

BOOKS ALIVE

(A charitable company limited by guarantee)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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 2023.

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), subject to the small companies' regime.

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:

Mr J E Puttock (Chair)
Mrs G Carr
Mrs S Forrest
Mrs S C Haines
Mrs S Smith
Mr D Standing
Rev Dr N Tucker

The advisors to the charity during the year have been:

Accountant

Mr N Carr
56 Hogarth Road
Hove
BN3 5RH

Independent Examiner

Mr I Crosthwaite
31 Portland Villas
Hove
BN3 5SA

Solicitors

Mayo Wynne Baxter
3 Bell Lane
Lewes
BN7 1JU

Bankers

Barclays Bank plc
North Street
PO Box 2915
Brighton
BN3 1SJ

Redwood Bank
The Nexus Building
Broadway
Letchworth Garden City
SG6 3TA

BOOKS ALIVE

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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 the members at the annual general meeting on the recommendation of the trustees. Up to 4 trustees may be appointed by resolution 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 S Forrest, Mrs S Smith and Mr D Standing at the AGM in 2024. Mr J Puttock at the AGM in 2025. In addition, the Parochial Church Council of Bishop Hannington Memorial Church may nominate up to 3 trustees, one of whom must be the Vicar. The current appointed trustees are Mrs G Carr until 2025, Mrs S Haines until 2026, and the Vicar, Rev Dr N Tucker

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 company at 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 company 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 company 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.

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Objectives and activities

The company'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 company shall think fit.

Public Benefit

The company's trustees have referred to the Charity Commission's general guidance on public benefit and consider that the charity has continued to meet those requirements. The bookshop trades six days a week and is entirely accessible to all the public regardless of any religious belief, or none.

Achievements and performance

Sales for the year remained stable at £75,940 a small increase of £880 over 2022. While trustees had hoped to show a greater improvement in sales over the year more foundational work has been undertaken by Gillian Carr, one of the trustees, who has continued to oversee the management of the shop on a voluntary basis. Gillian invoices the company £250 per month for her consultancy work and it is anticipated that her activities will generate a significant increase in sales in 2024. Of particular note has been the continued success of our secondhand book section on the upper floor. This has generated sales of £6,683 over the year and has been of particular benefit for theological students, church leaders and individuals. Our loyalty scheme continues to be well used.

During the year the company supported The Brighton and Hove City Mission by providing them free of charge with a number of Bibles for their ministry and the company also supported the Chichester Diocesan May Camp by providing them with 20 books for those who made a Christian commitment at the Camp.

We continue to be a centre for donations towards the local foodbank and made a donation of £20 on the basis of Christmas cards sold for that specific purpose.

We were pleased once again to be able to hold a number of external sales events during the year and expect this to increase in 2024.

We would like to thank our book keepers, 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. Without their support the shop couldn't open 6 days a week.

Financial review

The unrestricted surplus for the year was £9,680 which when added to funds of £78,452 brought forward from 31st December 2022, resulted in unrestricted funds of £88,132 being carried forward at 31st December 2023

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

By the year-end £35,000 had been invested in a 95-day notice account with Redwood Bank.

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Reserves Policy

The trustees regularly review the level of reserves held by the company and are pleased to report that currently the company holds unrestricted funds well in excess of 6 months expenditure.

By order of the Board

Trustee
John Puttock (Chair)

Date.....25 July 2024.....

Trustee
Gillian Carr

Date.....25-7-24.....

Registered office
86 Elm Drive
Hove
BN3 7JL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BOOKS
ALIVE ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

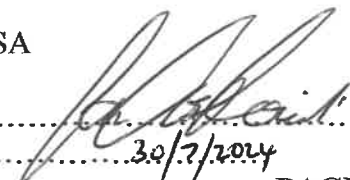
Since your charity's gross income has not exceeded £250,000 your examiner does not need to be a member of a listed body.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr I Crosthwaite
31 Portland Villas
Hove
BN3 5SA

Signed..........
Dated.....30/7/2024.....

