

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 2025

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>	Trevor Wright Amy Bere Linda Woodings Dan Baxter Dr Kerry Featherstone Professor Lynda Pratt Clare Harvey Dr Richard Owen
<b>President</b>	Stephen Lowe
<b>Senior Management Team</b>	Hannah Trevarthen, Director
<b>Charity Registration Number</b>	1161161
<b>Company Registration Number</b>	09144072
<b>Registered Office</b>	Nottingham Central Library 1 Carrington Street Nottingham NG1 7FH
<b>Independent Examiner</b>	Eva Stevens, 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 2025.

#### **Trustees and officers**

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

Trustees:	Trevor Wright
	Amy Bere
	Linda Woodings
	Dan Baxter (appointed 26 June 2024)
	Dr Kerry Featherstone (appointed 26 June 2024)
	Professor Lynda Pratt (appointed 23 September 2024)
	Clare Harvey (appointed 24 September 2025)
	Dr Richard Owen (appointed 24 September 2025)
	Jacob Hall (appointed 26 June 2024 and resigned 25 November 2025)
	Patrick Limb (resigned 24 September 2025)
	Barbara Cathcart (resigned 24 September 2025)
	Emily York (resigned 11 December 2024)
	Claire Bale (resigned 11 December 2024)
	William Gregory (resigned 19 September 2024)

#### **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.

#### **Executive Summary**

Our mission is 'Building Better Futures with Words' and all our activity in the period was focused on developing connectivity, nurturing creativity and amplifying young voices.

# Nottingham City of Literature

## Trustees' Report

Highlights in the period April 2024 - March 2025 included:

- We continued our international work with our leadership in the network as our Director was continued work as the Coordinator of the Cities of Literature sub-network
- We continued our work with our Youth Advisory Board co-producing work and projects and they delivered their first major event for International Youth Day.
- The Speakeasy collective continued, championing the voices of young people in Nottingham as an open mic night every other month and providing a platform for young people to share their work in a supportive environment, supported by Nottingham Playhouse and Writing East Midlands.
- Two Nottingham writers, Alison Moore and Andrew Tucker Leavis were selected for the Melbourne Virtual writers residency from over 50 applications from around the world
- Our flagship Big City Reads programme returned for the third year and reached our biggest audiences. The 2024 campaign's reach was approximately 1 million people, and developed 175 partnerships with youth groups, schools, libraries, city centre cafes and shops, and media partnerships.

### 2024/25 Creative Programme highlights

In April 2023 we began a new phase as an Arts Council England National Portfolio Organisation (NPO). We received the three-year investment in recognition of our ability to deliver projects that celebrate the region's literary excellence and tackle historically poor literacy rates, working on a local, national and international level.

This status enables us to deliver a wide range of projects to improve the life chances of our younger members of society, while ensuring Nottingham is seen as an exemplar in its approach to words and their power. During the second year of this investment, highlights from the creative programme include:

- Our City Our Stories project held a celebration event at Nottingham Central Library in June 2024, where we heard some of the fantastic stories that were devised and shared in our six local libraries and the six writers involved performed their Letter to the Library commissions for the first time. These were subsequently added to our website as podcast and will be printed in an anthology in 2025/26
- We once again participated in the Slamovision, the Cities of Literature Global Slam Competition. We ran our Slamovision local heats in partnership with GOBS Poetry Collective, as part of Nottingham Poetry Festival (June 2024), where 20 poets battled it out for the GOBS POETRY SLAM champion crown and to represent Nottingham in the international Slamovision competition in Manchester (December 2024). The winner Rebecca 'Bep' Summerscales dazzled the crowd and judges, taking the crown, and won 4th place in the international competition.
- Big City Reads, a six-week long project that saw 2,000 books distributed across Nottinghamshire. The books were selected from a long-list of 56 young adult titles that were subsequently chosen by Youth Ambassadors and our Youth Board. Authors of the four chosen books held workshops in schools across Nottinghamshire to encourage students to read and engage with the texts. The 2024 campaign's reach was approximately 1 million people, and developed 175 partnerships with youth groups, schools, libraries, city centre cafes and shops, and media partnerships.
- International Youth Day 2024: Together with our Youth Advisory Board, we co-curated an exciting programme of events at Nottingham Central Library comprising a 'marketplace' for local arts organisations and young creatives to deliver activities and promote their work. Internationally, 16 young writers from 13 Cities of Literature took part in two virtual roundtable discussions, which enabled young creatives to make connections across the Cities of Literature network.
- Jay Sandhu was our writer in residency for Transform, in partnership with New Art Exchange. Jay produced the Belonging EP, a multigenre exploration of identity, culture, and connection. The project brings together a powerful lineup of Nottingham-based artists, alongside a French rapper and a Portuguese poet. The Belonging EP was launched as part of Nottingham's Beat the Streets festival in January 2025, reaching new music audiences.
- We held our very first Young Writers in residency at Bromley House Library (February 2025), enabling two young writers, aged 17 and 21, to explore the Alan Sillitoe collection and produce a creative written response, supported by an experienced writing mentor. This was the first of its kind and we are extremely grateful for Bromley House for collaborating with us on an opportunity for our young writing community.

