

DERBY BOOK FESTIVAL

England & Wales · Charity number 1159763

Details

Status Registered

Legal form CIO

Registered 2015-01-05

Register [View on the Charity Commission register](#)

Contact

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Website <http://www.derbybookfestival.co.uk/>

Activities

Objects: TO ADVANCE THE EDUCATION OF THE INHABITANTS OF DERBY AND THE SURROUNDING AREA THROUGH THE PROVISION OF AN ANNUAL BOOK FESTIVAL AND ASSOCIATED ARTS EVENTS WHICH ENHANCE THE APPRECIATION, UNDERSTANDING AND ENJOYMENT OF BOOKS AND ENCOURAGES READING FOR PLEASURE.

Activities: The promotion of literature, language and the arts through a book or literature festival in Derby and such other activities as the charity trustees shall from time to time determine

Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Derbyshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£247,690	£199,143	-	-
2023-08-31	£248,372	£224,457	-	-
2022-08-31	£190,037	£193,986	-	-
2021-08-31	£170,356	£177,789	-	-
2020-08-31	£162,039	£150,951	-	-

Trustees

Name	Role	Appointed
Professor Keith Andrew John McLay	Chair	2019-10-04
Cheryl Turner		2024-11-26
Christopher Paul Ratcliffe		2024-11-26
Dianne Smith		2021-09-01
Dominic Edwin White		2024-11-26
Elizabeth Anne Copper		2026-03-25
Fraser Graves Cunningham		2026-03-25
Helena Williams		2024-11-26
Jamie Jordan		2024-11-14
Marian Forkin		2024-11-26
Rachel Susannah Huskisson		2026-03-25
Ruth Smith		2024-11-26
Sara Catherine Harker-Bettridge		2024-11-26
Sarah Hindmarch		2023-01-31
Sue Wall		2021-10-26
Tanya Ruth Bull		2024-11-26

DERBY BOOK FESTIVAL

England & Wales - Charity number 1159763

Accounts

Charity registration number: 1159763

Derby Book Festival

Annual Report and Financial Statements

for the Year Ended 31 August 2024

Derby Book Festival

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Derby Book Festival

Reference and Administrative Details

Trustees	Professor Keith A J McLay Dianne Smith Sue Wall Narinder K Sharma Sarah Hindmarch
Charity Registration Number	1159763
Principal Office	13 Lavender Row Darley Abbey Derby DE22 1DF
Auditor	Nuvo Audit Limited First Floor, Sterling House Outrams Wharf Little Eaton Derby DE21 5EL

Derby Book Festival

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2024.

Objectives and activities

Objects and aims

The objects of the CIO are the advancement of education for the benefit of the public by the promotion of literature, language and the arts in particular through a book of literature festival in Derby and such other activities as the charity trustees shall from time to time determine.

Public benefit

The public benefit provided by the Charity include:

- promoting artistic appreciation
- bringing a diverse and high quality range of authors and artists to Derby audiences.

The beneficiaries are all members of the public and access is enabled as follows:

- through concessionary ticket schemes
- all areas of the festival are wheelchair accessible.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Derby Book Festival

Trustees' Report (continued)

Achievements and performance

In the year to August 2024, Derby Book Festival has continued to extend its range of activities and projects. A new model of programme was tried to spread activities across the year and three Festivals were held: in November 2023 over three days, in March 2024 over four days and in May 2024 over nine days. There was also a one-off event at Derby Theatre on 29 July 2024 attracting 550 people. The partnerships which have been established since 2015 with arts and educational organisations in the city and county continue to strengthen and grow.

Ticket and book sales continue to grow and have increased progressively since the Festivals returned after Covid (in 2021). Whilst audiences are not at the same levels yet, our activities have broadened particularly in terms of our community programme. Our core audience & Festival Friends continue to be very supportive and evaluation feedback indicates high levels of satisfaction with the programme content and quality.

The Festival programmes offered internationally and nationally recognised authors, debut and local authors, fiction and non-fiction writers and a range of topics.

In February 2024 we recruited a Children & Young People's Coordinator to develop our schools and family programmes. We reached 11,400 primary school children at 2 Meet the Author events with author SF Said and Sophy Henn at Derby Theatre, live streamed to 95% of Derby schools & 5 county schools. We also included a broader family programme at our Summer Festival.

Our sixth Derby Children's Picture Book Award, for Years 2 & 3, included 56 Derby primary schools with over 5,790 pupils participating, an increase on 2023. The children voted for their favourite book (of 3 shortlisted) and met the author and illustrator at Zoom events. More publishers submitted books: 50 books from 22 publishers compared to 49 books from 19 publishers in 2023.

In October 2023, following securing National Lottery Funding for a further 5 years (in July 2023), we appointed two new Shared Reading staff to lead our community project, aimed at using poetry and short readings to support health and well-being in small groups across the city. We have trained 41 volunteers in total and had 14 groups in July 2024.

Our relationship with the University of Derby continued to grow, engaging more academic staff and students. We organised CivicLAB events (free) at both the Summer and Autumn Festivals offering academics the opportunity to share their recently published research with a public audience. 15 University lecturers interviewed authors at events. 11 students volunteered at events, giving them first hand experience of managing events. 24 Illustration students entered a competition to illustrate our Flash Fiction competition winning stories for our bookmarks; 30 nursery/childcare students participated in our Early Years project, creating Story Sacks for 3 picture books to use in their nursery placements, building their confidence and skills in reading with children.

We increased our support for local writers and participated in the University of Derby's Publishing conference. Our Book Fair included writers, publishers and book craft makers enabling them to promote their work, make contacts and develop their marketing skills. We ran Writing Workshops at the Festival led by published writers. We are exploring ways to support local writers in partnership with Derby and Derbyshire libraries and the Society of Authors.

Derby Book Festival

Trustees' Report (continued)

Our annual Flash Fiction Writing competition drew 562 entries (up from 547) across 3 age categories, and a category for HMP Foston Hall. The judging panel comprised local writers & academics. Author Tracy Bloom presented prizes at Foston Hall & ran a writing workshop.

Our team of about 80 Festival volunteers, including students, support our Festival events and book sales and are able to develop their skills and feel part of an exciting creative community.

In May 2024 we ran a recruitment drive for new Trustees with the aim of securing a broader range of skills and expertise to support the Festival team. This was very successful and we had 24 applications. Interviews will be held in August and September 2024.

Financial review

Reserves at 31 August 2024 totalled £84,274 following another profitable year for the Charity. This level of reserves still falls within the range agreed by the Trustees to ensure the Charity has the funds to continue into the foreseeable future.

Risk Review

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems and procedures are in place to mitigate exposure to major risks.

Structure, governance and management

Nature of governing document

Derby Book Festival is a Charitable Incorporated Organisation (CIO), which was registered with the Charity Commission on 5 January 2015. Its governing document is a constitution dated 3 September 2014.

Membership

The members of the CIO are its Trustees.

In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

Recruitment and appointment of trustees

The constitution provides for the appointment of a minimum of three and a maximum of twelve trustees. Trustees are appointed by resolution at a meeting of the Trustees. All Trustees are appointed to serve for a period of three years. In selecting individuals for appointment as appointed charity trustees, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Induction and training of trustees

When a new Trustee is appointed they are provided with a pack which contains:

- a copy of the CIO constitution;
- a copy of the most recent Annual Report and Accounts;
- copy Minutes of previous Trustees' Meetings;
- a copy of the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'.

Derby Book Festival

Trustees' Report (continued)

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 30 June 2025 and signed on its behalf by:



Professor Keith A J McLay
Trustee

Derby Book Festival

Independent Examiner's Report to the trustees of Derby Book Festival

I report to the trustees on my examination of the accounts of Derby Book Festival for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity trustees of Derby Book Festival you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Derby Book Festival's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Derby Book Festival as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Daniel Johnson FCCA
Nuvo Audit Limited

First Floor, Sterling House
Outrams Wharf
Little Eaton
Derby
DE21 5EL

30 June 2025

Derby Book Festival

Statement of Financial Activities for the Year Ended 31 August 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	2	130,536	69,018	199,554
Other income		48,136	-	48,136
Total income		<u>178,672</u>	<u>69,018</u>	<u>247,690</u>
Expenditure on:				
Charitable activities		(155,726)	(43,417)	(199,143)
Total expenditure		<u>(155,726)</u>	<u>(43,417)</u>	<u>(199,143)</u>
Net income		<u>22,946</u>	<u>25,601</u>	<u>48,547</u>
Net movement in funds		22,946	25,601	48,547
Reconciliation of funds				
Total funds brought forward		<u>50,189</u>	-	<u>50,189</u>
Total funds carried forward		<u>73,135</u>	<u>25,601</u>	<u>98,736</u>
		Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies			181,058	181,058
Other income			67,314	67,314
Total income			<u>248,372</u>	<u>248,372</u>
Expenditure on:				
Charitable activities			(224,457)	(224,457)
Total expenditure			<u>(224,457)</u>	<u>(224,457)</u>
Net income			<u>23,915</u>	<u>23,915</u>
Net movement in funds			23,915	23,915
Reconciliation of funds				
Total funds brought forward			<u>26,274</u>	<u>26,274</u>
Total funds carried forward			<u>50,189</u>	<u>50,189</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 9 to 14 form an integral part of these financial statements.

