

BOOKS ALIVE

(A charitable company limited by guarantee)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

Registered number: 3737476

Registered charity number 1077435

BOOKS ALIVE
(A charitable company limited by guarantee)

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BOOKS ALIVE
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TRUSTEES' ANNUAL REPORT

The trustees (who also act as directors for Companies Act purposes) have pleasure in presenting their report and financial statements for the year ended 31 December 2020.

The trustees believe that the financial statements comply with current statutory requirements and the charity's governing document. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP).

Reference and administrative details of the Charity, Trustees and Advisors

Books Alive is a registered charity number 1077435 and Company number 3737476.
The principal registered office of the charity is:

86 Elm Drive
Hove
BN3 7JL

The trustees of the charity in the period have been:

J E Puttock (Chair)
Mrs G Carr
Mrs D Kutar
Mrs S C Haines
Rev Canon P R Moon

The advisors to the charity during the year have been:

Accountant

Nicholas Carr
56 Hogarth Road
Hove
BN3 5RH

Solicitors

Mayo Wynne Baxter
3 Bell Lane
Lewes
BN7 1JU

Bankers

Barclays Bank plc
North Street
PO Box 2915
Brighton
BN1 1SJ

Independent Examiner

Mrs Cherry Hoile
Flat 6
Prince of Wales Court
227-229 Kingsway
Hove
BN3 4HF

BOOKS ALIVE
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TRUSTEES' ANNUAL REPORT (Continued)

Structure, governance and management

Books Alive was incorporated as a company by guarantee (registered number 3737476) on 22 March 1999. The governing document is the Memorandum and Articles of the company.

As specified by the governing document, the income and property of the company shall be applied solely towards the promotion of its objects.

The trustees are appointed by resolution of the Board, Up to 4 trustees are appointed by resolution of the Board to serve for periods of 3 years. The trustees retire by rotation and may be re-appointed for further periods of 3 years. The current trustees due to retire are as follows: Mrs D Kutar AGM 2021 Mr J Puttock AGM 2024. In addition the Parochial Church Council of Bishop Hannington Church may nominate up to 3 trustees, one of whom must be the Vicar. Those current appointed trustees are Mrs S Haines until 2023, Mrs G Carr until 2022 and Rev Canon P Moon.

Law applicable to incorporated charities in England and Wales requires the trustees, who are also the directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the end of the year and its financial activities during the year then ended. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enables them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibilities taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

Risk Management

The trustees have examined the main areas of the charity's operations and considered the major risks faced in each of these areas.

In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level in its day to day operations.

In the exceptional circumstances of Covid19 and Government instructions the shop was closed from 24th March until 15th June, 5 November until 1st December and again from 28th December 2020 until 12th April 2021. The trustees are grateful for the Government grants via the Council totaling £11,334 to enable the shop to be in a financial position to meet its commitments until able to reopen the shop.

Objectives and activities

The charity's principal objective is the advancement of the Christian religion by the establishment and maintenance of a bookshop and through the sale and distribution of books, magazines, cards, music and such other items as the charity shall think fit.

Public Benefit

The charity's trustees have referred to the Charity Commission's general guidance on public benefit and within its objects is available to all.

The bookshop trades six days a week and is entirely accessible to all the public regardless of any religious belief or none. In addition, the Charitable Company has been able to supply Christian Books to Lewes Prison.

Achievements and performance

Sales for the year fell by £28,558 to £58,608. The fall in sales were primarily due to the interruption in trading due to Covid -19 Gillian Carr, one of the trustees, has continued to oversee the management of the shop on a voluntary basis. Gillian, invoices the company £250 per month to cover her out of pocket expenditure. The other trustees are hugely appreciative of Gillian's commitment to undertaking this role which she is fulfilling with significant success.

During the year we were once again able to donate over £1,500 worth of books to the Chaplaincy at Lewes prison financed by a generous donation. 69 churches and organisations benefited from our partnership scheme during the year.

Due to Covid-19 we were unable to hold our usual "Pop-up Bookstalls" at churches and almost all the events at which we expected to attend were cancelled. We hope that some of these will take place in 2021.

