

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**

<b>Trustees</b>	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
<b>Charity Registration Number</b>	1159763
<b>Principal Office</b>	13 Lavender Row
	Darley Abbey
	Derby
	DE22 1DF
<b>Auditor</b>	ADS Accountancy Limited
	Bezant House
	Bradgate Park View
	Chellaston
	Derby
<b>Bankers</b>	DE73 5UH
	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

20<sup>th</sup> June 2022

## Derby Book Festival

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

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

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

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>
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
<b>Total for 2021</b>	<u>142,338</u>	<u>142,338</u>
<b>Total for 2020</b>	<u>156,544</u>	<u>156,544</u>

#### **2.1 Analysis of Donations in kind**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
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
<b>Total for 2021</b>	<u><u>155,315</u></u>	<u><u>155,315</u></u>
<b>Total for 2020</b>	<u><u>127,675</u></u>	<u><u>127,675</u></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
<b>Total for 2021</b>	<u><u>155,315</u></u>	<u><u>155,315</u></u>
<b>Total for 2020</b>	<u><u>127,675</u></u>	<u><u>127,675</u></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**

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>
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
<b>Total for 2021</b>	<b>22,474</b>	<b>22,474</b>
<b>Total for 2020</b>	<b>23,276</b>	<b>23,276</b>

#### **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**

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

#### **8 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
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 Geldards 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**

	<b>Total Unrestricted Funds 2021 £</b>	<b>Total Unrestricted Funds 2020 £</b>
<b>Income and Endowments from:</b>		
Donations and legacies	142,338	156,544
Other income	28,018	5,495
Total income	<u>170,356</u>	<u>162,039</u>
<b>Expenditure on:</b>		
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
<b>Reconciliation of funds</b>		
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>

## **Derby Book Festival**

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

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Income and Endowments from:</b>		
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>
<b>Expenditure on:</b>		
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
<b>Reconciliation of funds</b>		
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>

## **Derby Book Festival**

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

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b><i>Donations and legacies</i></b>		
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>
<b><i>Other income</i></b>		
Ticket sales and hospitality packages	17,021	4,713
Other income from events	10,997	782
	<u>28,018</u>	<u>5,495</u>
<b><i>Charitable activities</i></b>		
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.