

**BOOKS ALIVE**

(A charitable company limited by guarantee)

**TRUSTEES' ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

Registered number: 3737476

Registered charity number 1077435

**BOOKS ALIVE**  
(A charitable company limited by guarantee)

Index to trustees' report and financial statements

| <b>Contents</b>                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' annual report           | 1-4         |
| Independent Examiner's report     | 5           |
| Statement of Financial Activities | 6           |
| Balance sheet                     | 7           |
| Accounting Policies               | 8           |
| Notes to the accounts             | 9-10        |

**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 2021.

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 S Forrest (Appointed 15 July 2021)

Mrs D Kutar (Resigned 15 April 2021)

Mrs S C Haines

Rev Canon P R Moon

Mrs S Smith (Appointed 23 July 2021)

Mr D Standing (Appointed 12 August 2021)

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

**Independent Examiner**

Mrs Cherry Hoile

Flat 6

Prince of Wales Court

227-229 Kingsway

Hove

BN3 4HF

**Bankers**

Barclays Bank plc

North Street

PO Box 2915

Brighton

BN1 1SJ

## **BOOKS ALIVE**

(A charitable company limited by guarantee)

### **TRUSTEES' ANNUAL REPORT (Continued)**

#### **Structure, governance and management**

Books Alive was incorporated as a company limited 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: Mr J Puttock, Mrs S Forrest, Mrs S Smith and Mr D Standing AGM in 2024. In addition, the Parochial Church Council of Bishop Hannington Church may nominate up to 3 trustees, one of whom must be the Vicar. The current appointed trustees are Mrs G Carr until 2022, Mrs S Haines until 2023, and Rev Canon P Moon who resigned on his retirement on 7<sup>th</sup> February 2022. At present no new appointment has been made.

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 28<sup>th</sup> December 2020 until 12<sup>th</sup> April 2021. The trustees are grateful for the Government grants via the Council totaling £11,240 to enable the shop to be in a financial position to meet its commitments until able to reopen.

### **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 £1,501 to £57,107. A reduction of 2.5%. The small fall in sales were primarily due to the interruption in trading due to Covid -19 in the first 3 months of the year. 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 for her consultancy work. 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. 74 churches and other 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 2022.

We would like to thank our book keeper, 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 £16,463 which when added to funds of £51,622 brought forward from 31<sup>st</sup> December 2020, result in unrestricted funds of £68,085 carried forward at 31<sup>st</sup> December 2021

The trustees may invest the funds of the company, not immediately required for the purposes of the Charity 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.

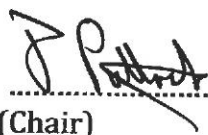
### Reserves Policy

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 6 months expenditure.

By order of the Board

Trustee

John Puttock (Chair)



Date

17 May 2022

Trustee

Gillian Carr



Date

17 May 2022

Registered office  
86 Elm Drive  
Hove  
BN3 7JL

## **BOOKS ALIVE**

(A charitable company limited by guarantee)

### **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 31<sup>st</sup> December 2021 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 6 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 10 May 2022

