

BOOKFEAST
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES

For the period ended 30 June 2020

Charity Number
01109268

Company Number
05435063 (England and Wales)

BOOKFEAST

Financial Statements for the period ended 30 June 2020

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BOOKFEAST

Financial Statements for the period ended 30 June 2020

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 2020

The directors present their report together with the accounts for the period ended 30 June 2020. 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
Mari Prichard
Sue Matthew

John Dennis & 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 2020

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 aims of the charity are as follows:

- To provide an outstanding education and outreach programme of projects and events for our community, 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 older children and adults who may be experiencing significant disadvantage and restricted lives
- To maintain a year-round presence in Oxfordshire through projects and events

ACHIEVEMENTS AND PERFORMANCE

LUNCHBOOK CLUBS

Until July 2019, Bookfeast ran the Lunchbox project in Oxfordshire schools for children in years 5&6. Up to 20 schools took part every year for 10 years, introducing new titles and authors to hundreds of children and giving them a unique opportunity to enjoy reading for pure pleasure and to engage with authors at our annual Schools' Festival and other author events.

From September 2019 a handbook, school and volunteer contacts (with relevant consents) and responsibility for the Lunchbox Clubs were handed to The Story Museum, a registered charity in Oxford supporting similar objects to Bookfeast, as part of their work with Oxfordshire primary schools. This decision was taken in order to provide a more stable long-term future for the Lunchbox Clubs, within a larger organisation.

Outreach

TeaBooks Groups

TeaBooks is a project for older residents of Oxfordshire, it was started in 2010 with four groups and there are currently 18 volunteers running 18 book groups in a variety of locations including community settings (e.g. cafes and museums), libraries, sheltered housing, extra care housing and residential homes. The number of groups fluctuates slightly through the year, with groups opening and closing depending on membership. We aim to have 18 - 25 active groups. 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.

This year, due to the Covid 19 pandemic we were unable to get our evaluation questionnaires completed and so instead we have produced a report, which can be found on our website: <http://bookfeast.net/wp-content/uploads/2020/11/Annual-report-2020.pdf>

In brief, from August 2019 to February 2020, TeaBooks carried on much as in its previous 10 years, providing sociable, supportive book groups for around 130 of Oxfordshire's older residents via a network of supported, trained volunteers and enabled by a special borrowing scheme from Oxfordshire Library Service. 22 groups were active within the year with groups in all five Oxfordshire districts; 149 sessions held to March 2020 and we were on track for around 200 sessions for our year with 817 attendances to March 2020 and on track for around 1144 attendances. As is the case most years, there was a 10% churn in groups.

By mid-March, with Coronavirus infections rising rapidly, the Bookfeast team asked all TeaBooks volunteers to cancel groups until further notice. With the national lockdown announced a few days later,

Bookfeast realised that its network of volunteers, who were already supporting some of the county's loneliest and most vulnerable people, could continue to contact these older individuals, many of whom were shielding, and support them in whatever way they could.

In the first two weeks of June 2020, TeaBooks invited all the group leaders to complete a Survey-Monkey survey to ascertain levels of contact during the 10 weeks of lockdown which revealed that volunteers were keeping in touch with around 80% of TeaBooks participants and we were producing Newsletters (available online or by post) every three weeks to keep in touch with the members.

We are grateful for the support in kind of the Oxfordshire Library Service and the support of Age UK Oxon in advertising the groups. And especially to the Oxfordshire Community Foundation Trust, Oxfordshire County Council, Doris Field Charitable Trust, DLM and St Michael's & All Saints Charitable Trust for financial support for the project.

Intergenerational Pilot Project

In October 2019 we started a pilot of an intergenerational project - bringing two groups of 10 four-year olds into two extra care housing setting for 14 weekly one-hour sessions, spread over two terms. We were initially inspired by the success of projects in settings in Bristol, Nottingham and London (see Channel 4 series Old People's Homes for 4 Year Olds for the work in Bristol and Nottingham).

We contracted an experienced freelance facilitator and each week there was a box of themed picture books provided by Oxfordshire County Libraries to give the two age groups, young and old the opportunity to share books - the younger age group benefitting from the one-to-one attention with an older generation and the older people both from the enlivening company of 4 year olds and by feeling of use through being a reading partner. For both ages we think it will also decrease prejudice and barriers about the other generation, so helping to build stronger relationships across the ages within the community. Many older people living in sheltered housing or homes are not able to be in touch with a broad range of ages and many young children do not have older people in their lives. The hour included reading, songs and crafts activities run by our facilitator and a photographer was planned to attend 8 of the sessions to produce a memory book for all involved.

The first term sessions were based in an Order of St John Trust extra care housing, Moorside, Kidlington (visited by children from Magpies Nursery, North Kidlington primary school) and ran until early March 2020. The second setting was due to begin in March – in a care home and school in Wallingford.