Derby Book Festival

(Registration number: 1159763) Balance Sheet as at 31 August 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	7	163	325
Current assets			
Debtors	8	9,889	16,042
Cash at bank and in hand		<u>109,808</u>	<u>74,497</u>
		119,697	90,539
Creditors: Amounts falling due within one year	9	<u>(21,124)</u>	<u>(40,675)</u>
Net current assets		<u>98,573</u>	<u>49,864</u>
Net assets		<u>98,736</u>	<u>50,189</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		25,601	-
Unrestricted income funds			
Unrestricted funds		<u>73,135</u>	<u>50,189</u>
Total funds		<u>98,736</u>	<u>50,189</u>

The financial statements on pages 7 to 14 were approved by the trustees, and authorised for issue on 30 June 2025 and signed on their behalf by:



Professor Keith A J McLay
Trustee

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2024

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Derby Book Festival meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

All income is included in the statement of financial activities when the charity has entitlement to the income, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at valuation which is an estimate of the financial cost borne by the donor where the cost is quantifiable and measurable.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All expenditure is accounted for on an accruals basis are allocated to the applicable expenditure heading that aggregate similar costs to that category. Expenditure is classified by activity.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	25% straight line method

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2024 (continued)

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Legal Status of the Charity

The charity is a charitable incorporated organisation. In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies;				
Arts Council England	64,610	-	64,610	44,950
DANCOP	-	-	-	2,498
Festival Funds	507	-	507	3,183
Shared Reading	-	69,018	69,018	53,572
Sponsorship	36,150	-	36,150	32,036
Donations in kind	29,269	-	29,269	44,819
	<u>130,536</u>	<u>69,018</u>	<u>199,554</u>	<u>181,058</u>

2.1 Analysis of Donations in kind

	Note	2024 £	2023 £
Volunteer cost and training		7,319	7,319
Business planning and evaluation		4,000	4,000
Legal and professional fees		-	1,150
Accountancy		-	8,400
Room hire		6,400	6,400
Advertising and marketing		9,750	9,750
Interviewer fees and expenses		1,800	1,800
Trustees and management operations		-	6,000
		<u>29,269</u>	<u>44,819</u>

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2024 (continued)

3 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Team costs and expenses	69,982	40,039	110,021
Event expenditure	14,702	1,018	15,720
Marketing	25,798	1,737	27,535
Engagement Projects - book awards	5,800	-	5,800
Office costs	2,975	202	3,177
Insurance	1,144	-	1,144
Books and Tote bags	11,760	-	11,760
Volunteer costs and training	7,347	391	7,738
Business planning and evaluation	4,000	30	4,030
Total for 2024	143,508	43,417	186,925
Total for 2023	173,850	-	173,850

	Activity undertaken directly £	Total expenditure £
Team costs and expenses	110,021	110,021
Event expenditure	15,720	15,720
Marketing	27,536	27,536
Engagement Projects - book awards	5,800	5,800
Office costs	3,177	3,177
Insurance	1,144	1,144
Books and tote bags	11,760	11,760
Volunteer costs and training	7,737	7,737
Business planning and evaluation	4,030	4,030
Total for 2024	186,925	186,925
Total for 2023	173,850	173,850

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2024 (continued)

4 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Governance costs		
Other governance costs	6,400	6,400
Accountancy	4,620	4,620
Independent examiner fees	1,020	1,020
Depreciation, amortisation and other similar costs	162	162
Total for 2024	<u>12,202</u>	<u>12,202</u>
Total for 2023	<u>21,738</u>	<u>21,738</u>

5 Trustees remuneration and expenses

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any person known to be connected with any of them.

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2024 (continued)

6 Taxation

The charity is a registered charity and is therefore exempt from taxation.

7 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 September 2023	649	649
At 31 August 2024	649	649
Depreciation		
At 1 September 2023	324	324
Charge for the year	162	162
At 31 August 2024	486	486
Net book value		
At 31 August 2024	163	163
At 31 August 2023	325	325

8 Debtors

	2024 £	2023 £
Trade debtors	1,531	4,942
Other debtors	8,358	11,100
	9,889	16,042

9 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	2,331	5,623
Other creditors	18,793	35,052
	21,124	40,675

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2024 (continued)

10 Related party transactions

During the year the charity made the following related party transactions:

Geldards LLP

(Fiona Apthorpe is a Partner of Geldards LLP and is also a Trustee.)

During the year there was sponsorship income from Geldards LLP of £2,000 (2023 - £2,000). Geldards LLP also provided services in kind to the value of £Nil (2023 - £1,150) during the year. At the balance sheet date the amount due to/from Geldards LLP was £Nil (2023 - £Nil).

Dains LLP

(Lisa Richards is a partner at Dains LLP and is also a Trustee.)

During the year, Dains LLP provided services in kind to the value of £Nil (2023 - £8,400) alongside chargeable services of £3,600 (2023 - £4,372). At the balance sheet date the amount due to Dains LLP was £300 (2023 - £300).

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FuseSign subscriber	NUVO
Initiator email	alex.burton@nuvo.co.uk
Signed by	Keith McLay (K.McLay@derby.ac.uk), Daniel Johnson (dan@nuvo.co.uk)
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Document Signers

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Signed on Pages	7, 10
Verification Mode	Email Code



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Signed on Pages	8
Verification Mode	Email Code



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More Information

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DERBY BOOK FESTIVAL

England & Wales - Charity number 1159763

Accounts

Charity registration number: 1159763

Derby Book Festival

Annual Report and Financial Statements

for the Year Ended 31 August 2023

Derby Book Festival

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Derby Book Festival

Reference and Administrative Details

Trustees	Professor Keith A J McLay Fiona M K Apthorpe Lisa E Richards Elizabeth J Fothergill CBE Dianne Smith Katherine Henshaw Sue Wall Narinder K Sharma Sarah Hindmarch
Charity Registration Number	1159763
Principal Office	13 Lavender Row Darley Abbey Derby DE22 1DF
Auditor	Nuvo Audit Limited 7 Faraday Court First Avenue Burton on Trent Staffordshire DE14 2WX

Derby Book Festival

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2023.

Objectives and activities

Objects and aims

The objects of the CIO are the advancement of education for the benefit of the public by the promotion of literature, language and the arts in particular through a book of literature festival in Derby and such other activities as the charity trustees shall from time to time determine.

Public benefit

The public benefit provided by the Charity include:

- promoting artistic appreciation
- bringing a diverse and high quality range of authors and artists to Derby audiences.

The beneficiaries are all members of the public and access is enabled as follows:

- through concessionary ticket schemes
- all areas of the festival are wheelchair accessible.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Derby Book Festival

Trustees' Report (continued)

Achievements and performance

In the year to August 2023 we delivered two hybrid Festivals with live streaming, recordings and in-person events: one for 9 days from 19 – 27 May 2023 and from 4 – 6 November 2022 plus a one-off event. Ticket sales increased and we reached a broader audience by extending community activities. Our core audience & Festival Friends continue to be very supportive and feedback indicates high levels of satisfaction with the programme content & quality.

We reached 11,400 primary school children at 2 Meet the Author events with Children's Laureate, Joseph Coelho & author Lesley Parr (a former Derby teacher) at Derby Theatre, live streamed to 95% of Derby schools & 5 county schools. Secondary schools (Year 7 & 8) had an online event with novelist John Boyne.

Our 5th Derby Children's Picture Book Award, for Years 2 & 3, included 51 Derby primary schools with over 5,000 pupils participating, an increase on 2022. The children voted for their favourite book (of 3 shortlisted) and met the author and illustrator at Zoom events. More publishers submitted books: 49 books from 19 publishers compared to 34 books from 16 publishers in 2022.

