debtors – Due with one year	6	<u>289</u>	<u>1,428</u>
		<b><u>40,216</u></b>	<b><u>42,736</u></b>
<b>Liabilities</b>			
Creditors – Due within one year	7	<u>(5,413)</u>	<u>(3,521)</u>
		<b><u>34,804</u></b>	<b><u>39,215</u></b>
<b>Net Current Assets</b>			
		<b><u>34,804</u></b>	<b><u>39,215</u></b>
<b>Total Assets less Current Liabilities</b>		<b><u>34,804</u></b>	<b><u>39,215</u></b>
<b>The Funds of the Charity</b>			
Restricted Income Funds		13,431	11,713
Unrestricted Income Funds		<u>21,373</u>	<u>27,501</u>
<b>Total Charity Funds</b>		<b><u>34,804</u></b>	<b><u>39,215</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.

For the financial year ended 30 June 2017 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 2017**

#### **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 (2016 £nil) nor expenses in the year (2016 £nil) for performing duties as trustees.

## BOOKFEAST

### Notes to the Financial Statements for the year ending 30 Jun 2017

#### 4 Voluntary Income

	2017 £	2017 £	2017 £	2016 £
	Restricted	Unrestricted	Total	Total
Donations	68	5,393	5,461	4,480
Gift Aid	-	957	957	822
Grants	11,315	556	11,871	15,372
Lunchbox	9,371	-	9,371	8,520
Sponsorship	3,092	500	3,592	3,017
Teabooks	1,335	-	1,335	1,582
	<b><u>25,181</u></b>	<b><u>7,406</u></b>	<b><u>32,587</u></b>	<b><u>33,793</u></b>

#### 5 Incoming Resources from Charitable Activities

	2017 £	2017 £	2017 £	2016 £
Festival Schools Ticket Sales	7,170	-	7,170	6,067
Other Tickets Sales to School	850	-	850	2,387
	<b><u>8,020</u></b>	<b><u>-</u></b>	<b><u>8,020</u></b>	<b><u>8,454</u></b>

#### 6 Debtors

	2017	2016
Trade Debtors	<u>289</u>	1,428
	<b><u>289</u></b>	<b><u>1,428</u></b>

#### 7 Creditors

	2017 £	2016 £
Accruals	(718)	(1,331)
Deferred Income	-	-
Creditors control account	<u>(4,695)</u>	<u>(2,190)</u>
	<b><u>(5,413)</u></b>	<b><u>(3,521)</u></b>

#### 8 Constitution

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