

Company registration number: 09144072

Charity registration number: 1161161

# Nottingham City of Literature

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

# **Nottingham City of Literature**

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## **Nottingham City of Literature**

### **Reference and Administrative Details**

|                                    |   |
|------------------------------------|---|
| <b>Trustees</b>                    | Patrick Limb                                    |
|                                    | Rosemary Healy                                  |
|                                    | William Gregory                                 |
|                                    | Jenny Swann                                     |
|                                    | Barbara Cathcart                                |
|                                    | Claire Bale                                     |
|                                    | Emily York                                      |
|                                    | Khaya Ayomide Job                               |
|                                    | Helen Lawrenson                                 |
|                                    | Trevor Wright                                   |
|                                    | Stephen Lowe                                    |
| <b>President</b>                   |   |
| <b>Senior Management Team</b>      | Sandeep Mahal, Director, until 29 December 2021 |
|                                    | Hannah Trevarthen, Director, from 20 April 2022 |
| <b>Charity Registration Number</b> | 1161161   |
| <b>Company Registration Number</b> | 09144072  |
| <b>Registered Office</b>           | Lakeside Arts University of Nottingham          |
|                                    | University Park                                 |
|                                    | Nottingham                                      |
|                                    | NG7 2RD   |
| <b>Independent Examiner</b>        | John O'Brien, employee of                       |
|                                    | Community Accounting Plus                       |
|                                    | Units 1 & 2 North West                          |
|                                    | 41 Talbot Street                                |
|                                    | Nottingham                                      |
|                                    | NG1 5GL   |

# **Nottingham City of Literature**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

|           |  |
|-----------|--|
| Trustees: | Patrick Limb                               |
|           | Rosemary Healy                             |
|           | William Gregory                            |
|           | Jenny Swann                                |
|           | Barbara Cathcart                           |
|           | Claire Bale                                |
|           | Emily York                                 |
|           | Khaya Ayomide Job                          |
|           | Helen Lawrenson (appointed 1 July 2021)    |
|           | Trevor Wright (appointed 15 December 2021) |
|           | David Hallett (resigned 30 June 2021)      |
|           | David Belbin (resigned 6 October 2021)     |
|           | Barbara Matthews (resigned 3 August 2022)  |

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 23/7/14 and most recently amended 07/10/2020. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

Trustees apply via submitting an expression of interest and a CV, we then shortlist candidates for an interview, then invite the potential trustee to attend a meeting as observer, and finally the new trustee is ratified by the Board.

### **Objectives and activities**

#### ***Objects and aims***

Promote the education of the public at large by providing or assisting in the provision of opportunities to access, engage in, understand and enjoy literature and writing, including, but not limited to, promoting and organising a bid for Nottingham to become a UNESCO City of Literature; and/or to pursue such other charitable purposes analogous to any of the above as the Directors in their absolute discretion shall determine.

# Nottingham City of Literature

## Trustees' Report

### *Public benefit*

We deliver activity to engage young people in reading, writing and creativity. We offer creative writing workshops, gift books, support creatives to deliver literature related activity. We also support writers and creatives and direct them to partners' opportunities (local, national and international), and give creatives paid work through delivering activity for us. We promote all things literature across the city and beyond.

These activities benefit the public by inspiring personal and social transformation through reading, writing and creativity.

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.

### *Achievements & performance*

Nottingham was awarded UNESCO City of Literature status in December 2015 and since then has taken its place as a member of the UNESCO Creative Cities network, enabling it to play a cultural and creative role on the international stage.

### *Our Mission*

Nottingham UNESCO City of Literature believes in building better futures with words.

### *Our Vision*

Our vision is of a city where everyone is reading and writing their way to a better life. We believe in literature as a reflection of humanity at its best, enabling people to better understand each other and the world we live in.

### *Objectives*

In pursuit of our mission and vision, we have four objectives:

**LEADERSHIP:** to provide leadership for the city through our role as strategic catalyst, helping cultural organisations to work together more effectively;

**LEARNING:** To make an impact on long-term literacy levels by growing diverse audiences for reading and writing in collaboration with Nottingham's universities, literacy hub, libraries, schools, arts and literary organisations;

**PLACE:** to animate the city's UNESCO designation and positively impact placemaking, the position and promotion of Nottingham's international reputation as a creative city;

**INTERNATIONAL:** to strengthen international partnerships by providing access to new knowledge and creative exchange opportunities between individuals and organisations in Nottingham's creative sectors.

