

BOOKS ALIVE

(A charitable company limited by guarantee)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

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 2024.

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 (Resigned 25 July 2024)
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: Mr J Puttock at the AGM in 2025. Mrs S Forrest and Mr D Standing at the AGM in 2027. Mrs M Harding who joined the Board in April 2025 at the AGM in 2028. 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 company 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 enable 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 company's operations and considered the major risks faced in each of these areas.

In the opinion of the trustees the company 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 showed a substantial increase at £93,525, an increase of £17,585 over 2023. The trustees were very pleased at this significant increase of 23% which brought sales up to near pre Covid level. Much of this increase was due to Gillian Carr, one of the trustees, who has continued to oversee the management of the shop on a voluntary basis. Gillian Carr invoices the company £250 per month for her consultancy work and advice. The secondhand book section on the upper floor was a major contributor to both the sales and contribution to the net incoming resources with sales of £9,423. 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 again this year.

We continue to be a centre for donations towards the local foodbank and a collection point for the Samaritan Purse Christmas Shoe Box Appeal.

We were pleased once again to be able to hold a number of external sales events during the year and expect this to continue to increase in 2025.

We would like to thank our bookkeepers, 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 £16,418 which when added to funds of £88,132 brought forward from 31st December 2023, resulted in unrestricted funds of £104,550 being carried forward at 31st December 2024.

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 £51,362 had been invested in a 95-day notice account with Redwood Bank.

BOOKS ALIVE
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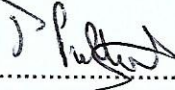
Reserves Policy

The trustees regularly review the level of reserves held by the company and are pleased to report that currently the company holds unrestricted funds in excess of 12 months expenditure.

By order of the Board

Trustee

John Puttock (Chair)



Date.....

17. 7. 2025

Trustee

Gillian Carr



Date.....

17-7-25

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 2024.

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 the Company'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

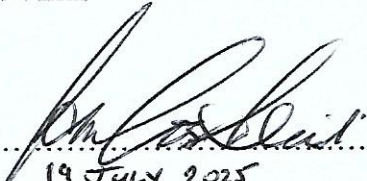
Since The Company's gross income has not exceeded £250,000 your examiner does not need to be a member of a listed body.

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.....19 JULY 2025

BOOKS ALIVE
A Charitable Company Limited by Guarantee

Statement of Financial Activities for Year Ended 31 December 2024

	Notes	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2024	2023
INCOMING RESOURCES					
Incoming resources from generated funds					
Donations	2a	145		145	75
Bank Interest	2a	1362		1362	0
Other	2a	530		530	1174
Rental Income	2b	11264		11264	1249
Charitable activities					
Sale of Books and Christian Products		93526		93526	75940
Total Incoming Resources		106827		106827	77264
RESOURCES EXPENDED					
Charitable activities	3a & 4	87219		87219	75263
Governance costs	3b	3190		3190	3190
Total Resources Expended		90409		90409	78453
NET(OUTGOING)/INCOMING RESOURCES		16418		16418	9680
Unrestricted Funds for Income and expenditure					
Total Funds Brought Forward		88132		88132	78452
Total Funds Carried Forward		104550		104550	88132

All incoming resources and resources expended arise from continuing activities ,

BOOKS ALIVE**A Charitable Company Limited by Guarantee****Balance Sheet 31.12.24**

	Notes	Total Funds 2024	Total Funds 2023
Fixed Assets			
Tangible	5	0	0
Current Assets			
Stock		26168	26125
Debtors	6	2837	2258
Savings Account		51362	35000
Cash at bank and in hand		31898	29632
		<u>112265</u>	<u>93014</u>
Creditors			
Falling Due in 1 year	7	-7715	-4882
Net Current Assets		<u>104550</u>	<u>88132</u>
Total Assets less Current Liabilities		<u>104550</u>	<u>88132</u>
Net Assets		<u>104550</u>	<u>88132</u>
Funds	8	<u>104550</u>	<u>88132</u>

Note

For the year ending 31st December 2024 the Company was entitled to exemption 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 17/7/2025
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 2024

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.

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Notes

2 Incoming Resources		Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
Generated Funds					
Voluntary Income	2a				
Donations in the year		145		145	75
Bank Interest		1362		1362	0
Other		530		530	1174
		2037		2037	1249
Investment Income	2b				
Rental Income		11264		11264	10944
		13301		13301	12193
3 Resources Expended					
Costs of activities in furtherance of the objects of Charity	3a				
Purchases		56958		56958	45142
Direct Expenses		1394		1394	914
Salaries		2796		2796	4426
Rent & Rates		13440		13440	13203
Insurance		957		957	820
Light & Heat & Water		4090		4090	3496
Travel & Entertainment		0		0	430
Printing & Stationery		441		441	312
Office Equipment & Maintenance		933		933	30
Telephone, Mobile & Computer Charges		2442		2442	2857
Subscription & Licencing		355		355	439
General Maintenance		1220		1220	1119
Banking charges and interest		1033		1033	926
General Expenses		1160		1160	1150
		87219		87219	75263
Governance Costs	3b				
Accountancy Fees		190		190	190
Consultancy Fees		3000		3000	3000
		3190		3190	3190
4 Staff Salaries					
	4a			2024	2023
Staff Costs		2796		2796	4426
Pensions costs		0		0	0
		2796		2796	4426

The Company employed 1 staff member and contracted 1 on an invoiced basis. Total costs for both shown in the year. (2023; 1 staff member and one contracted).

Payments to Trustees 4b

One trustee received payments totalling £3,000 for professional services in 2024 (2023: £3000)

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5 Tangible Fixed Assets

	Computer	& Audio Equipment	Shop Equipment	Shop Fittings	Total
		£	£	£	£
COST					
As at 31st December 2024		5379	5723	18787	29889
DEPRECIATION					
As at 31 December 2024		5379	5723	18787	29889
NET BOOK VALUE					
As at 31st December 2024		-	-	-	0
As at 31st December 2023		-	-	-	0

6 DEBTORS

	2024	2023
Trade Debtors	2837	2258
Other Debtors	0	0
	<u>2837</u>	<u>2258</u>

7 CREDITORS: amounts falling due within one year

	2024	2023
Trade Creditors	4836	2541
Other Creditors	992	996
VAT payable	1888	1345
	<u>7716</u>	<u>4882</u>

8 Analysis of Net Asset by Fund

The funds are represented by the following assets:

	2024	2023
Unrestricted Funds	104550	88132
Fixed Assets	0	0
Net Assets	<u>104550</u>	<u>88132</u>

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 2024 there were 24 members (2023:25)

10 Related Party Transactions

Name	2024	2023	Role	Description
John Puttock	£13,250	£13,000	Trustee of BH Christian Workers Trust	Rents paid to BHWCT
Nick Tucker	£13,250	£13,000	Trustee of BH Christian Workers Trust	Rents paid to BHWCT