

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

**For the period ended 30 June 2018**

**Charity Number**  
**01109268**

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

## **BOOKFEAST**

### **Financial Statements for the period ended 30 June 2018**

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## **BOOKFEAST**

### **Financial Statements for the period ended 30 June 2018**

#### **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 2018**

The directors present their report together with the accounts for the period ended 30 June 2018. 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

Sue Matthew and Mari Prichard were due to retire by rotation and offered themselves for re-election and were duly 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.

## **REPORT OF THE DIRECTORS FOR THE PERIOD ENDED 30 JUNE 2018**

BOOKFEAST was set up in 2005 to expand the educational and outreach projects established by the Oxford Literary Festival and since June 2010 has been an independent charity. The statement of purpose is as follows:

- To provide an outstanding education and outreach programme of events, with a focus on literature, poetry, the written and spoken word, and related arts
- To have a positive impact on the population of Oxfordshire, with the particular aim of engaging children, young people, and adults who may be experiencing significant disadvantage and the elderly
- To provide an annual Festival for school children which is a celebration of literature, bringing in the wider Oxfordshire community, especially groups that may not usually attend or would be unable to come on their own.
- To establish a year round presence in Oxfordshire and, consistent with maintaining high quality, develop into neighbouring counties.

## **ACHIEVEMENTS AND PERFORMANCE**

### **1. Education**

#### **PRIMARY SCHOOLS FESTIVAL**

The Festival was generously hosted for the second year by St Hugh's College, Oxford and ran from 2nd – 4th May. Again it was a great success. Some facts and figures:

- 1600 children came to Festival events, plus 175 accompanying teachers and other adults (2017 figures: 1740 children, 215 adults but there were 3 more events last year too during an extra half day).
  - There were 18 author sessions, with 16 participating authors and illustrators
  - 17 schools attended from both city and county
  - 326 children were due to take part in the trail, but due to rain on the first day we had only 250 were able to do so.
  - 3 schools received subsidised tickets due to the support of Oxford for Oxford (Tyndale, Church Cowley St James and St John Fisher).
  - 5 Lunchbox schools attended, with tickets subsidised by the Taylor Family Foundation
- Radio Oxford recorded material for their Kid's Book Club from the sessions on Wednesday morning, and the coverage for Bookfeast, St Hugh's and children's books and reading in general was a real boost.

"An interactive and inspirational day celebrating books" Teacher, St John Fisher

"I've read the book I bought three times in one week." Pupil, St Barnabas

"A memorable experience meeting my favourite author" Pupil, Cropredy School

“It’s good, it makes you think about books in a different way” Pupil, St Aloysius

“I enjoyed meeting the authors and looking around the college” Pupil, King’s Meadow

“It’s a great way to get the children into reading” Teacher, St Nicholas’

Again, visiting St Hugh’s College had a significant impact on pupils and school staff with many staff and pupils never having been into an Oxford College previously.

We had a new Festival bookseller – Waterstones, who were extremely efficient and sold over £4000 worth of books to the children, who were delighted to be able to get them signed by the authors.

## **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 the 2017/18 academic year 16 Oxfordshire schools and around 450 children took part in Lunchbox book clubs, of whom 61% were girls and 39% boys. The majority of children were in year 5 and 86% spoke English at home and 14% 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 33 titles between them and each school received up to 60 new books by the end of the year.

340 of the participating children completed a questionnaire about their experience in the Lunchbox Club and:

- 91% (of whom 58% strongly agreed) of the children enjoyed coming
- 81% (of whom 65% strongly agreed) would like to carry on coming to Lunchbox
- 85% (of whom 55% strongly agreed) would recommend Lunchbox to a friend

The majority of clubs (14 out of the 16) will continue for 2018-19 - a real vote of confidence in a climate where schools’ budgets are so stretched. One is stopping due to budget restrictions. There will be two new clubs starting up in September/October 2018.

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 are strongly encouraged to attend the Festival and Five Lunchbox school groups attended and these children were especially excited to meet authors whose books they had read at Lunchbox, including Tony de Saulles, Abi Elphinstone, Kaye Umansky and Jennifer Killick.