Our relationship with the University of Derby continued to grow, engaging more academic staff and students. We introduced 5 CivicLAB events (free) giving University lecturers the opportunity to share their recently published research with a public audience. 5 University lecturers interviewed authors at events. 11 students volunteered at events, giving them first hand experience of managing events. 24 Illustration students entered a competition to illustrate our Flash Fiction competition winning stories for our bookmarks; 15 nursery/childcare students participated in our Early Years project, creating Story Sacks for 3 picture books to use in their nursery placements, building their confidence and skills in reading with children, 18 English & History students proposed ideas for Festival events to engage young adults.

We offered local writers, publishers and book craft makers an opportunity at 2 Book Fairs to engage, make contacts and develop their marketing skills. We ran Writing Workshops at the Festival led by published writers.

Our Early Years project was further developed with 2 libraries and 3 nurseries/schools aimed at supporting parents & children. We also offered a Fairytale puppet theatre tour in libraries for pre-schools.

Our annual Flash Fiction Writing competition drew 557 entries (up from 452) across 3 age categories, and categories for HMP Foston Hall and Sudbury. The judging panel comprised local writers & academics. Festival author Patrick Gale presented prizes at Foston Hall & ran a writing workshop.

Our team of about 80 volunteers, including students, are able to develop their skills and feel part of an exciting creative community.

Financial review

Reserves at 31 August 2023 totalled £50,189. This falls within the range agreed by the trustees.

Derby Book Festival

Trustees' Report (continued)

Risk Review

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems and procedures are in place to mitigate exposure to major risks.

Structure, governance and management

Nature of governing document

Derby Book Festival is a Charitable Incorporated Organisation (CIO), which was registered with the Charity Commission on 5 January 2015. Its governing document is a constitution dated 3 September 2014.

Membership

The members of the CIO are its Trustees.

In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

Recruitment and appointment of trustees

The constitution provides for the appointment of a minimum of three and a maximum of twelve trustees. Trustees are appointed by resolution at a meeting of the Trustees. All Trustees are appointed to serve for a period of three years. In selecting individuals for appointment as appointed charity trustees, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Induction and training of trustees

When a new Trustee is appointed they are provided with a pack which contains:

- a copy of the CIO constitution;
- a copy of the most recent Annual Report and Accounts;
- copy Minutes of previous Trustees' Meetings;
- a copy of the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'.

Derby Book Festival

Trustees' Report (continued)

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 26 June 2024 and signed on its behalf by:



Professor Keith A J McLay
Trustee

Derby Book Festival

Independent Examiner's Report to the trustees of Derby Book Festival

I report to the trustees on my examination of the accounts of Derby Book Festival for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of Derby Book Festival you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

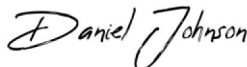
I report in respect of my examination of the Derby Book Festival's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Derby Book Festival as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Daniel Johnson FCCA
Nuvo Audit Limited

7 Faraday Court
First Avenue
Burton on Trent
Staffordshire
DE14 2WX

26 June 2024

Derby Book Festival

Statement of Financial Activities for the Year Ended 31 August 2023

	Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Donations and legacies	2	181,058	181,058
Other income		67,314	67,314
Total income		248,372	248,372
Expenditure on:			
Charitable activities		(224,457)	(224,457)
Total expenditure		(224,457)	(224,457)
Net income		23,915	23,915
Net movement in funds		23,915	23,915
Reconciliation of funds			
Total funds brought forward		26,274	26,274
Total funds carried forward		50,189	50,189
		Unrestricted funds £	Total 2022 £
	Note		
Income and Endowments from:			
Donations and legacies		142,696	142,696
Other income		47,341	47,341
Total income		190,037	190,037
Expenditure on:			
Charitable activities		(193,986)	(193,986)
Total expenditure		(193,986)	(193,986)
Net expenditure		(3,949)	(3,949)
Net movement in funds		(3,949)	(3,949)
Reconciliation of funds			
Total funds brought forward		30,223	30,223
Total funds carried forward		26,274	26,274

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 9 to 14 form an integral part of these financial statements.

Derby Book Festival

(Registration number: 1159763)
Balance Sheet as at 31 August 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	7	325	487
Current assets			
Debtors	8	16,042	5,658
Cash at bank and in hand		<u>74,497</u>	<u>86,751</u>
		90,539	92,409
Creditors: Amounts falling due within one year	9	<u>(40,675)</u>	<u>(66,622)</u>
Net current assets		<u>49,864</u>	<u>25,787</u>
Net assets		<u>50,189</u>	<u>26,274</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>50,189</u>	<u>26,274</u>
Total funds		<u>50,189</u>	<u>26,274</u>

The financial statements on pages 7 to 14 were approved by the trustees, and authorised for issue on 26 June 2024 and signed on their behalf by:



Professor Keith A J McLay
Trustee

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Derby Book Festival meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

All income is included in the statement of financial activities when the charity has entitlement to the income, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at valuation which is an estimate of the financial cost borne by the donor where the cost is quantifiable and measurable.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All expenditure is accounted for on an accruals basis are allocated to the applicable expenditure heading that aggregate similar costs to that category. Expenditure is classified by activity.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	25% straight line method

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Legal Status of the Charity

The charity is a charitable incorporated organisation. In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

2 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Arts Council England	44,950	44,950
Charitable Trusts/Foundations	53,572	53,572
Festival Funds	3,183	3,183
Donations in Kind	44,819	44,819
DANCOP	2,498	2,498
Sponsorship	32,036	32,036
Total for 2023	<u>181,058</u>	<u>181,058</u>
Total for 2022	<u>142,696</u>	<u>142,696</u>

2.1 Analysis of Donations in kind

	Note	2023 £	2022 £
Events expenditure		-	550
Website and on-line support		-	2,500
Volunteer cost and training		7,319	3,000
Business planning and evaluation		4,000	-
Legal and professional fees		1,150	1,150
Accountancy		8,400	8,400
Room hire		6,400	5,400
Advertising and marketing		9,750	4,050
Interviewer fees and expenses		1,800	1,700
Trustees and management operations		6,000	6,000
		<u>44,819</u>	<u>32,750</u>

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

3 Expenditure on charitable activities

	Unrestricted funds General £	Total funds £
Team costs and expenses	88,791	88,791
Event expenditure	22,739	22,739
Marketing	20,997	20,997
Engagement Projects - book awards	3,716	3,716
Office costs	2,968	2,968
Insurance	1,093	1,093
Books and Tote bags	28,087	28,087
Volunteer costs and training	59	59
Business planning and evaluation	5,400	5,400
	<hr/>	<hr/>
Total for 2023	173,850	173,850
	<hr/> <hr/>	<hr/> <hr/>
Total for 2022	172,262	172,262

	Activity undertaken directly £	Total expenditure £
Team costs and expenses	88,791	88,791
Event expenditure	22,739	22,739
Marketing	20,997	20,997
Engagement Projects - book awards	3,716	3,716
Office costs	2,968	2,968
Insurance	1,093	1,093
Books and tote bags	28,087	28,087
Volunteer costs and training	59	59
Business planning and evaluation	5,400	5,400
	<hr/>	<hr/>
Total for 2023	173,850	173,850
	<hr/> <hr/>	<hr/> <hr/>
Total for 2022	172,262	172,262

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

4 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Governance costs		
Legal fees	1,150	1,150
Other governance costs	6,400	6,400
Accountancy	12,906	12,906
Independent examiner fees	720	720
Depreciation, amortisation and other similar costs	162	162
Total for 2023	<u>21,338</u>	<u>21,338</u>
Total for 2022	<u>21,724</u>	<u>21,724</u>

5 Trustees remuneration and expenses

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any person known to be connected with any of them.

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

6 Taxation

The charity is a registered charity and is therefore exempt from taxation.

7 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 September 2022	649	649
At 31 August 2023	649	649
Depreciation		
At 1 September 2022	162	162
Charge for the year	162	162
At 31 August 2023	324	324
Net book value		
At 31 August 2023	325	325
At 31 August 2022	487	487

8 Debtors

	2023 £	2022 £
Trade debtors	4,942	4,732
Other debtors	11,100	926
	16,042	5,658

9 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	5,623	4,104
Other creditors	35,052	62,518
	40,675	66,622

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

10 Related party transactions

During the year the charity made the following related party transactions:

Geldards LLP

(Fiona Apthorpe is a Partner of Geldards LLP and is also a Trustee.)