## **Nottingham City of Literature**

### **Trustees' Report**

- Our Youth Advisory Board (YAB) continued meeting monthly. The group continues bringing youth voices to the heart of the charity. One of the YAB projects highlights was the 5 Senses Tour, as part of Nottingham Poetry Festival (June 2024), a stroll through the city, stopping on the way for various poetry writing prompts inspired by one of the five senses.
- Speak Easy collective, our monthly spoken word open mic and workshop series, moved venues to Nottingham Central Library. These events continued to bring young poets to share words and time together, and to offer a place where creative voices are heard.
- One of our Youth Board and Speak Easy Collective members, started a writing collective and open mic night in Mansfield, the Right to Write Collective, which we have been supporting from its start in June 2024.

#### **UNESCO Cities of Literature Conference and International collaboration**

The UNESCO Cities of Literature network brings together 53 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.

During this period we submitted our quadrennial monitoring report to the UNESCO Secretariat alongside a new reporting mechanism highlighting the strong work that we have done connected to the delivery of the network's ambitions, the sustainable development goals and Mondiacult declaration.

As part of our mandatory UNESCO activity In July 2024, our director attended the UNESCO Creative Cities Annual Conference in Portugal in Braga, a UNESCO City of Media Arts. In her role of as UNESCO Cities of Literature Coordinator, Hannah Trevarthen facilitated sessions with the Cities of Literature, presented to new Cities of Literature as part of integration sessions; took part in coordination sessions for the wider UCCN Network with the secretariat, and presented the work of the entire Cities of Literature network to colleagues from across the over 200 Creative Cities. In addition to this work, Nottingham was selected as an example of best practice in collaborative educational projects and asked to present the Story Valley project as part of the conference sharing the stage with colleagues including the Mayor of Merida, Columbia.

In October 2024, the Cities of Literature sub- network met in Edinburgh, Scotland, UK to mark 20 years since Edinburgh was designated as the first UNESCO City of Literature. Nottingham was represented by NUCoL Director Hannah Trevarthen and General Manager Paty Bennett.

The work of our city continued to be recognised by the network with Nottingham invited to share best practices, be part of study trips and connect more deeply with sister Cities of Literature. One notable example of this is in January 2025, our director was invited to visit Lviv, Ukraine by UNESCO in Paris to be part of a three day workshop on 'Culture of Peace and Resilience'. Hosted by Lviv UNESCO City of Literature and Hannah participated in on three panels - alongside visiting the library service, a war graves memorial, and key UNESCO heritage sites. As part of the trip, Hannah visited Nottingham Trent University and University of Nottingham twinned universities: Ukrainian National Polytechnic University and the Ukrainian Catholic University respectively. Key outcomes from the visit include feedback to the British Council and the Department of Culture, Media and Sport on city to city relationships between UNESCO Creative Cities and HEIs.

#### **Nottingham and beyond**

In addition to the above projects, NUCoL also participated in local, national and international initiatives including:

- World Poetry Day
- International Youth Day
- International Mother Language Day
- World Literacy Day
- Page Against the Machine

## **Nottingham City of Literature**

### **Trustees' Report**

Page Against the Machine encourages readers of all ages and of all backgrounds to switch off from 'the machine' - phones, laptops, social media - and pick up a book instead. In 2024 we were part of a global reading event led by Norwich City of Literature with seven other Cities of Literature: Exeter, Kuhmo, Leeuwarden, Manchester, Melbourne, Nottingham, Slemani. In Nottingham, 50 readers gathered at Bromley House Library to enjoy an hour of individual reading

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.

#### **University collaborations**

During the period, we continued our strategic partnerships with our Higher Education Institutions, University of Nottingham and Nottingham Trent University to collaborate on a range of projects, lectures, research outputs and public engagement alongside student placements and design sprints using the lens of the sustainable development goals. Examples of flagship projects include:

#### **AHRC Midlands4Cities Collaborative Doctoral Award**

In 2023/24 we were successful in applying in partnership with the University of Nottingham and Nottingham Trent University for an AHRC Midlands4Cities Collaborative Doctoral Award. The project started in October 2024 with Katy Birch, our former Projects Coordinator, appointed to the studentship following a competitive process and we will be building on the success of the Story Valley project. In researching language heritages, and exploring the development of cultural, educational opportunities in Nottingham, the project seeks to develop a theoretical framework for documenting, safeguarding, and supporting multilingual and local English-language heritages to enhance cultural opportunities and support literacies for young people drawing on the notion of Intangible Cultural Heritage (ICH).

#### **Story Arcs**

In the period we were appointed as one of the partners for the forthcoming cohort of Story Fellows for Story Arcs.

StoryArcs, based at Bath Spa University, are working with Story Associates from across the UK, each leading on a different project with a Host Organisation that requires Story Skills to tackle a challenge. The Hosts represent a wide range of UK businesses, charities, creative and non-profit organisations, historical sites and local councils. Paying close attention to lessons acquired from these placements, the StoryArcs team will produce a prototype 'Story Skill Set', to exemplify how different story structures and competencies are used in life, learning and work.