Quotes from Teachers and Pupils about participating in the Club:

"It has been lovely seeing them (especially the boys) being excited about reading and discussing a book and then encouraging other children in the class to read the book too."

(Year 5 class teachers, Wood Farm)

"Some of the children have become more confident talking about books and show more willingness to read. Depending on the book, they have shared with other children."

(Deputy Head, St Barnabas)

"Children have started reading other books by the same author following the Lunchbox sessions. Gary Northfield books have become popular after the children read the Julius Zebra books" (Literacy Coordinator, Cutteslowe)

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

We were very grateful for financial support for this project from the Taylor Family Foundation.

## 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 (Oct 18) 23 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:

- 23 groups were active during the year
- Groups in all five Oxfordshire districts
- Total of 197 sessions held
- Total of 1134 attendances
- Half of our participants are aged 80+ and 12% are over 90

- 98% plan to continue coming to TeaBooks

The number of TeaBooks groups operating has remained stable and interest remains high and the project recorded over 1000 contact hours during the year, with almost 200 meetings taking place across the county, enabling Oxfordshire's older people – including the oldest old (usually classified as 85 plus – see page 6) - to participate in stimulating discussions and enjoy regular, welcoming and mood-boosting social interactions.

Nevertheless, after 5 years of steady growth, 2017-2018 proved a challenging year for TeaBooks in terms of numbers. Three of our longest running and biggest groups closed. Two of these were based in Health and Wellbeing Centres, which have seen their funding slashed and their client profile dramatically changed, so that TeaBooks was no longer a suitable activity for those members of the community who could come. However we have already opened three new groups with potentially another four in the pipeline for the coming year.

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 for funding from the Oxfordshire Community Foundation Trust.

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. The total income from unrestricted funds exceeded expenditure by £206. A transfer of £2,151 was made from unrestricted to restricted funds in respect of TeaBooks, where expenditure was greater than designated funds available.

Expenditure from restricted funds in the year was £3,487 greater than income. In all cases except for TeaBooks this excess of expenditure was funded from retained balances brought forward from previous years. TeaBooks did not have sufficient designated funds available to make good the excess of expenditure and therefore £2,151 was transferred from unrestricted funds to achieve this.

At the year end, restricted funds had an aggregate balance of £12,096. These funds relate to donations and grants which have been made specifically for projects, and which cannot be used for other purposes. The balance of unrestricted funds at the year-end was £19,426.

The total of restricted and unrestricted funds at the end of the year was £31,522

### **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 £19,167 against net assets of £31,522, thus the charity currently has reserves in excess of the minimum recommended level. The Trustees decided to apply the reserves over and above the minimum level to a new pilot project, provisionally called 'intergen,' which is intended to promote contact and book sharing between the young and the old by organising visits, and developing relationships between under fives and our older communities, in care homes.

The purpose of the policy on reserves is to ensure that the charity has sufficient funds to allow project specific donations to be fully spent, to allow the charity to fund its overheads for a minimum period of 12 months and 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.

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.

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 2018, 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 2018