During the year there was sponsorship income from Geldards LLP of £2,000 (2022: £2,000). Geldards LLP also provided services in kind to the value of £1,150 (2022: £1,150) during the year. At the balance sheet date the amount due to/from Geldards LLP was £Nil (2022 - £Nil).

Dains LLP

(Lisa Richards is a partner at Dains LLP and is also a Trustee.)

During the year, Dains LLP provided services in kind to the value of £8,400 (2022: £8,400) alongside chargeable services of £4,372 (2022: £3,732). At the balance sheet date the amount due to Dains LLP was £300 (2022 - £Nil).

Derby Book Festival

Statement of Financial Activities by fund for the Year Ended 31 August 2023

	Total Unrestricted Funds 2023 £	Total Unrestricted Funds 2022 £
Income and Endowments from:		
Donations and legacies	181,058	142,696
Other income	<u>67,314</u>	<u>47,341</u>
Total income	<u>248,372</u>	<u>190,037</u>
Expenditure on:		
Charitable activities	<u>(224,457)</u>	<u>(193,986)</u>
Total expenditure	<u>(224,457)</u>	<u>(193,986)</u>
Net income/(expenditure)	<u>23,915</u>	<u>(3,949)</u>
Net movement in funds	23,915	(3,949)
Reconciliation of funds		
Total funds brought forward	<u>26,274</u>	<u>30,223</u>
Total funds carried forward	<u><u>50,189</u></u>	<u><u>26,274</u></u>

This page does not form part of the statutory financial statements.

Derby Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 August 2023

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Donations and legacies (analysed below)	181,058	142,696
Other income (analysed below)	<u>67,314</u>	<u>47,341</u>
Total income	<u>248,372</u>	<u>190,037</u>
Expenditure on:		
Charitable activities (analysed below)	<u>(224,457)</u>	<u>(193,986)</u>
Total expenditure	<u>(224,457)</u>	<u>(193,986)</u>
Net income/(expenditure)	<u>23,915</u>	<u>(3,949)</u>
Net movement in funds	23,915	(3,949)
Reconciliation of funds		
Total funds brought forward	<u>26,274</u>	<u>30,223</u>
Total funds carried forward	<u><u>50,189</u></u>	<u><u>26,274</u></u>

This page does not form part of the statutory financial statements.

Derby Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 August 2023 (continued)

	Total 2023 £	Total 2022 £
<i>Donations and legacies</i>		
Arts Council England	44,950	35,602
Charitable Trusts/Foundation	53,572	45,823
Festival Funds	3,183	901
Donations in kind	44,819	32,750
DANCOP	2,498	-
Sponsorship	32,036	27,620
	<u>181,058</u>	<u>142,696</u>
<i>Other income</i>		
Ticket sales and hospitality packages	14,008	20,807
Other income from events	53,306	26,534
	<u>67,314</u>	<u>47,341</u>
<i>Charitable activities</i>		
Team costs and expenses	(88,791)	(83,758)
Event expenditure	(27,039)	(35,816)
Marketing	(28,247)	(19,464)
Engagement Projects - book awards	(3,716)	(8,250)
Engagement Projects - shared writing	-	(1,654)
Office costs	(8,968)	(1,698)
Insurance	(1,093)	(1,025)
Box Office and ticketing	-	982
Books & Tote bags	(28,088)	(12,195)
Volunteer costs and training	(7,377)	(3,000)
Business planning and evaluation	(9,400)	(6,384)
Sundry expenses	(400)	-
Accountancy fees	(12,906)	(14,412)
Independent examiner's fee	(720)	(600)
Legal and professional fees	(1,150)	(1,150)
Meeting room hire	(6,400)	(5,400)
Depreciation of office equipment	(162)	(162)
	<u>(224,457)</u>	<u>(193,986)</u>

This page does not form part of the statutory financial statements.

DERBY BOOK FESTIVAL

England & Wales - Charity number 1159763

Accounts

Charity registration number: 1159763

Derby Book Festival

Annual Report and Financial Statements
for the Year Ended 31 August 2022

Derby Book Festival

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Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
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Derby Book Festival

Reference and Administrative Details

Trustees	Professor Keith A J McLay Fiona M K Apthorpe Lisa E Richards Elizabeth J Fothergill CBE Dianne Smith Katherine Henshaw Sue Wall Narinder K Sharma Sarah Hindmarch
Charity Registration Number	1159763
Principal Office	13 Lavender Row Darley Abbey Derby DE22 1DF
Auditor	Nuvo Audit Limited 7 Faraday Court First Avenue Burton on Trent Staffordshire DE14 2WX

Derby Book Festival

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2022.

Objectives and activities

Objects and aims

The objects of the CIO are the advancement of education for the benefit of the public by the promotion of literature, language and the arts in particular through a book of literature festival in Derby and such other activities as the charity trustees shall from time to time determine.

Public benefit

The public benefit provided by the Charity include:

- promoting artistic appreciation
- bringing a diverse and high quality range of authors and artists to Derby audiences.

The beneficiaries are all members of the public and access is enabled as follows:

- through concessionary ticket schemes
- all areas of the festival are wheelchair accessible.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Derby Book Festival

Trustees' Report (continued)

Achievements and performance

Despite not being successful in our bid for funding from the Arts Council in November 2021, for the first time in our eight years as a Festival, we were forced to reapply for a smaller amount in February 2022, which was successful. This smaller grant and the continuing reduced income, due to low ticket sales, meant that we had to make some reductions in staffing costs and the hybrid offer.

In the year to August 2022 we delivered two Festivals: one for 9 days from 20 – 28 May 2022 and from 5 - 9 November 2021. The 9 day Festival had 62 planned events, but 12 had to be cancelled due to low ticket numbers and author illness due to Covid. The November Festival also had low ticket numbers but was saved by an event at Derby Theatre with Pam Ayres which was close to sold out.

Despite the cancellation of 12 events, two hybrid Festivals were held in 2022 with live streaming, recordings and in-person for both Festivals.

Our partnerships with venues have remained strong and productive. Following Covid, audience numbers were still relatively low compared to pre-pandemic levels.

We began planning our Autumn Festival for November 2022 during the financial year.

Despite all of the challenges, the 2022 Festival successes included:

- Our second hybrid Festival including in-person, live streamed, recorded and virtual only events
- Offering Digital Passes for each Festival - 50 were sold
- Continuing to manage online ticket sales through the Festival website for the first time for some events
- Continuing to manage book sales for all events through our Gardner's account, which continues to provide a valuable income stream
- Training of dedicated retail volunteers in addition to event volunteers
- High profile children's author events during the May half term at Derby Theatre
- Our Children's Picture Book Award (Y2&3) was held for the 4th year with 34 books submitted by 16 publishers & 3 books shortlisted for judging by children. The winner was voted for by 3309 children in 45 schools. The winning book was Karen Swann and Padmacandra's The Tale of the Whale, who joined us for 6 virtual Meet the Author events for Derby & Derbyshire primary schools.
- Our Shared Reading project continued online & in-person for some groups with new groups set up.
- Our Shared Writing project continued although the funding from Derby College ended. A new book, Chatsworth & Me, an anthology of writing and art by Derby College students based on the theme of 'Heritage and Home' was funded from reserves.

Financial review

Reserves at 31 August 2022 totalled £26,274. This falls within the range agreed by the trustees.

Derby Book Festival

Trustees' Report (continued)

Risk Review

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems and procedures are in place to mitigate exposure to major risks.

Structure, governance and management

Nature of governing document

Derby Book Festival is a Charitable Incorporated Organisation (CIO), which was registered with the Charity Commission on 5 January 2015. Its governing document is a constitution dated 3 September 2014.

Membership

The members of the CIO are its Trustees.

In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

Recruitment and appointment of trustees

The constitution provides for the appointment of a minimum of three and a maximum of twelve trustees. Trustees are appointed by resolution at a meeting of the Trustees. All Trustees are appointed to serve for a period of three years. In selecting individuals for appointment as appointed charity trustees, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Induction and training of trustees

When a new Trustee is appointed they are provided with a pack which contains:

- a copy of the CIO constitution;
- a copy of the most recent Annual Report and Accounts;
- copy Minutes of previous Trustees' Meetings;
- a copy of the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'.

