

Charity registration number: 1159763

Derby Book Festival

Annual Report and Financial Statements

for the Year Ended 31 August 2023

Derby Book Festival

Contents (continued)

Reference and Administrative Details	1
Trustees' Report	2 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 14

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').

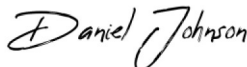
I report in respect of my examination of the Derby Book Festival's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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		<u>67,314</u>	<u>67,314</u>
Total income		<u>248,372</u>	<u>248,372</u>
Expenditure on:			
Charitable activities		<u>(224,457)</u>	<u>(224,457)</u>
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>
	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies		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>

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	181,058	181,058
Total for 2022	142,696	142,696

2.1 Analysis of Donations in kind

	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
	44,819	32,750

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
Total for 2023	<u>173,850</u>	<u>173,850</u>
Total for 2022	<u>172,262</u>	<u>172,262</u>

	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
Total for 2023	<u>173,850</u>	<u>173,850</u>
Total for 2022	<u>172,262</u>	<u>172,262</u>

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	21,338	21,338
Total for 2022	21,724	21,724

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	<u>649</u>	<u>649</u>
At 31 August 2023	<u>649</u>	<u>649</u>
Depreciation		
At 1 September 2022	162	162
Charge for the year	<u>162</u>	<u>162</u>
At 31 August 2023	<u>324</u>	<u>324</u>
Net book value		
At 31 August 2023	<u>325</u>	<u>325</u>
At 31 August 2022	<u>487</u>	<u>487</u>

8 Debtors

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

9 Creditors: amounts falling due within one year

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

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 Aphorpe 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>

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>

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/Foundations	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.