	Note	2018 £ Restricted	2018 £ Unrestricted	2018 £ Total	2017 £ Total
<b>Voluntary Income</b>	<b>4</b>	30,197	7,257	37,454	32,587
<b>Incoming Resources from Charitable Activities</b>	<b>5</b>	5,858	-	5,858	8,020
<b>Investment Income</b>					
Interest Received		-	19	19	36
<b>Total Incoming Resources</b>		<b><u>36,055</u></b>	<b><u>7,276</u></b>	<b><u>43,331</u></b>	<b><u>40,643</u></b>
<b>Education Work</b>					
Tea Books		10,792	-	10,792	8,186
Schools Events		10,082	-	10,082	13,760
Lunchbox		18,668	-	18,668	16,542
St Michael's, All Saints and Travel		0	-	0	0
		<b><u>39,542</u></b>	<b><u>-</u></b>	<b><u>39,542</u></b>	<b><u>38,488</u></b>
<b>School's Days</b>					
Manager Costs		-	5,100	5,100	4,950
Advertising and promotion		-	-	-	-
Other costs		-	-	-	-
		<b><u>-</u></b>	<b><u>5,100</u></b>	<b><u>5,100</u></b>	<b><u>4,950</u></b>
<b>Total Education Work</b>		<b><u>39,542</u></b>	<b><u>5,100</u></b>	<b><u>44,642</u></b>	<b><u>43,438</u></b>
<b>Cost of generating funds</b>					
Fundraising costs		-	-	-	-
		<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Support Costs</b>					
Administration Costs		-	878	878	518
		<b><u>-</u></b>	<b><u>878</u></b>	<b><u>878</u></b>	<b><u>518</u></b>
<b>Governance Costs</b>					
Accountancy		-	1,092	1,092	1,097
		<b><u>-</u></b>	<b><u>1,092</u></b>	<b><u>1,092</u></b>	<b><u>1,097</u></b>
<b>Total Resources Expended</b>		<b><u>39,542</u></b>	<b><u>7,070</u></b>	<b><u>46,612</u></b>	<b><u>45,054</u></b>
<b>Net Incoming (Outgoing) Resources</b>		<b><u>(3,487)</u></b>	<b><u>206</u></b>	<b><u>(3,281)</u></b>	<b><u>(4,410)</u></b>
Transfers between funds		2,151	(2,151)	-	-
Total funds brought forward		13,431	21,373	34,804	39,215
<b>Total funds carried forward</b>		<b><u>12,096</u></b>	<b><u>19,426</u></b>	<b><u>31,522</u></b>	<b><u>34,804</u></b>

## BOOKFEAST

### Balance Sheet at 30 Jun 2018

	Note	£ 2018	£ 2017
<b>Current Assets</b>			
Cash at Bank and in Hand		38,050	39,927
Debtors – Due with one year	6	<u>(543)</u>	<u>289</u>
		<b><u>37,507</u></b>	<b><u>40,216</u></b>
<b>Liabilities</b>			
Creditors – Due within one year	7	<u>(5,985)</u>	<u>(5,413)</u>
		<b><u>31,522</u></b>	<b><u>34,804</u></b>
<b>Net Current Assets</b>			
		<b><u>31,522</u></b>	<b><u>34,804</u></b>
<b>Total Assets less Current Liabilities</b>			
		<b><u>31,522</u></b>	<b><u>34,804</u></b>
<b>The Funds of the Charity</b>			
Restricted Income Funds		12,096	13,431
Unrestricted Income Funds		<u>19,426</u>	<u>21,373</u>
		<b><u>31,522</u></b>	<b><u>34,804</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 2018 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 2018**

#### **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 (2017 £nil) nor expenses in the year (2017 £nil) for performing duties as trustees.

## BOOKFEAST

### Notes to the Financial Statements for the year ending 30 Jun 2018

#### 4 Voluntary Income

	2018 £	2018 £	2018 £	2017 £
	Restricted	Unrestricted	Total	Total
Donations	1990	5,863	7,853	5,461
Gift Aid	-	1,394	1,394	957
Grants	15,920	-	15,920	11,871
Lunchbox	8,940	-	8,940	9,371
Sponsorship	2,038	-	2,038	3,592
Teabooks	1,309	-	1,309	1,335
	<b>30,197</b>	<b>7,257</b>	<b>37,454</b>	<b>32,587</b>

#### 5 Incoming Resources from Charitable Activities

	2018 £	2018 £	2018 £	2017 £
Festival Schools Ticket Sales	5,858	-	5,858	7,170
Other Tickets Sales to School	-	-	-	850
	<b>5,858</b>	<b>-</b>	<b>5,858</b>	<b>8,020</b>

#### 6 Debtors

	2018	2017
Trade Debtors	(543)	289
	<b>(543)</b>	<b>289</b>

#### 7 Creditors

	2018 £	2017 £
Accruals	(718)	(718)
Deferred Income	-	-
Creditors control account	(5,267)	(4,695)
	<b>(5,985)</b>	<b>(5,413)</b>

#### 8 Constitution

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