Derby Book Festival

Trustees' Report (continued)

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 16 June 2023 and signed on its behalf by:



USA RICHARDS
TRUSTEE

Derby Book Festival

Independent Examiner's Report to the trustees of Derby Book Festival

I report to the trustees on my examination of the accounts of Derby Book Festival for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees of Derby Book Festival you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Derby Book Festival's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Derby Book Festival as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



.....
Daniel Johnson FCCA
Nuvo Audit Limited

7 Faraday Court
First Avenue
Burton on Trent
Staffordshire
DE14 2WX

16 June 2023

Derby Book Festival

Statement of Financial Activities for the Year Ended 31 August 2022

	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies	2	142,696	142,696
Other income		<u>47,341</u>	<u>47,341</u>
Total income		<u>190,037</u>	<u>190,037</u>
Expenditure on:			
Charitable activities		<u>(193,986)</u>	<u>(193,986)</u>
Total expenditure		<u>(193,986)</u>	<u>(193,986)</u>
Net expenditure		<u>(3,949)</u>	<u>(3,949)</u>
Net movement in funds		(3,949)	(3,949)
Reconciliation of funds			
Total funds brought forward		<u>30,223</u>	<u>30,223</u>
Total funds carried forward		<u>26,274</u>	<u>26,274</u>
		Unrestricted funds £	Total 2021 £
	Note		
Income and Endowments from:			
Donations and legacies		142,338	142,338
Other income		<u>28,018</u>	<u>28,018</u>
Total income		<u>170,356</u>	<u>170,356</u>
Expenditure on:			
Charitable activities		<u>(177,789)</u>	<u>(177,789)</u>
Total expenditure		<u>(177,789)</u>	<u>(177,789)</u>
Net expenditure		<u>(7,433)</u>	<u>(7,433)</u>
Net movement in funds		(7,433)	(7,433)
Reconciliation of funds			
Total funds brought forward		<u>37,656</u>	<u>37,656</u>
Total funds carried forward		<u>30,223</u>	<u>30,223</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 9 to 14 form an integral part of these financial statements.

Derby Book Festival

(Registration number: 1159763) Balance Sheet as at 31 August 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	7	487	-
Current assets			
Debtors	8	5,658	855
Cash at bank and in hand		<u>86,751</u>	<u>92,697</u>
		92,409	93,552
Creditors: Amounts falling due within one year	9	<u>(66,622)</u>	<u>(63,329)</u>
Net current assets		<u>25,787</u>	<u>30,223</u>
Net assets		<u>26,274</u>	<u>30,223</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>26,274</u>	<u>30,223</u>
Total funds		<u>26,274</u>	<u>30,223</u>

The financial statements on pages 7 to 14 were approved by the trustees, and authorised for issue on 16 June 2023 and signed on their behalf by:



LISA RICHARDS
TRUSTEE.

Derby Book Festival

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

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Derby Book Festival meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

All income is included in the statement of financial activities when the charity has entitlement to the income, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at valuation which is an estimate of the financial cost borne by the donor where the cost is quantifiable and measurable.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All expenditure is accounted for on an accruals basis and allocated to the applicable expenditure heading that aggregate similar costs to that category. Expenditure is classified by activity.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	25% straight line method

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2022 (continued)

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Legal Status of the Charity

The charity is a charitable incorporated organisation. In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

2 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Arts Council England	35,602	35,602
Charitable Trusts/Foundations	45,823	45,823
Festival Funds	901	901
Donations in Kind	32,750	32,750
Sponsorship	27,620	27,620
Total for 2022	142,696	142,696
Total for 2021	142,338	142,338

2.1 Analysis of Donations in kind

	Note	2022 £	2021 £
Events expenditure		550	-
Website and on-line support		2,500	2,500
Volunteer cost and training		3,000	3,000
Independent examiner		-	600
Legal and professional fees		1,150	1,150
Accountancy		8,400	12,600
Room hire		5,400	4,000
Advertising and marketing		4,050	5,750
Interviewer fees and expenses		1,700	1,700
Trustees and management operations		6,000	6,000
		32,750	37,300

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2022 (continued)

3 Expenditure on charitable activities

	Unrestricted funds General £	Total funds £
Team costs and expenses	83,758	83,758
Event expenditure	35,816	35,816
Marketing	19,464	19,464
Engagement Projects - book awards	8,250	8,250
Engagement Projects - shared writing	1,654	1,654
Office costs	1,698	1,698
Insurance	1,025	1,025
Box Office and ticketing	(982)	(982)
Books and Tote bags	12,195	12,195
Volunteer costs and training	3,000	3,000
Business planning and evaluation	6,384	6,384
Total for 2022	172,262	172,262
Total for 2021	155,315	155,315

	Activity undertaken directly £	Total expenditure £
Team costs and expenses	83,758	83,758
Event expenditure	35,816	35,816
Marketing	19,464	19,464
Engagement Projects - book awards	8,250	8,250
Engagement Projects - shared writing	1,654	1,654
Office costs	1,698	1,698
Insurance	1,025	1,025
Box Office and ticketing	(982)	(982)
Books and tote bags	12,195	12,195
Volunteer costs and training	3,000	3,000
Business planning and evaluation	6,384	6,384
Total for 2022	172,262	172,262
Total for 2021	155,315	155,315

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2022 (continued)

4 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Governance costs		
Legal fees	1,150	1,150
Other governance costs	5,400	5,400
Accountancy	14,412	14,412
Independent examiner fees	600	600
Depreciation, amortisation and other similar costs	162	162
Total for 2022	<u>21,724</u>	<u>21,724</u>
Total for 2021	<u>22,474</u>	<u>22,474</u>

5 Trustees remuneration and expenses

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any person known to be connected with any of them.

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2022 (continued)

6 Taxation

The charity is a registered charity and is therefore exempt from taxation.

7 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
Additions	649	649
At 31 August 2022	<u>649</u>	<u>649</u>
Depreciation		
Charge for the year	162	162
At 31 August 2022	<u>162</u>	<u>162</u>
Net book value		
At 31 August 2022	<u><u>487</u></u>	<u><u>487</u></u>

8 Debtors

	2022 £	2021 £
Trade debtors	4,732	(71)
Other debtors	926	926
	<u><u>5,658</u></u>	<u><u>855</u></u>

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	4,104	2,283
Other creditors	62,518	61,046
	<u><u>66,622</u></u>	<u><u>63,329</u></u>

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2022 (continued)

10 Related party transactions

During the year the charity made the following related party transactions:

Geldards LLP

(Fiona Apthorpe is a Partner of Geldards LLP and is also a Trustee.)

During the year there was sponsorship income from Geldards LLP of £2,000 (2021: £Nil). At the balance sheet date the amount due to/from Geldards LLP was £Nil (2021 - £Nil).

Dains LLP

(Lisa Richards is a partner at Dains LLP and is also a Trustee.)

During the year, Dains LLP provided services in kind to the value of £8,400 (2021: £12,000) alongside chargeable services of £3,732 (2021: £4,032). At the balance sheet date the amount due to Dains LLP was £336 (2021 - £Nil).

Derby Book Festival

Statement of Financial Activities by fund for the Year Ended 31 August 2022

	Total Unrestricted Funds 2022 £	Total Unrestricted Funds 2021 £
Income and Endowments from:		
Donations and legacies	142,696	142,338
Other income	<u>47,341</u>	<u>28,018</u>
Total income	<u>190,037</u>	<u>170,356</u>
Expenditure on:		
Charitable activities	<u>(193,986)</u>	<u>(177,789)</u>
Total expenditure	<u>(193,986)</u>	<u>(177,789)</u>
Net expenditure	<u>(3,949)</u>	<u>(7,433)</u>
Net movement in funds	(3,949)	(7,433)
Reconciliation of funds		
Total funds brought forward	<u>30,223</u>	<u>37,656</u>
Total funds carried forward	<u><u>26,274</u></u>	<u><u>30,223</u></u>

This page does not form part of the statutory financial statements.