BOOKS ALIVE
A Charitable Company Limited by Guarantee

Statement of Financial Activities for Year Ended 31 December 2023

	Notes	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
				2023	2022
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary Income	2a	1249		1249	855
Investment Income	2b	10944		10944	10544
Charitable activities					
Sale of Books and Christian Products		75940		75940	75060
Total Incoming Resources		88133		88133	86459
RESOURCES EXPENDED					
Charitable activities	3a & 4	75263		75263	72903
Governance costs	3b	3190		3190	3190
Total Resources Expended		78453		78453	76093
NET(OUTGOING)/INCOMING RESOURCES		9680		9680	10366
Unrestricted Funds for Income and expenditure					
Total Funds Brought Forward		78452		78452	68085
Total Funds Carried Forward		88132		88132	78451

All incoming resources and resources expended arise from continuing activities

BOOKS ALIVE
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Balance Sheet 31.12.23

	Notes	Total Funds 2023	Total Funds 2022
Fixed Assets			
Tangible	5	0	0
Current Assets			
Stock		26125	27713
Debtors	6	2258	2864
Savings Account		35000	0
Cash at bank and in hand		29632	58613
		93014	89190
Creditors			
Falling Due in 1 year	7	-4882	-10738
Net Current Assets		88132	78452
Total Assets less Current Liabilities		88132	78452
Net Assets		88132	78452
Funds	8	88132	78452

Note

For the year ending 31st December 2023 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 25 July 2024
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 2023

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 is 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 2023.

e) Stocks

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

f) Taxation

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

BOOKS ALIVE
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Notes

2 Incoming Resources

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
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Generated Funds

Voluntary Income

2a

Donations in the year	75		75	150
Income Tax Recoverable	0		0	0
Sundry Income	1174		1174	705
	1249		1249	855

Investment Income

2b

Rental Income	10944		10944	10544
	12193		12193	11399

3 Resources Expended

Costs of activities in furtherance
of the objects of the Charity

3a

Purchases	45142		45142	49065
Direct Expenses	914		914	508
Salaries	4426		4426	1611
Rent & Rates	13203		13203	13131
Insurance	820		820	411
Light & Heat & Water	3495		3495	1819
Travel & Entertainment	430		430	480
Printing & Stationery	312		312	543
Office Equipment & Maintenance	30		30	0
Telephone, Mobile & Computer Charges	2857		2857	2645
Subscription & Licencing	439		439	315
General Maintenance	1119		1119	271
Banking charges and interest	926		926	1128
General Expenses	1150		1150	976
	75263		75263	72903

Governance Costs

3b

Accountancy Fees	190		190	190
Consultancy Fees	3000		3000	3000
	3190		3190	3190

4 Staff Salaries

4a

2023 2022

Staff Costs	4426		4426	1611
Pensions costs	0		0	0
	4426		4426	1611

The charity employed 1 staff member and contracted 1 on an invoiced basis. (2022: 1 staff member).

Payments to Trustees

4b

One trustee received payments totalling £3,000 for professional services in 2023 (2022: £3000)

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 2023		5379	5723	18787	29889
DEPRECIATION					
As at 31 December 2023		5379	5723	18787	29889
NET BOOK VALUE					
As at 31st December 2023		-	-	-	0
As at 31st December 2022		-	-	-	0

6 DEBTORS

	2023	2022
Trade Debtors	2258	2864
Other Debtors	0	0
	2258	2864

7 CREDITORS: amounts falling due within one year

	2023	2022
Trade Creditors	2541	9535
Other Creditors	996	0
VAT payable	1345	1203
	4882	10738

8 Analysis of Net Asset by Fund

The funds are represented by the following assets:

	2023	2022
Unrestricted Funds	88132	78452
Fixed Assets	0	0
Net Assets	88132	78452

9 Members

Books Alive is a company limited by guarantee having no share capital and in accordance with the Memorandum and Articles of Association every member is liable to contribute a maximum sum of £10 in the event of the company being wound up.

At 31 December 2023 there were 25 members (2022:22)

10 Related Party Transactions

Name	2023	2022	Role	Description
John Puttock	£13,000	£12,750	Trustee of BH Christian Workers Trust	Rents paid to BHWCT
Phillip Moon	£0	£2,125	Trustee of BH Christian Workers Trust	Rents paid to BHWCT
Nick Tucker	£13,000	£3,188	Trustee of BH Christian Workers Trust	Rents paid to BHWCT