



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From April 2023 To March 2024

Charity name: Northern Children's Book Festival

Charity registration number: 1013065

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote, encourage and develop the enjoyment of books and stories through a programme of author, poet and illustrator visits for children through schools.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Bringing authors to the region and organising author visit predominantly in schools and libraries in the North East
SAudiences: approximately 9,000 in-person Digital: approx.. 660 21 authors came to the region, delivering 100 sessions in total, with 2 presenting virtual sessions. Feedback: All in-person sessions were scored either 4 or 5 (Very good or Excellent).	Para 1.18	The trustees named below confirm that they have complied with their duty to have due regard to the commission's public benefit guidance

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its	Para 1.20	<p>Audiences: approximately 9,000 in-person</p> <p>14 authors came to the North East region from across the UK, covering 48 days and delivering 140 sessions in total.</p>

beneficiaries and any wider benefits to society as a whole.		<p>Feedback:</p> <p>All in-person sessions were scored either 4 or 5 (Very good or Excellent). Many schools were repeat bookers from previous years.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Opening reserves for 23/24 were £13197.56 Closing reserves for 23/24 were £22558.30
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The reserves are held to cover 3 months operating costs.
Amount of reserves held	Para 1.22	£22558.30
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Subscription fees from local library authorities on an annual basis provide a regular source of funds for the festival.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Local authority funding constraints meaning they can no longer contribute the subscription fees

Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charity Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated by existing board members Voting by board members appoints the person to the board.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees receive training from Registration and Support Services CIC
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Charity has a chair of the board of trustees Board of trustees Freelance festival coordinator for 30 days per year Representatives on Library working group from each North East Library authority involved in the festival
Relationship with any related parties	Para 1.51	

Other		

Reference and Administrative details

Charity name	Northern Childrens Book Festival
Other name the charity uses	
Registered charity number	1013065
Charity's principal address	Newcastle City Library 33 New Bridge Street Newcastle upon Tyne NE1 8AX

Names of the charity trustees who manage the charity

		Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
	1	Julia Robinson			
	2	Rachel Warkcup			
	3	Eric Fergusson			
	4	Angela Forster			
	5	Taranjeet Singh			
	6	Fiona Hill			
	7	Mark Freeman			
	8	Christine Myhill			
	9				
	10				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

	Type of adviser	Name	Address
	Name of chief executive or names of senior staff members (Optional information)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: 

Full name: Julia Robinson

Position: NCBF Chair and Principal Librarian, South Tyneside Council

Date: 4/10/2024

NORTHERN CHILDREN'S BOOK FESTIVAL
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

INCOME			EXPENDITURE		
2023-2024	2023-2024	2022-2023	2023-2024	2023-2024	2022-2023
£	£	£	£	£	£
Unrestricted Funds	Total All funds	All funds	Unrestricted Funds	Total All funds	All funds
GRANTS	0.00	0	FESTIVAL COORDINATOR	5,250.00	3,900
SPONSORSHIP	0.00	0	GALA DAY EXPENSES	2,136.40	288
LOCAL AUTHORITIES	6,585.00	6,000	NCBF EVALUATION	0.00	0
BOOK SALES	12,543.88	7,294	AUTHOR FEES GALA DAY	14,684.00	5,610
TRAVEL & ACCOMMODATION	0.00	-60	AUTHOR EXPENSES	857.64	0
GALA DAY INCOME	16,865.00	7,055	BOOK PURCHASES	2,615.34	6,031
BANK INTEREST RECEIVED	0.00	0	ACCOUNTANT/BOOK KEEPER	576.00	906
			IT/INTERNET	323.76	384
			SUNDRIES	100.00	60
			BANK CHARGES	90.00	90
TOTAL	35,993.88	20,289	TOTAL	26,633.14	17,269
Surplus (Deficit) for the year	0.00	0.00		9,360.74	3,021
	35,993.88	20,289		35,993.88	20,289

FUNDS AT 31ST MARCH 2024		
TOTAL FUNDS		
Brought forward at 31/3/23	13,197.56	
Transfer of funds	0.00	
Surplus (Deficit) for the year	9,360.74	
Carried forward at 31/3/24	22,558.30	#

BALANCE SHEET AS AT 31ST MARCH 2024			ACCUMULATED FUND		
ASSETS	2023-2024	2022-2023		2023-2024	2022-2023
	£	£		£	£
CASH AT BANK	15,928.94	12,932	FUND BROUGHT FORWARD	13,197.56	8,675
DEBORTS		0	SURPLUS FOR THE YEAR	9,360.74	4,523
Less Accrued Expenses		0	DEFICIT FOR THE YEAR		
Less Deferred Income	6,629.36	265	Unrestricted funds	22,558.30	13,198
TOTAL ASSETS	22,558.30	13,197.56	FUND CARRIED FORWARD	22,558.30	13,197.56