### **2020/21 Creative Programme**

Our mission is 'Building Better Futures with Words' and all our activity in the period was focused on developing connectivity, fostering well-being and nurturing creativity.

#### **UNESCO Cities of Literature Conference**

The UNESCO Cities of Literature network brings together 42 cities across 6 continents. While the designation marks existing literary excellence within a city, becoming a UNESCO City of Literature also gives cities a place within a supportive network who share and collaborate with each other. It calls upon cities to nurture creativity, support freedom of speech, and ensure literature reaches as wide and diverse an audience as possible. In September 2021 the network met in Reykjavík at a hybrid event for the first time since the start of the Covid-19 Pandemic, discussing challenges, opportunities and aspirations in a new and uncertain world.

## Nottingham City of Literature

### Trustees' Report

Nottingham was represented by Sandeep Mahal, as well as staff members from the Nottingham UNESCO City of Literature office.

Later on in November, we welcomed three new cities of literature to the UNESCO Creative Cities Network: Gothenburg, Jakarta and Vilnius.

#### Story Valley

An international Erasmus+ project which enables NUCoL to collaborate with Edinburgh, Ljubljana, and Leeuwarden UNESCO Cities of Literature to use oral histories and languages as a way to build literacy skills and celebrate sanctuary and inspire hope for all migrant, refugee and sanctuary seeking young people. Over the project period, we are working together to deliver three outputs:

- **Student Programme and Teacher Pack designed and delivered by National Literacy Trust** will provide teachers and students with all that is needed to reach the objectives. It's the training programme for school teachers including the methodology, lesson plan and evaluation plan, loaded with practical tools.

- **Online Community and Platform designed and delivered by Leeuwarden (Netherlands)** will provide a teaching, learning and collaborative network for students, teachers and specialists in the field of literature, literacy and the creative industry. A virtual place where everything comes together and is also the main legacy of the project.

- Nottingham is specifically tasked with producing a **Story Valley Policy Framework and Toolkit** to ensure that VET (Vocational Educational Training) is at the forefront of development in the language & literacy sector, specifically targeted at UNESCO Cities of Literature organisations worldwide. It will give VET institutions better access to these networks they can reach out to in order to improve their curriculum in the fields of literacy, multilingualism and cultural heritage (oral history). We will showcase how the Story Valley approach to literacy & language learning, culture, citizenship and inclusion could be implemented in other UNESCO Cities of Literature (from 2023 onwards when we expect to have completed the pilot and evaluation).

As part of the project in 2021/2022, Associate Researcher Dr Katie Harrison attended two transnational partner meetings in Edinburgh and Ljubljana. Each meeting allowed for the sharing of good practice between the VET and further education institutions. Partners had the opportunity to work on each of the Outputs face-to-face and to meet some of the staff and students involved in the project to see first-hand what they have been working on in each location. In 2023 Nottingham will host the transnational partner meeting.

#### Freedom Reads

In partnership with English PEN and held at the National Justice Museum, we facilitated a series of creative reading and writing workshops for young people. Facilitated by poet Joshua Judson the workshops looked at these themes of protest, free speech, and democracy, as well as taking a deep dive into some of the most famous (and infamous) books to have sparked public outrage across time. In this programme 28% of participants considered themselves to have a disability, 57% lived in one of the top 30% most deprived areas in the UK. Watch videos from the event on our YouTube channel.

#### Young Voices Amplified

In Autumn 2021, we were successful in securing a £88,000 Arts Council England Project Grant to deliver Young Voices Amplified (2021-22) a creative leadership and literature programme for young people. Young Voices Amplified expands engagement, inclusion and reach with young people in Nottingham. We plan to educate, inspire, equip and empower young audiences to: shape and inform conversations about Nottingham's new central library; collaborate with writers on creative writing and book club activities; co-produce a mass shared reading campaign promoting the positive benefits of reading for mental health; and to participate in training, mentoring, networking & ideation workshops. It will culminate in a Young Voices Symposium bringing together young co-producers & creative practitioners to share effective practices for engaging young people in the arts.

## Nottingham City of Literature

### Trustees' Report

#### Youth Advisory Board

We continued to develop our Youth Advisory Board and in September 2021 the Youth Advisory Board also appointed their Chair and Vice-Chair, Abigail Hutchinson and Nidaa Raoof. Since September, Abigail and Nidaa have shown strong leadership and representation of our fantastic Youth Advisory Board. You can read their manifestos for change [here](#).

