

REGISTERED COMPANY NUMBER: 07538636 (England and Wales)  
REGISTERED CHARITY NUMBER: 1143727

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 December 2022**  
**for**  
**Essex Book Festival**

Fisher Michael  
The Old Grange  
Warren Estate  
Lordship Road  
Writtle  
Essex  
CM1 3WT

Essex Book Festival

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for the Year Ended 31 December 2022

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## Essex Book Festival

### Report of the Trustees for the Year Ended 31 December 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The objectives of the charity are to advance the education of the public in Essex by promoting literature, reading for pleasure and supporting and developing writers. The objectives are met, primarily, through an annual Essex Book Festival, which offers opportunities for local, national and international authors to discuss their works, writing workshops and competitions for budding authors.

##### **Significant activities**

The period covering 1st January 2022 to 31st December 2022 marks an ambitious and innovative period of activity for Essex Book Festival. That is, both in terms of consolidating and growing its existing festival activity, and also, the establishment of a new 3-year programme of work in Essex primary schools under the umbrella of the national project Spoken Word Project, which is led by Eastside Educational Trust.

Working in partnership with Essex Children's University, Essex Book Festival commissioned 3 artists to run workshops with YR3-YR6 children in 6 schools in Tendring District Council. This culminated in a Regional Spoken Word Slam hosted by University of Essex, segments of which were screened at The Criterion Theatre, London, as part of World Poetry Day celebrations, with a selection of the children's poems published as part of a Spoken Word Power collection.

Following on from this, the festival hosted its annual month-long Essex Book Festival in 40 venues across the county with 250+ local, national and international artists participating in its activities in June. Although audience numbers were down, in line with similar UK venues and festivals, the overall feedback from artists, venues and audiences was overwhelmingly positive. It additionally resulted in a number of new partnerships including Creative Basildon, Backstage Centre and Harwich Electric Palace Cinema.

Other notable activities included Festival Director Ros Green's invitation to attend Global Association of Literary Festivals Summit in Lagos, Nigeria, which again has resulted in a number of new partnerships and opportunities for the festival moving forwards.

Essex Book Festival ended the year on high note with the award of £20,000 grant from Essex County Council's Climate Action Group, to develop its Manifesto for Essex activity for young people across Essex to express their ideas through cultural activity over the next 12-months. All in all, an excellent show of confidence in the festival's ability to deliver meaningful and impactful work for Essex.

##### **Public benefit**

Our main activities and who we try to help are described above. All our charitable activities focus on the education of the public and are undertaken to further our charitable purposes for the public benefit.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Essex Book Festival maintained two reserves during the year.

The general reserve is maintained at a level which the board of Trustees believe is required in order to continue to run the charity as a going concern. It is the Trustees' opinion that a relatively high general reserve is required in order to mitigate the risks around future grant and other support income. The current reserve level will offer some certainty to provide future festivals.

The charity also maintained restricted reserves generated from the Arts Council England. The reserves were used to develop specific projects, partnerships and audiences with the aim to embed diversity into all our festival events.

##### **Going concern**

No material uncertainties exist regarding the charity's ability to continue as a going concern.

Essex Book Festival

Report of the Trustees  
for the Year Ended 31 December 2022

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law. The trustees are elected to serve at Annual General Meetings.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07538636 (England and Wales)

**Registered Charity number**

1143727

**Registered office**

125 High Street  
Colchester  
Essex  
CO1 1SZ

**Trustees**

P B Donaldson  
Mrs S M Ford (resigned 26.9.22)  
J A Macdonald  
Ms P A Gaudin  
Ms C Shestopal  
T Fisher  
F Ogunlana-Fadipe (appointed 7.11.22)

**Independent Examiner**

Fisher Michael  
The Old Grange  
Warren Estate  
Lordship Road  
Writtle  
Essex  
CM1 3WT

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

22/06/2023

Approved by order of the board of trustees on ..... and signed on its behalf by:



J A Macdonald - Trustee

**Independent Examiner's Report to the Trustees of**  
**Essex Book Festival**

**Independent examiner's report to the trustees of Essex Book Festival ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

**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').

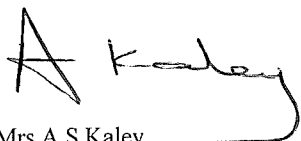
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). 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**

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.



