

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		178,672	69,018	247,690
Expenditure on:				
Charitable activities		(155,726)	(43,417)	(199,143)
Total expenditure		(155,726)	(43,417)	(199,143)
Net income		22,946	25,601	48,547
Net movement in funds		22,946	25,601	48,547
Reconciliation of funds				
Total funds brought forward		50,189	-	50,189
Total funds carried forward		73,135	25,601	98,736
	Note	Unrestricted funds £	Total 2023 £	
Income and Endowments from:				
Donations and legacies		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	

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		109,808	74,497
		119,697	90,539
Creditors: Amounts falling due within one year	9	(21,124)	(40,675)
Net current assets		98,573	49,864
Net assets		98,736	50,189
Funds of the charity:			
Restricted income funds			
Restricted funds		25,601	-
Unrestricted income funds			
Unrestricted funds		73,135	50,189
Total funds		98,736	50,189

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>

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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	<u>143,508</u>	<u>43,417</u>	<u>186,925</u>
Total for 2023	<u>173,850</u>	<u>-</u>	<u>173,850</u>

	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	<u>186,925</u>	<u>186,925</u>
Total for 2023	<u>173,850</u>	<u>173,850</u>

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	12,202	12,202
Total for 2023	21,738	21,738

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	<u>649</u>	<u>649</u>
At 31 August 2024	<u>649</u>	<u>649</u>
Depreciation		
At 1 September 2023	324	324
Charge for the year	<u>162</u>	<u>162</u>
At 31 August 2024	<u>486</u>	<u>486</u>
Net book value		
At 31 August 2024	<u>163</u>	<u>163</u>
At 31 August 2023	<u>325</u>	<u>325</u>

8 Debtors

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

9 Creditors: amounts falling due within one year

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

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 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 (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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