Summary

Outanding sales Invoices 2023/24				
11/19/2023	Middlesbrough Council	2023/17	Author Fees	700.00
3/4/2024	Durham County Council	2023/26	Book Sales	1489.09
3/7/2024	Newcastle City Council	2023/29	Book Sales	963.10
3/7/2024	South Tyneside Council	2023/33	Book Sales	626.00
3/4/2024	Gateshead Council	2023/37	Book Sales	2851.17

Total Outstanding as of 31st March 2024	6629.36
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Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) (i) which gives me reasonable cause to believe that any material repsect the requirments to keep accounting records in accordance with section 130 of the 2011 Act, and
ii) to prepare accounts which accord with the accounting records and comply with the requirments of the 2011 Act has 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.

Charles & Co.
Office 22A The Off Quay Building
Foundry Lane
Newcastle upon Tyne
NE6 1LH



David Graham FCCA

Date: 24th April 2024

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Bank Account 2023/24

NORTHERN CHILDREN'S BOOK FEST

Income				Expenditure	
Date	Description	Ref	Income	Date	
	April				
	Opening Balance		12932.12	18th	
12th	Oxford Univ Press	2022/44	113.63	27th	
18th	Middlesbrough Council	2022/31	151.81	29th	
	Totals		13197.56		
Date	Description	Ref	Income	Date	
	May			2nd	
	Opening Balance		12911.66	18th	
5th	North Tyneside Council	2023/07	500.00	18th	
11th	Newcastle City Council	2023/06	1085.00	20th	
19th	Sunderland CC	2023/12	500.00	29th	
24th	Durham County Council	2023/02	500.00		
26th	Hartlepool Borough Council	2023/04	500.00		
30th	Stockton BC	2023/11	500.00		
	Totals		16496.66		
Date	Description	Ref	Income	Date	
	June			17th	
	Opening Balance		14586.76	29th	
1st	South Tyneside Council	2023/10	500.00		
12th	Middlesbrough Council	2023/05	500.00		
20th	Redcar & Cleveland Borough Council	2023/09	500.00		
26th	Northumberland County Council	2023/08	500.00		
	Totals		16586.76		
Date	Description	Ref	Income	Date	
	July			18th	
	Opening Balance		16576.86	29th	
26th	GMBC	2023/03	500.00		
	Totals		17076.86		
Date	Description	Ref	Income	Date	
	Aug			17th	
	Opening Balance		17066.96	29th	
7th	Darlington Borough Council	2023/01	500.00		
	Totals		17566.96		
Date	Description	Ref	Income	Date	
	Sept			8th	
	Opening Balance		17557.06	8th	
				8th	
				13th	
				17th	

				29th
	Totals		17557.06	
Date	Description	Ref	Income	Date
	Oct			18th
	Opening Balance		15692.24	20th
				20th
				20th
				20th
				20th
				20th
				20th
				22nd
				29th
	Totals		15692.24	
Date	Description	Ref	Income	Date
	Nov			8th
	Opening Balance		14358.75	8th
13th	Travel Lodge - Refund	Purchase ref: 39 (30)	98.78	8th
18th	Travel Lodge - Refund	Purchase ref: 37 (31)	80.74	13th
28th	North Tyneside Council	2003/19	2800.00	15th
				15th
				15th
				16th
				16th
				17th
				17th
				17th
				17th
				20th
				22nd
				23rd
				23rd
				23rd
				24th
				28th
				28th
				28th
				28th
				28th
				29th
				29th
	Totals		17338.27	
Date	Description	Ref	Income	Date
	Dec			8th
	Opening Balance		11974.41	8th
2nd	LNER Refund	Refund	12.50	8th
14th	Durham County Council	2023/14	1400.00	8th
15th	Darlington Borough Council	2023/13	1050.00	8th

19th	The National Literacy Trust	2023/36	300.00	8th
19th	Redcard & Cleveland Borough Council	2023/21	350.00	8th
19th	Sunderland County Council	2023/24	1400.00	8th
21st	Newcastle City Council	2023/18	815.00	8th
21st	Northumberland County Council	2023/20	1750.00	8th
22nd	South Tyneside Council	2023/22	1050.00	8th
				19th
				19th
				19th
				19th
				19th
				20th
				23rd
				28th
				29th
	Totals	20101.91		

Date	Description	Ref	Income	Date
	Jan			9th
	Opening Balance		5451.32	17th
18th	Sunderland County Council	2023/35	690.06	29th
26th	Stockton Borough Council	2023/23	1400.00	
29th	Darlington Borough Council	2023/25	545.24	
	Totals	8086.62		