Derby Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 August 2022

	Total 2022 £	Total 2021 £
Income and Endowments from:		
Donations and legacies (analysed below)	142,696	142,338
Other income (analysed below)	<u>47,341</u>	<u>28,018</u>
Total income	<u>190,037</u>	<u>170,356</u>
Expenditure on:		
Charitable activities (analysed below)	<u>(193,986)</u>	<u>(177,789)</u>
Total expenditure	<u>(193,986)</u>	<u>(177,789)</u>
Net expenditure	<u>(3,949)</u>	<u>(7,433)</u>
Net movement in funds	(3,949)	(7,433)
Reconciliation of funds		
Total funds brought forward	<u>30,223</u>	<u>37,656</u>
Total funds carried forward	<u><u>26,274</u></u>	<u><u>30,223</u></u>

Derby Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 August 2022 (continued)

	Total 2022 £	Total 2021 £
<i>Donations and legacies</i>		
Arts Council England	35,602	41,500
Charitable Trusts/Foundation	45,823	41,154
Festival Funds	901	734
Donations in kind	32,750	37,300
Sponsorship	27,620	21,650
	142,696	142,338
<i>Other income</i>		
Ticket sales and hospitality packages	20,807	17,021
Other income from events	26,534	10,997
	47,341	28,018
<i>Charitable activities</i>		
Team costs and expenses	(83,758)	(83,447)
Event expenditure	(35,816)	(27,191)
Marketing	(19,464)	(18,248)
Engagement Projects - book awards	(8,250)	(185)
Engagement Projects - shared writing	(1,654)	(6,843)
Office costs	(1,698)	(1,179)
Insurance	(1,025)	(937)
Box Office and ticketing	982	(209)
Books & Tote bags	(12,195)	(7,664)
Volunteer costs and training	(3,000)	(3,028)
Business planning and evaluation	(6,384)	(6,384)
Accountancy fees	(14,412)	(16,632)
Independent examiner's fee	(600)	(600)
Legal and professional fees	(1,150)	(1,242)
Meeting room hire	(5,400)	(4,000)
Depreciation of office equipment	(162)	-
	(193,986)	(177,789)

This page does not form part of the statutory financial statements.

DERBY BOOK FESTIVAL

England & Wales - Charity number 1159763

Accounts

Charity registration number: 1159763

Derby Book Festival

Annual Report and Financial Statements

for the Year Ended 31 August 2021

Derby Book Festival

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Derby Book Festival

Reference and Administrative Details

Trustees	Keith M H Donald Professor Keith A J McLay Fiona M K Apthorpe Lisa E Richards Sarah R Ward Elizabeth J Fothergill CBE Dianne Smith Katherine Henshaw Sue Wall Narinder K Sharma
Charity Registration Number	1159763
Principal Office	13 Lavender Row Darley Abbey Derby DE22 1DF
Auditor	ADS Accountancy Limited Bezant House Bradgate Park View Chellaston Derby DE73 5UH
Bankers	HSBC Bank plc 1 St Peter's Street Derby DE1 2AE

Derby Book Festival

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2021.

Objectives and activities

Objects and aims

The objects of the CIO are the advancement of education for the benefit of the public by the promotion of literature, language and the arts in particular through a book of literature festival in Derby and such other activities as the charity trustees shall from time to time determine.

Public benefit

The public benefit provided by the Charity include:

- promoting artistic appreciation
- bringing a diverse and high quality range of authors and artists to Derby audiences.

The beneficiaries are all members of the public and access is enabled as follows:

- through concessionary ticket schemes
- all areas of the festival are wheelchair accessible.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Derby Book Festival

Trustees' Report

Achievements and performance

In 2021 we delivered our first in-person Festival since autumn 2019 having been forced to cancel our 2020 Festivals (spring and autumn) due to the pandemic, although we were able to hold one event in October 2020 for children with our partner venue Deda.

Despite the cancellations, the Festival continued to make plans for a hybrid Festival in 2021 and maintained partnerships, which have remained strong and productive.

Having acquired experience of live streaming and recorded events, our 2021 Festival included these as well as an in-person programme of around 50 events. Due to the on-going situation with COVID, we could not be confident we could deliver in-person events but ultimately our venues opened 10 days before the Festival was programmed to start and we were able to deliver these. We had reduced capacity in venues and stringent health and safety requirements in place. Audiences were inevitably reluctant to return to in-person events and ticket sales were significantly lower than 2019 levels and we were forced to cancel 12 events.

We also started planning our Autumn 2021 Festival.

Despite all of the challenges, the 2021 Festival successes include:

- Our first hybrid Festival including in-person, live streamed, recorded and virtual only events
- Our first Digital Pass which included 28 of which were available as live streams and recordings – 68 were sold
- Management of online ticket sales through the Festival website for the first time
- Management of book sales for all events through our Gardner's account, following Waterstones' decision that they could not support this
- Training of dedicated retail volunteers in addition to event volunteers
- A programme of outdoor family events in the city's Parks in partnership with Derby City Council
- Expansion of venues outside the city centre taking the Festival into local communities eg. Darley Abbey Village Hall
- Our Children's Picture Book Award (Y2&3) was held for the 3rd year with 29 books submitted by publishers & 3 books shortlisted for judging by children. The winner was Sophy Henn's All Kinds of Families.
- Sophy Henn and Sita Brahmachari joined us for 2 virtual Meet the Author events for Derby & Derbyshire primary schools (8430 pupils).
- Our Shared Reading project continued online & in-person for some groups with new groups set up.
- Our Shared Writing project continued with a new book, Life On Hold, produced with young refugees & asylum seekers sharing their experiences of lockdown.

Financial review

Reserves at 31 August 2021 totalled £30,223. This falls within the range agreed by the trustees.

Derby Book Festival

Trustees' Report

Risk Review

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems and procedures are in place to mitigate exposure to major risks.

Structure, governance and management

Nature of governing document

Derby Book Festival is a Charitable Incorporated Organisation (CIO), which was registered with the Charity Commission on 5 January 2015. Its governing document is a constitution dated 3 September 2014.

Membership

The members of the CIO are its Trustees.

In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

Recruitment and appointment of trustees

The constitution provides for the appointment of a minimum of three and a maximum of twelve trustees. Trustees are appointed by resolution at a meeting of the Trustees. All Trustees are appointed to serve for a period of three years. In selecting individuals for appointment as appointed charity trustees, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Induction and training of trustees

When a new Trustee is appointed they are provided with a pack which contains:

- a copy of the CIO constitution;
- a copy of the most recent Annual Report and Accounts;
- copy Minutes of previous Trustees' Meetings;
- a copy of the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'.

Derby Book Festival

Trustees' Report

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on 27 June 2022 and signed on its behalf by:



.....
Lisa E Richards
Trustee

Derby Book Festival

Independent Examiner's Report to the trustees of Derby Book Festival

I report to the trustees on my examination of the accounts of Derby Book Festival for the year ended 31 August 2021.

Responsibilities and basis of report

As the charity trustees of Derby Book Festival you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

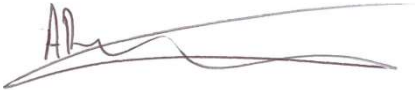
I report in respect of my examination of the Derby Book Festival's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of Derby Book Festival as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



.....
Adam Dominey FCCA
ADS Accountancy Limited

Bezant House
Bradgate Park View
Chellaston
Derby
DE73 5UH

20th June 2022

Derby Book Festival

Statement of Financial Activities for the Year Ended 31 August 2021

	Note	Unrestricted funds £	Total 2021 £
Income and Endowments from:			
Donations and legacies	2	142,338	142,338
Other income		28,018	28,018
Total income		170,356	170,356
Expenditure on:			
Charitable activities		(177,789)	(177,789)
Total expenditure		(177,789)	(177,789)
Net expenditure		(7,433)	(7,433)
Net movement in funds		(7,433)	(7,433)
Reconciliation of funds			
Total funds brought forward		37,656	37,656
Total funds carried forward		30,223	30,223
		Unrestricted funds £	Total 2020 £
	Note		
Income and Endowments from:			
Donations and legacies		156,544	156,544
Other income		5,495	5,495
Total income		162,039	162,039
Expenditure on:			
Charitable activities		(150,951)	(150,951)
Total expenditure		(150,951)	(150,951)
Net income		11,088	11,088
Net movement in funds		11,088	11,088
Reconciliation of funds			
Total funds brought forward		26,570	26,570
Total funds carried forward		37,658	37,658

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 9 to 13 form an integral part of these financial statements.