We would like to thank all our customers, friends, publishers and their representatives for their support during the year. A special thank you is due to all the volunteers who give their time and energy to staffing the shop each week.

Financial review

The unrestricted surplus for the year was £11,351 which when added to funds of £40,271 brought forward from 31st December 2019, result in unrestricted funds of £51,622 carried forward at 31st December 2020

The trustees may invest the funds of the company not immediately required for the purposes in or upon such investments, securities or property as they think fit, and from time to time to transpose, vary and realize such investments subject to such conditions and such consensus as may be required by law and subject also to the provisions of the Memorandum and Articles.

At the date of this report no such investments have been made

Reserves Policy

The trustees regularly review the level of reserves of the charity and are pleased to report that currently they hold unrestricted funds well in excess of 3 months expenditure.

By order of the Board

Trustee

John Puttock (Chair)

Date 11th June 2021

Registered office
86 Elm Drive
Hove
BN3 7JL

BOOKS ALIVE

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REPORTING ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS

In accordance with the instructions given to us we have examined the financial accounts for the company for the year ended 31st December 2020 according to the accounting provisions in Part 15 of the Companies Act 2006.

As described on page 2 the charity's trustees are responsible for the preparation of the accounts. The trustees of the company have confirmed that the company is totally exempt from the audit requirement under the provisions of section 477 of the Companies Act 2006 and as a result we have not carried out an audit.

The financial accounts on pages 5 to 10 are therefore based on information shown in the accounting records and on the information supplied and explanations given to us by the trustees.

Statement of Opinion

In our opinion:

In connection with our examination, no matter came to our attention:

a) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with Section 41 of the Act; and
- to prepare Financial Statements which accord with the accounting records and to comply with the accounting requirements of the Act.

Have not been met, or

b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Cherry Hoile

Flat 6, Prince of Wales Court

227-229 Kingsway

Hove

BN3 4HF



Date..... 1 JULY 20²¹
Ch.

BOOKS ALIVE
A Charitable Company Limited by Guarantee

Statement of Financial Activities for Year Ended 31 December 2020

	Notes	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2020	2019
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary Income	2a	11740	2525	14265	3827
Investment Income	2b	10194		10194	9680
Charitable activities					
Sale of Books and Christian Products		58608		58608	87166
Total Incoming Resources	2	80542	2525	83067	100673
RESOURCES EXPENDED					
Charitable activities	3a & 4	66001	2525	68526	92253
Governance costs	3b	3190		3190	190
Total Resources Expended		69191	2525	71716	92443
NET(OUTGOING)/INCOMING RESOURCES		11351	0	11351	8230
Unrestricted Funds for Income and expenditure					
Total Funds Brought Forward		40271	0	40271	33319
Total Funds Carried Forward		51622	0	51622	41549

All incoming resources and resources expended arise from continuing activities

BOOKS ALIVE**A Charitable Company Limited by Guarantee****Balance Sheet Year ended 31 December 2020**

	Notes	Total Funds 2020	Total Funds 2019
Fixed Assets			
Tangible	5	0	0
Current Assets			
Stock		36481	39770
Debtors	6	2102	3028
Cash at bank and in hand		17781	4768
		<u>56364</u>	<u>47566</u>
Creditors			
Falling Due in 1 year	7	-4742	-6017
Net Current Assets		<u>51622</u>	<u>41549</u>
Total Assets less Current Liabilities		51622	41549
Net Assets		<u>51622</u>	<u>41549</u>
Funds	8	<u>51622</u>	<u>41549</u>

Note 1

For the year ending 31st December 2020 the Company was entitled to exception from audit under Section 477 on the Companies Act 2006. The members have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2016.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small charitable companies' regime

These accounts were approved by the trustees/directors on 11 June 2021
and signed on their behalf by:

J Puttock
Chair of Trustees/directors

BOOKS ALIVE
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Notes to the Accounts for the Year Ended 31 December 2020

1. Accounting Policies

Basis of preparation:-

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective January 2015) ("FRS 102") and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

a) Fund accounting:-

Funds held by the Company are either:-

Unrestricted funds - General funds which can be used for the Company's ordinary purposes, or

Restricted Funds - being either (a) income from trusts which may be expended only on those restricted objects provided in the terms of the trust or bequest; or (b) donations or grants received for a specific object. Any balance remaining unspent at the end of the year is carried forward as a balance on that restricted fund.

b) Income recognition policies

Sales are recognised in the period to which the sales relate.