#### Notts TV Book Club

Notts TV Book Club launched in December 2021 and is a monthly show for anyone who likes to read, wishes they knew what to read, or wants to take a detour into new reading territory. Hosted by NTU WRAP Programme Manager Becky Cullen with a resident panellist from Nottingham UNESCO City of Literature, and special guests, the show's books of the month include everything from thrillers and romance to self-help and poetry. Jaden Morton from Nottingham Waterstones drops in every episode with his book recommendations to keep us up to date and the show goes out and about finding out what the public think. There is something for everyone and everyone can take part. A team of NTU students work on the show, curating social media as well as developing real-life experience of working in film, TV and journalism. Notts TV Book Club airs the second Tuesday of every month and again on Sunday at 9pm, available on Freeview 7 Virgin 159 or on demand on the Notts TV website.

NUCoL also participated in a wide range of international projects including:

- **World Poetry Day:** to celebrate World Poetry Day UNESCO City of Literature started an international chain poem on 21 March 2021. Since then each month a poet and translator from the cities in the network added three original lines. The poem grew larger and more impressive with every new month. Nottingham participated in the Chain Poem, commissioning loney Smallhome to write a stanza for the project, which finished on World Poetry Day 2022

- **Slamovision:** Slamovision is the global spoken word community's Eurovision, hosted by the UNESCO Cities of Literature. The 2021 slam was hosted jointly by Manchester and Quebec Cities of Literature, after their wins in 2020. Our candidate, Cara Thompson, won with her poem 'Island Screams' and brought the SlamOVision crown to Nottingham - pinning us on the map as a city of performance poetry. We will host the competition in 2022

- **Future Literacy Lab: The Future of Queer Safe Spaces 2050:** a UNESCO Futures Literacy collaboration with the International Coalition of Inclusive and Sustainable Cities (ICCAR) and UNESCO Creative Cities Network (UCCN). Young people from Nottingham participated in online conversations that will help inform UNESCO's action-learning plan for the global promotion and protection of the rights of LGBTQIA+ Youth. Participants received a certificate of participation from UNESCO upon the conclusion of the lab and they will be invited to share their findings at a conference in Paris.

- **International Translation Day:** International Translation Day (ITD) celebrates translation, translators and translated literature every 30 September. For ITD 2021, we ran a series of interviews and panel talks, in collaboration with sister UNESCO Cities of Literature Lviv and Ljubljana. We also heard from local translators based in Nottingham, who combined work in over 10 languages, including French, German, Polish, Slovene, and Russian.

#### Rainbow Library

The Rainbow Library is a pioneering initiative led by Pop Up Projects, looking to fill in the gap of LGBTQ+ inclusive books for children and young adults, aiming to get books in every school library in the UK and Ireland. The books are being developed with LGBTQ+ young people in Nottingham and seven other cities through intensive workshops.

The cohort in Nottingham has been involved in the development of a comic/graphic novel that will be published in Autumn 2023. The professional writers and illustrators have worked with the young people to evolve their story concepts, plots and other elements. The young people have also developed their own stories for inclusion in an anthology of the very best writing and illustration.

In Autumn 2023, Pop Up and three UNESCO Cities of Literature - Nottingham, Manchester and Dublin - will co-present a three one-day conferences, programmed and presented by LGBTQ+ young people, about some of the themes and experiences that come out of the project.

# **Nottingham City of Literature**

## **Trustees' Report**

To ensure we remain inclusive and encourage involvement from the reading and writing communities in Nottingham, we continued our work offering student placements and internships. During the year we provided four student placements and 2 Creative Pathways internship from a widening participation backgrounds. Testament to the experience that past Creative Pathways interns had at the organisation, two of them were recruited to join the staff of Nottingham City of Literature.

Our core team and volunteers have worked tirelessly to engage with broad and diverse audiences from across the city and beyond. As ever, we would like to take this opportunity to thank all our core partners, Nottingham City Council, Nottingham Trent University, University of Nottingham and Arts Council England for their support.

### **Changing Faces and future developments**

At the end of 2021, founding Director Sandeep Mahal stepped down after five years of operation. Sandeep oversaw the development and growth of Nottingham as a vital place of creative exchange and celebration for literature, as well as setting up NUCoL's organisational and governance structure and brand, and work on values and culture. We thank Sandeep for her invaluable contribution and for building strong foundations for our next chapter.