**BOOKS ALIVE**

A Charitable Company Limited by Guarantee

**Statement of Financial Activities for Year Ended 31 December 2021**

|  | Notes    | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | TOTAL<br>FUNDS<br>2021<br>£ | 2020<br>£    |
|--|----------|----------------------------|--------------------------|-----------------------------|--------------|
| <b>INCOMING RESOURCES</b>                            |          |                            |                          |                             |              |
| <b>Incoming resources from generated funds</b>       |          |                            |                          |                             |              |
| Voluntary Income                                     | 2a       | 16893                      | 1188                     | 18081                       | 14265        |
| Investment Income                                    | 2b       | 10172                      |                          | 10172                       | 10194        |
| <b>Charitable activities</b>                         |          |                            |                          |                             |              |
| Sale of Books and Christian Products                 |          | 57107                      |                          | 57107                       | 58608        |
| <b>Total Incoming Resources</b>                      | <b>2</b> | <b>84172</b>               | <b>1188</b>              | <b>85360</b>                | <b>83067</b> |
| <b>RESOURCES EXPENDED</b>                            |          |                            |                          |                             |              |
| Charitable activities                                | 3a & 4   | 64519                      | 1188                     | 65707                       | 68526        |
| Governance costs                                     | 3b       | 3190                       |                          | 3190                        | 3190         |
| <b>Total Resources Expended</b>                      |          | <b>67709</b>               | <b>1188</b>              | <b>68897</b>                | <b>71716</b> |
| <b>NET(OUTGOING)/INCOMING RESOURCES</b>              |          | <b>16463</b>               | <b>0</b>                 | <b>16463</b>                | <b>11351</b> |
| <b>Unrestricted Funds for Income and expenditure</b> |          |                            |                          |                             |              |
| Total Funds Brought Forward                          |          | 51622                      | 0                        | 51622                       | 40271        |
| <b>Total Funds Carried Forward</b>                   |          | <b>68085</b>               | <b>0</b>                 | <b>68085</b>                | <b>51622</b> |

All incoming resources and resources expended arise from continuing activities



# BOOKS ALIVE

## A Charitable Company Limited by Guarantee

### Balance Sheet - Year ended 31 December 2021 31.12.21

|  | Notes | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|--|-------|-----------------------------|-----------------------------|
| <b>Fixed Assets</b>                          |       |                             |                             |
| Tangible                                     | 5     | 0                           | 0                           |
| <b>Current Assets</b>                        |       |                             |                             |
| Stock  |       | 31788                       | 36481                       |
| Debtors                                      | 6     | 1938                        | 2102                        |
| Cash at bank and in hand                     |       | 38435                       | 17781                       |
|  |       | <b>72161</b>                | <b>56364</b>                |
| <b>Creditors</b>                             |       |                             |                             |
| Falling Due in 1 year                        | 7     | -4075                       | -4742                       |
| <b>Net Current Assets</b>                    |       | <b>68086</b>                | <b>51622</b>                |
| <b>Total Assets less Current Liabilities</b> |       | <b>68086</b>                | <b>51622</b>                |
| <b>Net Assets</b>                            |       | <b>68086</b>                | <b>51622</b>                |
| <b>Funds</b>                                 | 8     | <b>68086</b>                | <b>51622</b>                |

#### Note 1

For the year ending 31st December 2021 the Company was entitled to exception from audit under Section 477 of 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 these 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 17 May 2022  
and signed on their behalf by:

  
J Puttock  
Chair of Trustees/Directors

**BOOKS ALIVE**  
(A Charitable Company Limited by Guarantee)

## Notes to the Accounts for the Year Ended 31 December 2021

## **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 live. The rates are:

|                |                             |
|----------------|-----------------------------|
| Shop Equipment | straight line over 10 years |
|----------------|-----------------------------|

Shop Fittings straight line over 10 years

**Computer and Audio Equipment** straight line over 4 years

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 2021.