Rental income is recognised in the period to which the rent relates.

Income tax recoverable on Gift Aid donations are recognised in the period to which the gift aid relates.

c) Expenditure

Expenditure is recognised as soon as there is a legal or constructive obligation committing the Company to make a payment.

d) Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful life. The rates are:

Shop Equipment	straight line over 10 years
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Shop Fittings	straight line over 10 years
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Computer and Audio Equipment	straight line over 4 years
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It is normal policy not to capitalise assets below £100 or when financed by donations. There were no capitalised items to depreciate from previous years or in 2018.

e) Stocks

Stocks are valued at the lower of cost and net realisable value.

f) Taxation

As a registered charity, the organisation is exempt from corporation tax to the extent that its income and gains are applicable to charitable purposes only.

BOOKS ALIVE**A Charitable Company Limited by Guarantee****Notes****2 Incoming Resources**

	Unrestricted Funds	restricted Funds	Total Funds 2020	Total Funds 2019
Generated Funds				
Voluntary Income				
Donations from last year		1278	1278	
Donations in the year	195	990	1185	3559
Income Tax Recoverable	0	257	257	172
BHCC Business Grants	11334		11334	0
Sundry Income	211		211	96
	11740	2525	14265	3827
Investment Income				
Rental Income	10194	-	10194	9680
	10194	-	10194	13507

3 Resources Expended

Costs of activities in furtherance of the objects of Charity	3a			
Purchases		41307	1675	42982
Salaries		3159	0	3159
Rent & Rates		12306		12306
Insurance		1674		1674
Light & Heat & Water		2229		2229
Travel & Entertainment		0		0
Printing & Stationery		390		390
Telephone, Mobile & Computer Charges		2347	0	2347
Subscription & Licencing		129		129
General Maintenance		294		294
Banking charges and interest		1128		1128
General Expenses		1038	850	1888
Suspense & Mispost		0		0
		66001	2525	68526
Governance Costs	3b			
Accountancy Fees		190		190
Consultancy Fees		3000		3000
		3190		3190

4 Staff Salaries

	4a		2020	2019
Staff Salaries		3159	3159	19394
Pensions costs		0	0	753
		3159	3159	20147

The charity employed 1 staff member who receive salaries in the year (2019: 2 staff members)

Payments to Trustees

4b

No trustees received any remuneration or reimbursement of expenses during the year

BOOKS ALIVE**A Charitable Company Limited by Guarantee****5 Tangible Fixed Assets**

	Computer & Audio Equipment £	Shop Equipment £	Shop Fittings £	Total £
COST				
As at 31st December 2019	5379	5723	18787	29889
DEPRECIATION				
As at 31 December 2020	5379	5723	18787	29889
NET BOOK VALUE				
As at 31st December 2020	-	-	-	0
As at 31st December 2019	-	-	-	0

6 DEBTORS

	2020	2019
Trade Debtors	2102	3028
Other Debtors	0	0
	2102	3028

7 CREDITORS: amounts falling due within one year

	2020	2019
Bank Overdraft	0	0
Trade Creditors	3969	5221
VAT payable	773	796
PAYE/NIC Payable	0	0
	4742	6017

8 Analysis of Net Asset by Fund

The funds are represented by the following assets:

	2020	2019
Fixed Assets		
Net Assets		
Unrestricted Funds	51622	41549

9 Members

-
51622

Book Alive is a company limited by guarantee having no share capital and in accordance with the Memorandum of Association every member is liable to contribute a sum of £10 in the event of the company being wound up. At 31 December 2020 there were 24 members (2019 : 22)