Mrs A S Kaley

Fisher Michael  
The Old Grange  
Warren Estate  
Lordship Road  
Writtle  
Essex  
CM1 3WT

Date: 22 June 2023

**Essex Book Festival**

**Statement of Financial Activities**  
**for the Year Ended 31 December 2022**

				Year Ended 31.12.22	Period 1.6.21 to 31.12.21
	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		45,584	49,899	95,483	44,443
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Event Costs		37,953	38,954	76,907	14,316
Governance costs		10,104	10,945	21,049	-
Other		-	-	-	25,826
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total</b>		48,057	49,899	97,956	40,142
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET INCOME/(EXPENDITURE)</b>		(2,473)	-	(2,473)	4,301
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		31,673	-	31,673	27,372
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		29,200	-	29,200	31,673
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

The notes form part of these financial statements

**Essex Book Festival**

**Balance Sheet**  
**31 December 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	4	900	-	900	930
Cash at bank		56,500	-	56,500	36,932
		<u>57,400</u>	<u>-</u>	<u>57,400</u>	<u>37,862</u>
<b>CREDITORS</b>					
Amounts falling due within one year	5	(28,200)	-	(28,200)	(6,189)
		<u>29,200</u>	<u>-</u>	<u>29,200</u>	<u>31,673</u>
<b>NET CURRENT ASSETS</b>					
		<u>29,200</u>	<u>-</u>	<u>29,200</u>	<u>31,673</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>29,200</u>	<u>-</u>	<u>29,200</u>	<u>31,673</u>
<b>NET ASSETS</b>		<u>29,200</u>	<u>-</u>	<u>29,200</u>	<u>31,673</u>
<b>FUNDS</b>	6				
Unrestricted funds				<u>29,200</u>	<u>31,673</u>
<b>TOTAL FUNDS</b>				<u>29,200</u>	<u>31,673</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..22/06/2023..... and were signed on its behalf by:



.....  
J A Macdonald - Trustee

The notes form part of these financial statements

Notes to the Financial Statements  
for the Year Ended 31 December 2022

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

Short term debtors are measured at the transaction price, less any impairment. All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the period ended 31 December 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the period ended 31 December 2021.



**Essex Book Festival**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2022**

**3. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	19,543	24,900	44,443
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Event Costs	1,896	12,420	14,316
Other	13,346	12,480	25,826
<b>Total</b>	15,242	24,900	40,142
<b>NET INCOME</b>	4,301	-	4,301
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	27,372	-	27,372
<b>TOTAL FUNDS CARRIED FORWARD</b>	31,673	-	31,673

**4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Prepayments	900	930

**5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	-	189
Other creditors	1,200	-
Accruals and deferred income	27,000	6,000
	28,200	6,189

**6. MOVEMENT IN FUNDS**

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	31,673	(2,473)	29,200
<b>TOTAL FUNDS</b>	31,673	(2,473)	29,200

**Essex Book Festival**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2022**

**6. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	27,084	(29,557)	(2,473)
Essex County Council Arts Development	18,500	(18,500)	-
	<hr/>	<hr/>	<hr/>
	45,584	(48,057)	(2,473)
<b>Restricted funds</b>			
Arts Council Grant	49,899	(49,899)	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>95,483</u>	<u>(97,956)</u>	<u>(2,473)</u>

**Comparatives for movement in funds**

	At 1.6.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	27,372	4,301	31,673
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>27,372</u>	<u>4,301</u>	<u>31,673</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	14,543	(10,242)	4,301
Essex County Council Arts Development	5,000	(5,000)	-
	<hr/>	<hr/>	<hr/>
	19,543	(15,242)	4,301
<b>Restricted funds</b>			
Arts Council Grant	24,900	(24,900)	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>44,443</u>	<u>(40,142)</u>	<u>4,301</u>

**Essex Book Festival**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2022**

**7. ULTIMATE PARENT COMPANY**

There is no ultimate controlling party.

**8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2022.

**Essex Book Festival**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 December 2022**

	Year Ended 31.12.22 £	Period 1.6.21 to 31.12.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Other income	11,783	8,545
Grants	83,700	35,898
	<hr/>	<hr/>
	95,483	44,443
<b>Total incoming resources</b>	<hr/>	<hr/>
	95,483	44,443
 <b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Marketing and audience development	19,852	3,816
Artistic expenditure	24,942	9,601
	<hr/>	<hr/>
	44,794	13,417
 <b>Support costs</b>		
<b>Other</b>		
Insurance	1,100	604
Accountancy	900	900
Development manager fees	51,162	25,221
	<hr/>	<hr/>
	53,162	26,725
<b>Total resources expended</b>	<hr/>	<hr/>
	97,956	40,142
<b>Net (expenditure)/income</b>	<hr/>	<hr/>
	(2,473)	4,301

This page does not form part of the statutory financial statements