However, Covid 19 restrictions which started in March meant that we had to suspend this pilot. We will either pick this project up again when restrictions are lifted or adapt it to comply with health guidelines.

FINANCIAL REVIEW

Financial Position

The excess of income over expenditure in the year was £306 compared with excess expenditure of £5,206 in 2019.

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 £4,598.

Restricted Funds at the year-end had an aggregated balance of £2,155, which will be carried forward to the following year. 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 £5,911 against net assets of £26,623 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, membership subscriptions, 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

Angela Prysor-Jones
Angela Prysor-Jones (Feb 17, 2021 10:04 GMT)

A Prysor-Jones
Company Secretary

Feb 17, 2021

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 2020, 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



[Graham Smith \(Feb 17, 2021 12:03 GMT\)](#)

Feb 17, 2021

BOOKFEAST

Statement of Financial Activities for the year ending 30 Jun 2020

	Note	2020 £ Restricted	2020 £ Unrestricted	2020 £ Total	2019 £ Total
Voluntary Income	4	12,459	9,082	21,541	28,001
Incoming Resources from Charitable Activities	5	-	-	-	2,768
Investment Income					
Interest Received		-	32	32	36
Total Incoming Resources		12,459	9,114	21,573	30,805
Education Work					
Tea Books		10,635	-	10,635	6,529
Schools Events		250	-	250	10,288
Lunchbox		2,286	-	2,286	11,525
Intergen		3,470	-	3,470	1,595
St Michael's, All Saints and Travel		110	-	110	290
		16,751	-	16,751	30,227
School's Days					
Manager Costs		-	405	405	3,900
Advertising and promotion		-	-	-	-
Other costs		-	350	350	-
		-	760	760	3,900
Total Education Work		16,751	760	17,512	34,127
Cost of generating funds					
Fundraising costs		-	-	-	-
		-	-	-	-
Support Costs					
Administration Costs		-	2,698	2,698	651
		-	2,698	2,698	651
Governance Costs					
Accountancy		-	1,058	1,058	1,234
		-	1,058	1,058	1,233
Total Resources Expended		16,751	4,516	21,267	36,011
Net Incoming (Outgoing) Resources		(4,292)	4,598	306	(5,206)
Transfers between funds		4,012	(4,012)	-	-
Total funds brought forward		2,434	23,882	26,316	31,522
Total funds carried forward		2,155	24,468	26,623	26,316

BOOKFEAST

Balance Sheet at 30 Jun 2020

	Note	£ 2020	£ 2019
Current Assets			
Cash at Bank and in Hand		29,979	26,134
Debtors – Due within one year	6	<u>252</u>	<u>1,323</u>
		<u>30,231</u>	<u>27,457</u>
Liabilities			
Creditors – Due within one year	7	<u>(3,607)</u>	<u>(1,141)</u>
Net Current Assets		<u>26,623</u>	<u>26,316</u>
Total Assets less Current Liabilities		<u>26,623</u>	<u>26,316</u>
The Funds of the Charity			
Restricted Income Funds		2,155	8,464
Unrestricted Income Funds		<u>24,468</u>	<u>17,852</u>
Total Charity Funds		<u>26,623</u>	<u>26,316</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 2020 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 \(Feb 16, 2021 15:04 GMT\)](#)

John Dennis
Director

Date:
Feb 16, 2021

BOOKFEAST

Notes to the Financial Statements for the year ended 30 June 2020

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 (2019 £nil) nor expenses in the year (2019 £nil) for performing duties as trustees.

BOOKFEAST

Notes to the Financial Statements for the year ending 30 Jun 2019

4 Voluntary Income

	2020 £	2020 £	2020 £	2019 £
	Restricted	Unrestricted	Total	Total
Donations	-	6,946	6,946	4,843
Gift Aid	-	1,137	1,137	1,023
Grants	11,573	1,000	12,573	11,385
Lunchbox	-	-	0	8,832
Sponsorship	-	-	0	725
TeaBooks	886	-	886	1,193
	<u>12,459</u>	<u>9,083</u>	<u>21,542</u>	<u>28,001</u>

5 Incoming Resources from Charitable Activities

	2020 £	2020 £	2020 £	2019 £
Festival Schools Ticket Sales	-	-	-	2,768
Other Tickets Sales to School	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,768</u>

6 Debtors

	2020	2019
Trade Debtors	<u>252</u>	<u>1,323</u>
	<u>252</u>	<u>1,323</u>

7 Creditors

	2020 £	2019 £
Accruals	(740)	(1230)
Deferred Income	-	-
Creditors control account	(2,867)	90
	<u>(3,607)</u>	<u>(1,141)</u>

8 Constitution

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

Bookfeast annual report for accounts 2019-2020 final v2

Final Audit Report

2021-02-17

Created:	2021-02-16
By:	Graham Smith (gsmith@tripodpartners.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAACjwC5MginJ9GQKJm7I3xiCuzEa2jCgRP

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