Paty Bennett, the organisation's general manager was installed as interim director until a new director was appointed. Appointed in Summer 2021, Paty brings experience of audience development, evaluation and strategy. She is keen to promote people-centred environments, spaces for collaboration and co-production working closely with people.

Gareth Morgan joined us in November as our producer for the Young Voices Amplified programme.

In October 2021, founding board chair Dr David Belbin stepped down from the Board of Trustees and we welcomed Patrick Limb KC as our new chair, formerly Deputy chair who joined the board in 2018.

In March 2022, Hannah Trevarthen was appointed as NUCoL new director, officially starting in April 2022. She joins us from English PEN, one of the world's oldest human rights organisations, where she has worked as their Events and Partnerships Manager since 2015, leading their year round programme of high-profile events and prizes. She brings with her strong experience of working internationally, building local and national partnerships, creative programming and championing new talent.

In May 2022, NUCoL will make an application to Arts Council England to become a National Portfolio Organisation in their next funding round. NUCoL has a unique contribution to bring to all four investment principles, as well as to Nottingham City Council's Strategic Plan, the Universities for Nottingham strategic priorities for culture and creativity, and the UN's Global Goals - both through community engaged practice and international collaborations. Therefore 2022 marks a pivotal time for Nottingham to enter an era of transformational development.

### **Financial review**

#### ***Policy on reserves***

NUCoL's Reserves Policy ensures unrestricted designated funds and free reserves are built up and maintained as a contingency provision for three months' operating costs.

#### ***Principal risks and uncertainties***

##### ***Financial risks***

Not fundraising enough to compromise the core operational costs.



## Nottingham City of Literature

### Trustees' Report

#### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Nottingham City of Literature for the purposes of company law) 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 report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:


- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 12/12/22 and signed on its behalf by:



Patrick Limb  
Trustee

## Nottingham City of Literature

### Independent Examiner's Report to the trustees of Nottingham City of Literature

#### Independent examiner's report to the trustees of Nottingham City of Literature ('the Company')

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

#### Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

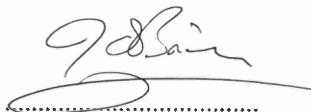
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 12/12/22

## Nottingham City of Literature

### Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                    | Note | Unrestricted<br>£ | Restricted<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------------------------|------|-------------------|-----------------|--------------------|--------------------|
| <b>Income and Endowments from:</b> |      |                   |                 |                    |                    |
| Donations and legacies             | 2    | 129,397           | -               | 129,397            | 160,323            |
| Charitable activities              | 3    | 427               | 17,547          | 17,974             | 39,491             |
| <b>Total Income</b>                |      | <b>129,824</b>    | <b>17,547</b>   | <b>147,371</b>     | <b>199,814</b>     |
| <b>Expenditure on:</b>             |      |                   |                 |                    |                    |
| Charitable activities              | 5    | (149,494)         | (17,547)        | (167,041)          | (159,042)          |
| <b>Total Expenditure</b>           |      | <b>(149,494)</b>  | <b>(17,547)</b> | <b>(167,041)</b>   | <b>(159,042)</b>   |
| <b>Net (expenditure)/income</b>    |      | <b>(19,670)</b>   | <b>-</b>        | <b>(19,670)</b>    | <b>40,772</b>      |
| <b>Net movement in funds</b>       |      | <b>(19,670)</b>   | <b>-</b>        | <b>(19,670)</b>    | <b>40,772</b>      |
| <b>Reconciliation of funds</b>     |      |                   |                 |                    |                    |
| Total funds brought forward        |      | 93,501            | -               | 93,501             | 52,729             |
| Total funds carried forward        | 18   | 73,831            | -               | 73,831             | 93,501             |

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

The funds breakdown for the period is shown in note 18.

The notes on pages 12 to 20 form an integral part of these financial statements.