Date	Description	Ref	Income	Date
	Feb			17th
	Opening Balance		7476.72	
2nd	Redcar & Cleveland Borough council	2023/32	286.59	
13th	Hartlepool Borough Council	2023/28	399.50	
19th	Gateshead Metropolitan Bourgh Council	2023/15	3500.00	
20th	Hartlepool Borough Council	2023/16	350.00	
28th	Gateshead Metropolitan Bourgh Council	2023/27	272.61	
	Totals	12285.42		

Date	Description	Ref	Income	Date
	Mar			1st
	Opening Balance		12277.92	19th
7th	Stockton Borough Council	2023/34	1112.84	27th
13th	North Tyneside Council	2023/30	3307.68	29th
	Totals		16698.44	

TIVAL			
Description	Our ref	Details	Expenditure
Bank Charages	1		7.50
Gail Temperley	2		276.00
Ionos	3		2.40
Total Expenditure			285.90
Balance Carried Forward		R	12911.66
Description	Our ref	Details	Expenditure
Charles & Co.	4		300.00
Bank Charges	5		7.50
Registration & Reference	7		100.00
Catherine Scott	6		1500.00
Ionos			2.40
Total Expenditure			1909.90
Balance Carried Forward		R	14586.76
Description	Bank ref	Details	Expenditure
Bank Charges	9		7.50
Ionos	10		2.40
Total Expenditure			9.90
Balance Carried Forward		R	16576.86
Description	Our ref	Details	Expenditure
Bank Charges	11		7.50
Ionas	12		2.40
Total Expenditure			9.90
Balance Carried Forward		R	17066.96
Description	Our ref	Details	Expenditure
Bank Charges	13		7.50
Ionos	14		2.40
Total Expenditure			9.90
Balance Carried Forward		R	17557.06
Description	Our Ref	Details	Expenditure
Travellodge	15		152.47
Travellodge	16		112.38
Travellodge	17		90.07
Catherine Scott	18		1500.00
Bank Charges	19		7.50

Ionos	20		2.40
Total Expenditure			1864.82
Balance Carried Forward	R		15692.24
Description	Our Ref	Details	Expenditure
Bank Charges	21		7.50
Travel Lodge	22		284.47
Travel Lodge	23		171.42
Travel Lodge	24		145.62
Travel Lodge	25		131.38
Travel Lodge	26		104.78
Travel Lodge	30		104.78
Travel Lodge	27		93.38
Zoom	28		287.76
Ionos	29		2.40
Total Expenditure			1333.49
Balance Carried Forward	R		14358.75
Description	Bank ref	Details	Expenditure
Travel Lodge		31	161.78
Travel Lodge		32	138.03
Travel Lodge		33	234.12
Premior Inn		34	147.48
LNER		35	5.60
LNER		36	5.60
Northern Rail		51	3.50
Northern Rail		52	12.30
LNER		50	9.60
BKG Hotel Booking.com		38	93.26
Northern Rail		40	5.80
Northern Rail		41	3.30
Bank Charges		42	7.50
LNER		43	19.60
LNER		44	9.60
LNER		45	3.40
LNER		46	15.80
LNER		47	20.30
Northern Rail		48	15.60
Paul Cookson		55	1783.70
Steve Skidmore		58	1080.00
Guy Bass		59	909.00
C A Howe		54	600.00
Steve Skidmore		57	65.25
Amazon		61	11.34
Ionos		56	2.40
Total Expenditure			5363.86
Balance Carried Forward	R		11974.41
Description	Bank ref	Details	Expenditure
Daniel Tawse		66	1050.00
Tina Maisie		78	900.00
Vashti Hardy		60	900.00
Nishani Reed		77	900.00
Alan Windram		75	813.30

Jason Korsner		64	775.39
Ian Brown		67	720.00
Dominic Conlon		53	695.00
Tracey Corderoy		65	600.00
Dan Smith		63	300.00
Daniel Tawse		66	150.00
Bank charges		72	7.50
Marie Basting		69	900.00
Andrew ruffell		70	600.00
Hester Davis		62	600.00
Laura Mucha		68	600.00
Richard Drake		17	2604.00
M & S		79	33.00
Catherine Scott		74	1500.00
IONOS		73	2.40
Total Expenditure			14650.59
Balance Carried Forward	R		5451.32
Description	Bank ref	Details	Expenditure
James Harris		76	600.00
Bank Charges		80	7.50
IONOS		81	2.40
Total Expenditure			609.90
Balance Carried Forward	R		7476.72
Description	Bank ref	Details	Expenditure
Bank Charges		83	7.50
Total Expenditure			7.50
Balance Carried Forward	R		12277.92