Derby Book Festival

(Registration number: 1159763)
Balance Sheet as at 31 August 2021

	Note	2021 £	2020 £
Current assets			
Debtors	7	855	831
Cash at bank and in hand		<u>92,697</u>	<u>74,373</u>
		93,552	75,204
Creditors: Amounts falling due within one year	8	<u>(63,329)</u>	<u>(37,546)</u>
Net assets		<u><u>30,223</u></u>	<u><u>37,658</u></u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>30,223</u>	<u>37,658</u>
Total funds		<u><u>30,223</u></u>	<u><u>37,658</u></u>

The financial statements on pages 7 to 13 were approved by the trustees, and authorised for issue on 27 June 2022 and signed on their behalf by:



.....
Lisa E Richards
Trustee

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2021

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Derby Book Festival meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

All income is included in the statement of financial activities when the charity has entitlement to the income, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at valuation which is an estimate of the financial cost borne by the donor where the cost is quantifiable and measurable.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All expenditure is accounted for on an accruals basis are allocated to the applicable expenditure heading that aggregate similar costs to that category. Expenditure is classified by activity.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Legal Status of the Charity

The charity is a charitable incorporated organisation. In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2021

2 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Arts Council England	41,500	41,500
Charitable Trusts/Foundations	41,154	41,154
Festival Funds	734	734
Donations in Kind	37,300	37,300
Sponsorship	21,650	21,650
Total for 2021	<u>142,338</u>	<u>142,338</u>
Total for 2020	<u>156,544</u>	<u>156,544</u>

2.1 Analysis of Donations in kind

	Note	2021 £	2020 £
Events expenditure		-	400
Website and on-line support		2,500	2,000
Volunteer cost and training		3,000	200
Business planning and evaluation		-	6,000
Independent examiner		600	600
Legal and professional fees		1,150	1,150
Accountancy		12,600	15,000
Room hire		4,000	3,000
Advertising and marketing		5,750	-
Interviewer fees and expenses		1,700	-
Trustees and management operations		6,000	-
		<u>37,300</u>	<u>28,350</u>

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2021

3 Expenditure on charitable activities

	Unrestricted funds General £	Total funds £
Team costs and expenses	83,447	83,447
Event expenditure	27,191	27,191
Marketing	18,248	18,248
Engagement Projects - book awards	185	185
Engagement Projects - shared writing	6,843	6,843
Office costs	1,179	1,179
Insurance	937	937
Box Office and ticketing	209	209
Books and Tote bags	7,664	7,664
Volunteer costs and training	3,028	3,028
Business planning and evaluation	6,384	6,384
Total for 2021	<u>155,315</u>	<u>155,315</u>
Total for 2020	<u>127,675</u>	<u>127,675</u>

	Activity undertaken directly £	Total expenditure £
Team costs and expenses	83,447	83,447
Event expenditure	27,191	27,191
Marketing	18,248	18,248
Engagement Projects - book awards	185	185
Engagement Projects - shared writing	6,843	6,843
Office costs	1,179	1,179
Insurance	937	937
Box Office and ticketing	209	209
Books and tote bags	7,664	7,664
Volunteer costs and training	3,028	3,028
Business planning and evaluation	6,384	6,384
Total for 2021	<u>155,315</u>	<u>155,315</u>
Total for 2020	<u>127,675</u>	<u>127,675</u>

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2021

4 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Governance costs		
Legal fees	1,242	1,242
Other governance costs	4,000	4,000
Accountancy	16,632	16,632
Independent examiner fees	600	600
Total for 2021	<u>22,474</u>	<u>22,474</u>
Total for 2020	<u>23,276</u>	<u>23,276</u>

5 Trustees remuneration and expenses

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any person known to be connected with any of them.

Derby Book Festival

Notes to the Financial Statements for the Year Ended 31 August 2021

6 Taxation

The charity is a registered charity and is therefore exempt from taxation.

7 Debtors

	2021	2020
	£	£
Trade debtors	(71)	(95)
Other debtors	926	926
	<u>855</u>	<u>831</u>

8 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,283	4,133
Other creditors	61,046	33,413
	<u>63,329</u>	<u>37,546</u>

9 Related party transactions

During the year the charity made the following related party transactions:

(Fiona Apthorpe is a Partner of Geldards LLP and is also a Trustee.)

During the year there was event income from Gledards LLP of £Nil (2020: £Nil). At the balance sheet date the amount due to/from was £Nil (2020 - £Nil).

(Lisa Richards is a partner at Dains LLP and is also a Trustee.)

During the year, Dains LLP provide services in kind to the value of £13,200 (2020: £15,600). At the balance sheet date the amount due to/from was £Nil (2020 - £Nil).

Derby Book Festival

Statement of Financial Activities by fund for the Year Ended 31 August 2021

	Total Unrestricted Funds 2021 £	Total Unrestricted Funds 2020 £
Income and Endowments from:		
Donations and legacies	142,338	156,544
Other income	28,018	5,495
Total income	<u>170,356</u>	<u>162,039</u>
Expenditure on:		
Charitable activities	<u>(177,789)</u>	<u>(150,951)</u>
Total expenditure	<u>(177,789)</u>	<u>(150,951)</u>
Net (expenditure)/income	<u>(7,433)</u>	<u>11,088</u>
Net movement in funds	(7,433)	11,088
Reconciliation of funds		
Total funds brought forward	<u>37,656</u>	<u>26,570</u>
Total funds carried forward	<u><u>30,223</u></u>	<u><u>37,658</u></u>

This page does not form part of the statutory financial statements.

Derby Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 August 2021

	Total 2021 £	Total 2020 £
Income and Endowments from:		
Donations and legacies (analysed below)	142,338	156,544
Other income (analysed below)	28,018	5,495
Total income	<u>170,356</u>	<u>162,039</u>
Expenditure on:		
Charitable activities (analysed below)	<u>(177,789)</u>	<u>(150,951)</u>
Total expenditure	<u>(177,789)</u>	<u>(150,951)</u>
Net (expenditure)/income	<u>(7,433)</u>	<u>11,088</u>
Net movement in funds	(7,433)	11,088
Reconciliation of funds		
Total funds brought forward	<u>37,656</u>	<u>26,570</u>
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Derby Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 August 2021

	Total 2021 £	Total 2020 £
<i>Donations and legacies</i>		
Arts Council England	41,500	63,500
Charitable Trusts/Foundations	41,154	53,580
Festival Funds	734	1,114
Donations in kind	37,300	28,350
DANCOP	-	8,000
Sponsorship	21,650	2,000
	<u>142,338</u>	<u>156,544</u>
<i>Other income</i>		
Ticket sales and hospitality packages	17,021	4,713
Other income from events	10,997	782
	<u>28,018</u>	<u>5,495</u>
<i>Charitable activities</i>		
Team costs and expenses	(83,447)	(80,701)
Event expenditure	(27,191)	(7,084)
Marketing	(18,248)	(15,673)
Engagement Projects - book awards	(185)	(11,503)
Engagement Projects - shared writing	(6,843)	(861)
Office costs	(1,179)	(3,327)
Insurance	(937)	(879)
Box Office and ticketing	(209)	(1,084)
Books & Tote bags	(7,664)	(363)
Volunteer costs and training	(3,028)	(200)
Business planning and evaluation	(6,384)	(6,000)
Accountancy fees	(16,632)	(18,132)
Independent examiner's fee	(600)	(600)
Legal and professional fees	(1,242)	(1,150)
Meeting room hire	(4,000)	(3,394)
	<u>(177,789)</u>	<u>(150,951)</u>

This page does not form part of the statutory financial statements.

DERBY BOOK FESTIVAL

England & Wales - Charity number 1159763

Accounts

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

**FOR
DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)**

Registered Charity Number: 1159763

**Dains LLP
Chartered Accountants
Charlotte House
Stanier Way
Derby
DE21 6BF**

**DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

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**DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)**

Reference and Administrative Information

Charity Number: 1159763

Correspondence Address: 13 Lavender Row
Darley Abbey
Derby
DE22 1DF

Trustees: Andrew Flack
Elizabeth J Fothergill CBE
Lisa E Richards
Professor Keith A J McLay
Adam L Buss
Narinder K Sharma
Jenny M Denton
Fiona M K Apthorpe
Katherine Henshaw

Independent Examiner: Adam Dominey FCCA
ADS Accountancy Limited
Bezant House
Bradgate Park View
Chellaston
Derby
DE73 5UH

Accountant : Dains LLP
Chartered Accountants
Charlotte House
Stanier Way
Derby
DE21 6BF

Bankers: HSBC Bank plc
1 St Peter's Street
Derby
DE1 2AE

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)

Report of the Trustees for the year ended 31 August 2020

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 31 August 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2015 FRS102) in preparing the annual report and financial statements for the charity.

The reference and administrative information set out on page 1 forms part of this report.

Structure Governance and Management

Governing Document

Derby Book Festival is a Charitable Incorporated Organisation (CIO), which was registered with the Charity Commission on 5 January 2015. Its governing document is a constitution dated 3 September 2014.

Membership

The members of the CIO are its Trustees.

In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

Recruitment and Appointment of Trustees

The constitution provides for the appointment of a minimum of three and a maximum of twelve trustees. Trustees are appointed by resolution at a meeting of the Trustees. All Trustees are appointed to serve for a period of three years. In selecting individuals for appointment as appointed charity trustees, the charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Trustee Induction and Training

When a new Trustee is appointed they are provided with a pack which contains:

- a copy of the CIO constitution;
- a copy of the most recent Annual Report and Accounts;
- copy Minutes of previous Trustees' Meetings;
- a copy of the Charity Commission Guidance 'The Essential Trustee' and 'Charities and Public Benefit'.