## Nottingham City of Literature

### Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

|                                    | Note | Unrestricted<br>£ | Restricted<br>£ | Total<br>2021<br>£ |
|------------------------------------|------|-------------------|-----------------|--------------------|
| <b>Income and Endowments from:</b> |      |                   |                 |                    |
| Donations and legacies             | 2    | 160,323           | -               | 160,323            |
| Charitable activities              | 3    | 424               | 39,067          | 39,491             |
| Total Income                       |      | <u>160,747</u>    | <u>39,067</u>   | <u>199,814</u>     |
| <b>Expenditure on:</b>             |      |                   |                 |                    |
| Charitable activities              | 5    | (101,133)         | (57,909)        | (159,042)          |
| Total Expenditure                  |      | <u>(101,133)</u>  | <u>(57,909)</u> | <u>(159,042)</u>   |
| Net income/(expenditure)           |      | 59,614            | (18,842)        | 40,772             |
| Transfers between funds            |      | <u>1,581</u>      | <u>(1,581)</u>  | <u>-</u>           |
| Net movement in funds              |      | 61,195            | (20,423)        | 40,772             |
| <b>Reconciliation of funds</b>     |      |                   |                 |                    |
| Total funds brought forward        |      | <u>32,306</u>     | <u>20,423</u>   | <u>52,729</u>      |
| Total funds carried forward        | 18   | <u>93,501</u>     | <u>-</u>        | <u>93,501</u>      |

The notes on pages 12 to 20 form an integral part of these financial statements.

# Nottingham City of Literature

(Registration number: 09144072)  
Balance Sheet as at 31 March 2022

|   | Note | 2022<br>£       | 2021<br>£      |
|---|------|-----------------|----------------|
| <b>Fixed assets</b>                                   |      |                 |                |
| Tangible assets                                       | 10   | -               | 441            |
| <b>Current assets</b>                                 |      |                 |                |
| Debtors   | 11   | 9,756           | 18,750         |
| Cash at bank and in hand                              |      | <u>110,075</u>  | <u>78,521</u>  |
|   |      | 119,831         | 97,271         |
| <b>Creditors: Amounts falling due within one year</b> | 12   | <u>(46,000)</u> | <u>(4,211)</u> |
| <b>Net current assets</b>                             |      | <u>73,831</u>   | <u>93,060</u>  |
| <b>Net assets</b>                                     |      | <u>73,831</u>   | <u>93,501</u>  |
| <b>Funds of the charity:</b>                          |      |                 |                |
| <b>Unrestricted income funds</b>                      |      |                 |                |
| Unrestricted funds                                    |      | <u>73,831</u>   | <u>93,501</u>  |
| <b>Total funds</b>                                    | 18   | <u>73,831</u>   | <u>93,501</u>  |

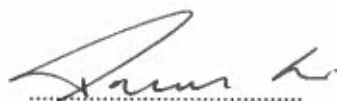
For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 9 to 20 were approved by the trustees, and authorised for issue on ...~~2/12/22~~ and signed on their behalf by:



Patrick Limb  
Trustee

The notes on pages 12 to 20 form an integral part of these financial statements.

## **Nottingham City of Literature**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **1 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

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 in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Nottingham City of Literature meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### **Exemption from preparing a cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 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 costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### Tangible fixed assets

Individual fixed assets costing £400 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 |
|--------------------|------------------------------|
| Computer equipment | 33% straight line            |

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### 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.

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

|  | Unrestricted<br>funds<br>General<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--|---------------------------------------|--------------------|--------------------|
| Donations and legacies;                                  |                                       |                    |                    |
| Donations from companies, trusts and similar<br>proceeds | 104,172                               | 104,172            | 78,218             |
| Grants, including capital grants;                        |                                       |                    |                    |
| Government grants  | 25,225                                | 25,225             | 82,105             |
|  | <u>129,397</u>                        | <u>129,397</u>     | <u>160,323</u>     |

#### 3 Income from charitable activities

|                    | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Grants & donations | -                                     | 17,547                   | 17,547             | 39,067             |
| Sundry income      | 427                                   | -                        | 427                | 424                |
|                    | <u>427</u>                            | <u>17,547</u>            | <u>17,974</u>      | <u>39,491</u>      |

#### 4 Grants & donations

|                             | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£     |
|-----------------------------|----------------------------|--------------------------|----------------|
| Nottingham City Council     | 25,225                     | 13,075                   | 38,300         |
| University of Nottingham    | 20,250                     | -                        | 20,250         |
| Nottingham Playhouse        | 7,340                      | -                        | 7,340          |
| Arts Council England        | 32,521                     | 2,322                    | 34,843         |
| Nottingham Trent University | 25,000                     | -                        | 25,000         |
| Story Valley                | 8,207                      | -                        | 8,207          |
| Sundry grants & donations   | 10,854                     | 2,150                    | 13,004         |
|                             | <u>129,397</u>             | <u>17,547</u>            | <u>146,944</u> |



## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 5 Expenditure on charitable activities

|                            | Unrestricted   |                 | Total<br>2022  | Total<br>2021  |
|----------------------------|----------------|-----------------|----------------|----------------|
|                            | General<br>£   | Restricted<br>£ | £              | £              |
| Programme development      | 14,239         | -               | 14,239         | 15,306         |
| People costs               | 104,543        | 9,137           | 113,680        | 113,105        |
| Marketing & PR             | 14,161         | 1,754           | 15,915         | 10,110         |
| Overheads & administration | 16,551         | 6,656           | 23,207         | 20,521         |
|                            | <u>149,494</u> | <u>17,547</u>   | <u>167,041</u> | <u>159,042</u> |

#### 6 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

|                              | 2022<br>£  | 2021<br>£  |
|------------------------------|------------|------------|
| Depreciation of fixed assets | <u>441</u> | <u>851</u> |

#### 7 Staff costs

The aggregate payroll costs were as follows:

|  | 2022<br>£     | 2021<br>£     |
|--|---------------|---------------|
| <b>Staff costs during the year were:</b> |               |               |
| Wages and salaries                       | 87,942        | 72,916        |
| Social security costs                    | 3,298         | 2,428         |
| Pension costs                            | <u>2,624</u>  | <u>2,187</u>  |
|  | <u>93,864</u> | <u>77,531</u> |

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

|                             | 2022<br>No | 2021<br>No |
|-----------------------------|------------|------------|
| Average number of employees | <u>4</u>   | <u>3</u>   |

4 (2021 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £2,624 (2021 - £2,187).

No employee received emoluments of more than £60,000 during the year.

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2022

The total employee benefits of the key management personnel of the charity were £35,821 (2021 - £50,495).

#### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

|                          | 2022<br>£    | 2021<br>£  |
|--------------------------|--------------|------------|
| Independent examination  | 430          | 420        |
| Other financial services | 627          | 508        |
|                          | <u>1,057</u> | <u>928</u> |

#### 10 Tangible fixed assets

|                       | Computer<br>equipment<br>£ | Total<br>£   |
|-----------------------|----------------------------|--------------|
| <b>Cost</b>           |                            |              |
| At 1 April 2021       | <u>8,418</u>               | <u>8,418</u> |
| At 31 March 2022      | <u>8,418</u>               | <u>8,418</u> |
| <b>Depreciation</b>   |                            |              |
| At 1 April 2021       | 7,977                      | 7,977        |
| Charge for the year   | <u>441</u>                 | <u>441</u>   |
| At 31 March 2022      | <u>8,418</u>               | <u>8,418</u> |
| <b>Net book value</b> |                            |              |
| At 31 March 2022      | <u>-</u>                   | <u>-</u>     |
| At 31 March 2021      | <u>441</u>                 | <u>441</u>   |

#### 11 Debtors

|               | 2022<br>£    | 2021<br>£     |
|---------------|--------------|---------------|
| Other debtors | <u>9,756</u> | <u>18,750</u> |

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 12 Creditors: amounts falling due within one year

|                                    | 2022<br>£     | 2021<br>£    |
|------------------------------------|---------------|--------------|
| Other taxation and social security | 1,372         | 3,194        |
| Other creditors                    | 534           | 513          |
| Accruals                           | 2,416         | 504          |
| Deferred income                    | 41,678        | -            |
|                                    | <u>46,000</u> | <u>4,211</u> |

#### 13 Obligations under leases and hire purchase contracts

##### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

|                 | 2022<br>£    | 2021<br>£ |
|-----------------|--------------|-----------|
| Other           |              |           |
| Within one year | <u>1,575</u> | <u>-</u>  |

#### 14 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 15 Taxation

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

#### 16 Related party transactions

There were no related party transactions in the year.