Description	Bank ref	Details	Expenditure
Ionos		82	6.00
Bank Charges		84	7.50
Catherine Scott		85	750.00
Ionos		86	6.00
Total Expenditure			769.50
Balance Carried Forward		R	15928.94

Bank Balance	15928.94
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NCBF - Sales Invoices 2023-24

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Breakdown		Invoiced	
NCBF Subscriptions		6,585.00	
Author Fees		16,865.00	
Book Sales		12,543.88	
Travel & Accommodation		0.00	
	Total Breakdown		35,993.88

Unpaid Sales invoices from 2022-2023

Date	Name	Invoice no	Deatils	Grants	Donation/ Sponsorship	Local Authorities	Book Sales
2/16/2023	Middlesbrough Council	2022/31	Book Sales				151.81
2/16/2023	Oxford University Press	2022/44	Book Sles				113.63

Travel & Accommodation	Gala Day Income	Bank interest	Total	Date Paid
			151.81	18/04/23
			113.63	12/04/23
			265.44	

NORTHERN CHILDREN'S BOOK FESTIVAL
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

	<u>INCOME</u>				<u>EXPENDITURE</u>		
	2023-2024 £	2023-2024 £	2022-2023 £		2023-2024 £	2023-2024 £	2022-2023 £
	Unrestricted Funds	Total All funds	All funds		Unrestricted Funds	Total All funds	All funds
GRANTS	0.00	0.00	0	FESTIVAL COORDINATOR	5,250.00	5,250.00	3,900
SPONSORSHIP	0.00	0.00	0	GALA DAY EXPENSES	2,136.40	2,136.40	288
LOCAL AUTHORITIES	6,585.00	6,585.00	6,000	NCBF EVALUATION	0.00	0.00	0
BOOK SALES	12,543.88	12,543.88	7,294	AUTHOR FEES GALA DAY	14,684.00	14,684.00	5,610
TRAVEL & ACCOMMODATION	0.00	0.00	-60	AUTHOR EXPENSES	857.64	857.64	0
GALA DAY INCOME	16,865.00	16,865.00	7,055	BOOK PURCHASES	2,615.34	2,615.34	6,031
BANK INTEREST RECEIVED	0.00	0.00	0	ACCOUNTANT/BOOK KEEPER	576.00	576.00	906
				IT/INTERNET	323.76	323.76	384
				SUNDRIES	100.00	100.00	60
				BANK CHARGES	90.00	90.00	90
TOTAL	35,993.88	35,993.88	20,289	TOTAL	26,633.14	26,633.14	17,269
Surplus (Deficit) for the year	0.00	0.00	0.00		9,360.74	9,360.74	3,021
	35,993.88	35,993.88	20,289		35,993.88	35,993.88	20,289

FUNDS AT 31ST MARCH 2024

TOTAL FUNDS

Brought forward at 31/3/23	13,197.56	
Transfer of funds	0.00	
Surplus (Deficit) for the year	9,360.74	
Carried forward at 31/3/24	<u>22,558.30</u>	#

BALANCE SHEET AS AT 31ST MARCH 2024

<u>ASSETS</u>				<u>ACCUMULATED FUND</u>	
	2023-2024 £	2022-2023 £		2023-2024 £	2022-2023 £
CASH AT BANK	15,928.94	12,932	FUND BROUGHT FORWARD	13,197.56	8,675
DEBORTS		0	SURPLUS FOR THE YEAR	9,360.74	4,523
Less Accrued Expenses		0	DEFICIT FOR THE YEAR		
Less Deferred Income	6,629.36	265	Unrestricted funds	22,558.30	13,198
TOTAL ASSETS	22,558.30	13,197.56	FUND CARRIED FORWARD	22,558.30	13,197.56

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) (i) which gives me reasonable cause to believe that any material repsect the requirments to keep accounting records in accordance with section 130 of the 2011 Act, and
 ii) to prepare accounts which accord with the accounting records and comply with the requirments of the 2011 Act has 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.

Charles & Co.
 Office 22A The Off Quay Building
 Foundry Lane
 Newcastle upon Tyne
 NE6 1LH



David Graham FCCA Date: 24th April 2024

Summary

Outanding sales Invoices 2023/24				
19/11/2023	Middlesbrough Council	2023/17	Author Fees	700.00
04/03/2024	Durham County Council	2023/26	Book Sales	1489.09
07/03/2024	Newcastle City Council	2023/29	Book Sales	963.10
07/03/2024	South Tyneside Council	2023/33	Book Sales	626.00
04/03/2024	Gateshead Council	2023/37	Book Sales	2851.17

Total Outstanding as of 31st March 2024 6629.36