### 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 2021<br>£ | Total Funds 2020<br>£ |
|--|----|--------------------|------------------|-----------------------|-----------------------|
| <b>Generated Funds</b>                                       |    |                    |                  |                       |                       |
| Voluntary Income   | 2a |                    |                  |                       |                       |
| Donations from last year                                     |    |                    | 0                | 0                     | 1278                  |
| Donations in the year  |    | 3030               | 989              | 4019                  | 1185                  |
| Income Tax Recoverable                                       |    | 0                  | 199              | 199                   | 257                   |
| BHCC Business Grants   |    | 11240              |                  | 11240                 | 11334                 |
| Sundry Income  |    | 2622               |                  | 2622                  | 211                   |
|  |    | 16893              | 1188             | 18081                 | 14265                 |
| Investment Income  | 2b |                    |                  |                       |                       |
| Rental Income  |    | 10172              | -                | 10172                 | 10194                 |
|  |    | 27065              | 1188             | 28253                 | 24459                 |
| <b>3 Resources Expended</b>                                  |    |                    |                  |                       |                       |
| Costs of activities in furtherance of the objects of Charity | 3a |                    |                  |                       |                       |
| Purchases  |    | 38077              | 1188             | 39265                 | 42982                 |
| Salaries   |    | 2227               |                  | 2227                  | 3159                  |
| Rent & Rates   |    | 12663              |                  | 12663                 | 12306                 |
| Insurance  |    | 899                |                  | 899                   | 1674                  |
| Light & Heat & Water   |    | 2474               |                  | 2474                  | 2229                  |
| Travel & Entertainment                                       |    | 0                  |                  | 0                     | 0                     |
| Printing & Stationery  |    | 364                |                  | 364                   | 390                   |
| Telephone, Mobile & Computer Charges                         |    | 2421               |                  | 2421                  | 2347                  |
| Subscription & Licencing                                     |    | 249                |                  | 249                   | 129                   |
| General Maintenance  |    | 3452               |                  | 3452                  | 294                   |
| Banking charges and interest                                 |    | 888                |                  | 888                   | 1128                  |
| General Expenses   |    | 805                |                  | 805                   | 1888                  |
|  |    | 64519              | 1188             | 65707                 | 68526                 |
| Governance Costs   | 3b |                    |                  |                       |                       |
| Accountancy Fees   |    | 190                |                  | 190                   | 190                   |
| Consultancy Fees   |    | 3000               |                  | 3000                  | 3000                  |
|  |    | 3190               |                  | 3190                  | 3190                  |
| <b>4 Staff Salaries</b>                                      |    |                    |                  |                       |                       |
|  | 4a |                    |                  | 2021                  | 2020                  |
| Staff Salaries   |    | 2227               |                  | 2227                  | 3159                  |
| Pensions costs   |    | 0                  |                  | 0                     | 0                     |
|  |    | 2227               |                  | 2227                  | 3159                  |

The charity employed 1 staff member who received salaries in the year ( 2020: 1 staff member )

## 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<br>Equipment | Shop<br>Equipment | Shop<br>Fittings | Total |
|--------------------------|-------------------------------|-------------------|------------------|-------|
|                          | £                             | £                 | £                | £     |
| <b>COST</b>              |                               |                   |                  |       |
| As at 31st December 2021 | 5379                          | 5723              | 18787            | 29889 |
| <b>DEPRECIATION</b>      |                               |                   |                  |       |
| As at 31 December 2021   | 5379                          | 5723              | 18787            | 29889 |
| <b>NET BOOK VALUE</b>    |                               |                   |                  |       |
| As at 31st December 2021 | -                             | -                 | -                | 0     |
| As at 31st December 2020 | -                             | -                 | -                | 0     |

**6 DEBTORS**

|               | 2021        | 2020        |
|---------------|-------------|-------------|
| Trade Debtors | 1650        | 2102        |
| Other Debtors | 288         | 0           |
|               | <u>1938</u> | <u>2102</u> |

**7 CREDITORS: amounts falling due within one year**

|                  | 2021        | 2020        |
|------------------|-------------|-------------|
| Bank Overdraft   | 0           | 0           |
| Trade Creditors  | 2843        | 3969        |
| VAT payable      | 1232        | 773         |
| PAYE/NIC Payable | 0           | 0           |
|                  | <u>4075</u> | <u>4742</u> |

**8 Analysis of Net Asset by Fund**

The funds are represented by the following assets:

| Unrestricted<br>Funds | 2021  | 2020         |
|-----------------------|-------|--------------|
| Fixed Assets          |       |              |
| Net Assets            | 68086 | <u>68086</u> |
|                       |       | <u>51622</u> |

**9 Members**

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 2021 there were 22 members (2020 : 24)