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)

Report of the Trustees for the year ended 31 August 2020 (Continued)

Objects

The objects of the CIO are the advancement of education for the benefit of the public by the promotion of literature, language and the arts in particular through a book or literature festival in Derby and such other activities as the charity trustees shall from time to time determine.

Achievements and Performance

The original aim for 2020 was to deliver two Festivals during the year. Unfortunately, due to the Covid-19 pandemic, neither of these were able to be delivered. Despite this, the Festival continued to make progress again and maintained partnerships which have remained strong and productive.

The 2020 programme was set to be the strongest Festival to date, offering one hundred live events. Due to the pandemic, this Festival had to be quickly reinvented online; setting up online interviews and events and engaging audiences via new technology.

Despite all of the challenges, the 2020 Festival successes include:

- 10 virtual events on the Festival's YouTube channel providing wider geographic reach
- Production of a Book Quiz with over 600 downloads
- Record number of entries for Flash Fiction writing competition including entries from the Royal School for the Deaf
- 6 live, virtual Zoom visits to schools giving 690 pupils across 23 classes opportunity to meet an author and illustrator
- Twice weekly slots on BBC Radio Derby discussing books
- Two thousand poetry postcards sent to isolated and vulnerable people

Financial Review (including reserves policy)

Reserves at the 31 August 2020 totalled £37,658. This falls within the range agreed by the trustees.

Risk Review

The Trustees have examined the major internal and external risks which the charity faces and confirm that systems and procedures are in place to mitigate exposure to major risks.

**DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)**

Report of the Trustees for the year ended 31 August 2020 (Continued)

Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

The public benefit provided by the Charity include:

- promoting artistic appreciation
- bringing a diverse and high quality range of authors and artists to Derby audiences

The beneficiaries are all members of the public and access is enabled as follows:

- through concessionary ticket schemes
- all areas of the festival are wheelchair accessible.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 28 May 2021 and signed on their behalf by:



.....

Lisa Richards
Trustee

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)

Independent Examiner's Report to the Trustees of Derby Book Festival

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2020 which are set out on pages 6 to 11.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ("the Act").

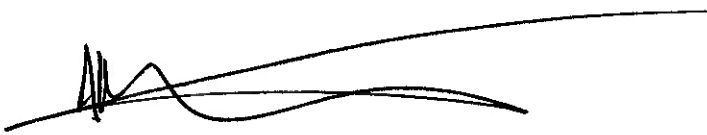
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Adam Dominey FCCA
ADS Accountancy Limited
Bezant House
Bradgate Park View
Chellaston
Derby
DE73 5UH

Date: 28/5/2021

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)

Statement of Financial Activities
For the year ended 31 August 2020

	Notes	Total Unrestricted Funds 2020 £	Total Unrestricted Funds 2019 £
Income and endowments from:			
Donations and legacies	3	156,544	209,325
Charitable activities:			
Ticket sales and hospitality packages		4,713	38,481
Other income from events		782	10,576
Total income and endowments		162,039	258,382
Expenditure on:			
Charitable activities	4	127,675	249,625
Governance costs		23,276	-
Total expenditure		150,951	249,625
Net income/(expenditure)		11,088	8,757
Reconciliation of funds			
Total funds brought forward		26,570	17,813
Total funds carried forward		37,658	26,570

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)

Balance Sheet as at 31 August 2020

	Notes	2020 £	2019 £
Current Assets			
Debtors	8	831	38,022
Cash at bank and in hand		<u>74,373</u>	<u>51,346</u>
		75,204	89,368
Creditors:			
Amounts falling due within one year	9	<u>37,546</u>	<u>62,798</u>
Net Assets		<u>37,658</u>	<u>26,570</u>
The funds of the Charity:			
Unrestricted income funds		<u>37,658</u>	<u>26,570</u>

These accounts were approved by the Trustees on 28 May 2021... and signed on their behalf by:-



.....
Lisa Richards
Trustee

The notes on pages 8 to 11 form part of these financial statements

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)
Notes to the financial statements for the year ended 31 August 2020

1. Statutory Information

Derby Book Festival is a charitable incorporated organisation registered in England and Wales. The address of the charity is given in the charity information on page 1 of these financial statements.

2. Accounting policies

2.1 Basis of preparation of financial statements

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011 and UK Generally Accepted Accounting Practice.

2.2 Income

All income is included in the statement of financial activities when the charity has entitlement to the income, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where the cost is quantifiable and measurable.

2.3 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

2.4 Funds

Unrestricted funds are incoming resources receivable for expenditure on the general objectives of the Charity.

2.5 Legal Status of the Charity

The charity is a charitable incorporated organisation. In the event of the Charity being wound up members have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)

Notes to the financial statements for the year ended 31 August 2020 (continued)

3. Income from donations and legacies

	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Arts Council England	63,500	49,000
Charitable Trusts/Foundations	53,580	-
University of Derby Sponsorship	-	10,000
Sponsorship	2,000	28,450
Festival Funds	1,114	1,769
Donations in Kind (Note 6)	28,350	68,108
DANCOP	8,000	51,998
	156,544	209,325

4. Analysis of expenditure by activities

4.1 Direct costs

	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Event expenditure	7,084	42,358
Marketing	15,673	35,413
Design and branding	-	4,000
Engagement Projects – book awards	11,503	3,810
Engagement Projects – shared reading	-	864
Engagement Projects – shared writing	861	
Engagement Projects – flash fiction	-	680
Signing and large print	-	576
Office costs	3,327	307
Insurance	879	823
Box Office and ticketing	1,084	2,199
Team costs and expenses	80,701	51,620
Books & Tote bags	363	5,450
Volunteer costs and training	200	16,707
Project assistant and intern	-	3,000
Business planning and evaluation	6,000	6,162
DANCOP	-	51,998
	127,675	225,967

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)

Notes to the financial statements for the year ended 31 August 2020 (continued)

Analysis of expenditure by activities (continued)

4.2 Support costs

	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Independent examiner	600	600
Legal fees	1,150	1,150
Accountancy	18,132	19,908
Meeting room hire	3,394	2,000
	<hr/> 23,276	<hr/> 23,658
Total	<hr/> 150,951	<hr/> 249,625

5. Analysis of Donations in Kind

	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Events expenditure	400	1,700
Venue hire	-	2,500
Marketing	-	6,750
Design and branding	-	4,000
Website and on-line support	2,000	5,500
Volunteer cost and training	200	15,000
Project assistant and intern	-	2,000
Business planning and evaluation	6,000	6,000
Independent examiner	600	600
Legal and profession fees	1,150	1,150
Accountancy	15,000	19,908
Room hire	3,000	2,000
Derby College	-	1,000
	<hr/> 28,350	<hr/> 68,108

6. Trustees remuneration and expenses

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any person known to be connected with any of them.

Travelling expenses totalling £Nil (2019: £Nil) were paid to Nil (2019: Nil) trustees during the year.

DERBY BOOK FESTIVAL
(A Charitable Incorporated Organisation)
Notes to the financial statements for the year ended 31 August 2020 (continued)

7. Related party transactions

Derby Book Festival have a profit-sharing arrangement with DEDA that is in line with a normal trading relationship.

Stephen Munn is a director of Deda and is a former Trustee.

Derby Book Festival have a profit-sharing arrangement with Derby Quad that is in line with a normal trading relationship.

Adam Buss is Chief Executive Officer of Derby Quad and Liz Fothergill is a director, both are Trustees.

During the year there was event income from Geldards LLP of £Nil (2019: £2,000).

Fiona Apthorpe is a Partner of Geldards LLP and also a Trustee.

During the year there was event income from Pennine Healthcare of £Nil (2019: £500).

Elizabeth Fothergill is the Chairman of Pennine Healthcare and is also a Trustee.

During the year, Dains LLP provide services in kind to the value of £15,600 (2019: £20,508).

Lisa Richards is a partner of Dains LLP and is also a Trustee.

8. Debtors

	2020	2019
	£	£
Grant – Arts Council England	-	5,850
Trade debtors	(96)	31,246
Other debtors	926	926
Prepayments	-	-
	831	38,022

9. Creditors

	2020	2019
	£	£
Trade creditors	4,133	7,027
Other creditors and accruals	33,413	55,771
	37,546	62,798