# Nottingham City of Literature

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 17 Analysis of net assets between funds

|                       | Unrestricted   |                 | 2022             |
|-----------------------|----------------|-----------------|------------------|
|                       | General<br>£   | Restricted<br>£ | Total funds<br>£ |
| Current assets        | 78,153         | 41,678          | 119,831          |
| Current liabilities   | <u>(4,322)</u> | <u>(41,678)</u> | <u>(46,000)</u>  |
| Total net assets      | <u>73,831</u>  | <u>-</u>        | <u>73,831</u>    |
|                       | Unrestricted   |                 | 2021             |
|                       | General<br>£   |                 | Total funds<br>£ |
| Tangible fixed assets | 441            |                 | 441              |
| Current assets        | 97,271         |                 | 97,271           |
| Current liabilities   | <u>(4,211)</u> |                 | <u>(4,211)</u>   |
| Total net assets      | <u>93,501</u>  |                 | <u>93,501</u>    |

# Nottingham City of Literature

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 18 Funds

|                           | Balance at 1<br>April 2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>March 2022<br>£ |
|---------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| <b>Unrestricted funds</b> |                                 |                            |                            |                                  |
| <i>General</i>            |                                 |                            |                            |                                  |
| General fund              | 93,501                          | 129,824                    | (149,494)                  | 73,831                           |
| <b>Restricted funds</b>   |                                 |                            |                            |                                  |
| Young Voices Amplified    | -                               | 17,547                     | (17,547)                   | -                                |
| <b>Total funds</b>        | <u>93,501</u>                   | <u>147,371</u>             | <u>(167,041)</u>           | <u>73,831</u>                    |

|                               | Balance at 1<br>April 2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at<br>31 March<br>2021<br>£ |
|-------------------------------|---------------------------------|----------------------------|----------------------------|----------------|-------------------------------------|
| <b>Unrestricted funds</b>     |                                 |                            |                            |                |                                     |
| <i>General</i>                |                                 |                            |                            |                |                                     |
| General fund                  | 32,306                          | 160,747                    | (101,133)                  | 1,581          | 93,501                              |
| <b>Restricted</b>             |                                 |                            |                            |                |                                     |
| Young City Reads              | 20,423                          | 6,865                      | (24,842)                   | (2,446)        | -                                   |
| Building a Better World       | -                               | 32,202                     | (33,067)                   | 865            | -                                   |
| <b>Total restricted funds</b> | <u>20,423</u>                   | <u>39,067</u>              | <u>(57,909)</u>            | <u>(1,581)</u> | <u>-</u>                            |
| <b>Total funds</b>            | <u>52,729</u>                   | <u>199,814</u>             | <u>(159,042)</u>           | <u>-</u>       | <u>93,501</u>                       |

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2022

The specific purposes for which the funds are to be applied are as follows:

#### Current year's restricted funds

Young Voices Amplified expands engagement, inclusion and reach with young people in Nottingham through a 12-month creative leadership & literature programme. We plan to educate, inspire, equip and empower young audiences to: shape and inform conversations about Nottingham's new central library; collaborate with writers on creative writing and book club activities; co-produce a mass shared reading campaign promoting the positive benefits of reading for mental health; and to participate in training, mentoring, networking & ideation workshops. It will culminate in a Young Voices Symposium bringing together young co-producers & creative practitioners to share effective practices for engaging young people in the arts.

#### Previous year's restricted fund

Young City Reads is a year-long programme of audience and leadership development drawing on Nottingham's long tradition of free-thinking radicalism to inspire a range of collaborations across the city.

The Young City Reads programme has three main strands of activity:

- 14 Young Ambassadors who will play a fantastic role fostering and building a culture of reading for pleasure in Nottingham. They will reflect on and explore what it means to be a UNESCO City of Literature, unearth uplifting stories, attend festivals and events, interview writers and co-produce a city-wide reading campaign to inspire more people to read. They will be supported and trained by writer-mentors and expert creatives who will help them carry out their ambassadorial roles.
- The Big City Read: In partnership with Nottingham City Libraries, we will foster a positive attitude to reading through a shared exploration of uplifting books. Our Young Ambassadors will champion four young adult titles, encourage everyone in Nottingham to adopt these titles as their own, and bring all of this together with promotion across public transport, city centre and key neighbourhood sites.
- MyVoice: Young people from across Nottingham will be invited to unleash their imagination and create a story which involves or reflects on the theme of social justice and its global impact. The competition will be a test of creativity, originality, style – and of the ability to entertain and enthrall.

Building a Better World - 2020 flagship lockdown programme, comprising series of 4 virtual author events involving 12 commissioned authors (40% international) including: Ann Patchett, Emily Pine, Kate Mosse, Phillippe Sands, S.J Watson, Stefan Collishaw, Tayari Jones amongst others.