The project will appoint a 14 month part-time researcher to tell the story of the first 10 years of our designation, with the appointed fellow starting in earnest in Spring 2025.

#### **Notts TV Book Club**

Notts TV Book Club broadcasts monthly on Notts TV, a local TV station on Freeview 7 and Virgin 159, with 300,000 regular viewers. The show is also available internationally on demand. From its launch in 2021 onwards, the show has had a strategic connection to Nottingham's UNESCO status, celebrating reading for pleasure across different genres and themes. Host Dr Becky Cullen from Nottingham Trent University's WRAP (Writing, Reading and Pleasure) programme works in partnership with Nottingham City of Literature to curate a diverse bookshelf, from bestsellers to titles which open dialogues around race, gender, migration, sexual identity and class. Notts TV Book Club features a panel of 3 guests each month, including publishers, writers, booksellers, librarians and community leaders, building the visibility of reading infrastructure in the City. With over 120,000 viewers in Season 2, we continue to work on its third season.



## **Nottingham City of Literature**

### **Trustees' Report**

#### **Funding, resilience and governance**

During this period, we continued to focus on strengthening existing partnerships and building dynamic new collaborations with organisations working in the city and beyond; we continued to work with national organisation First Story and connected with Writing East Midlands and Nottingham Playhouse on our poetry collective Speak Easy.

The funding environment continued to be challenging as we modified our proposed plans to meet our situation.

#### **Changing places, faces and the City of Literature Team**

In Summer 2024, we moved into our new base in Nottingham's new state-of-the-art Central Library on Carrington Street, growing our connection to the Nottingham City Libraries service, and creating a more visible base for the organisation.

We extend our thanks and gratitude to members of the Nottingham City of Literature team, board and youth board who contribute to the success of the organisation. During this period we bid farewell to Emily York, Claire Bale and Jeremy Gregory as board members, and we offered a warm welcome to three new trustees writer and journalist Jake Hall, Theatre Royal and Concert Hall's Dan Baxter, and Dr Kerry Featherstone,

Between August and September 2024 two new team members joined the organisation; Dr Michelle Leonforte took up the role of Communications Manager to lead our marketing and communications work, and Claire Bradnam was appointed to the post of Projects Coordinator to deliver our projects locally and internationally. Our renewed core team worked really well together towards NUCOL's mission and aims in the period.

We also saw Katy Birch, our Projects Coordinator moving on to do a collaborative funded PhD in the Department of Modern Languages and Cultures at the University of Nottingham. The PhD is supported by us, University of Nottingham, Nottingham Trent University and funded by the Arts and Humanities Research Council through the Midlands4Cities Doctoral Training Partnership.

We received robust freelance services from Beehive for finance and bookkeeping; IT and systems support from Robert Filkins; website support from The Big Idea; we appointed Clare Kiely as a freelance fundraiser in December 2025 via Fair Collective. Our thanks to Vic Hancock Fell for support on our governance development work.

We continued running our placements programme, offering placements to students from 5 days to 10 weeks. The programme opens up access to the creative industries for young people including those of disadvantaged backgrounds. It also offers a robust foundation for building CVs, a competitive edge in the job market, networks of contacts, and new skills; enabling young people's confidence, understanding of workplace behaviors, and clarifying their career choices. Our youngest student was 16, and the majority were university students, from either University of Nottingham and Nottingham Trent University. We offered 9 paid opportunities and 6 unpaid placements, including our first placement for an autistic student in February 2025.

The Nottingham City of Literature Youth Advisory Board (YAB), established in early 2021 continued to develop in this period, with Elle Jacobson taking over the chairship from Abigail Hutchison and the vice chair role being shared between Oli Nicols and Annie Cross.

The YAB is a collective of twelve young creatives, aged 18-25, advocating for young people around Nottingham. Their work seeks to co-create Nottingham City of Literature activities, create opportunities for developing creative practices, spread a love for words and literature across the city, and contribute to strategic thinking of the organisation, ensuring youth voice is at the heart of our work.

YAB members attend monthly meetings, contribute to governance, help create opportunities and develop plans, and act as ambassadors/advocates for Nottingham City of Literature. In return, they receive free books, free tickets, opportunities to develop key skills in leadership and teamwork, and advice on how to find a career in the creative sector.

## Nottingham City of Literature

### Trustees' Report

#### Looking ahead

Nottingham has been a UNESCO City of Literature since 2015 and at the end of 2025 we will celebrate our 10th anniversary. To mark this moment and to help shape our future plans, we delivered a series of consultation workshops between October 2024 and January 2025 and surveys to ask our communities: what does being a City of Literature mean to you? What does it mean for us to be part of a network of 53 international cities? We wanted our communities and partners to lead the conversation of what they wanted to see from the City of Literature over the next ten years. The feedback from these conversations will inform our next strategic plan.

In addition to this, we will be launching a public awareness campaign including a bus campaign launching in Spring 2025. The bus will proudly state 'Barcelona, Ljubljana, Nottingham, Lviv, what do they all have in common?' All four cities are celebrating their ten year anniversaries in 2025 and we will be celebrating our international connections. Cllr Sam Lux, Nottingham City Council said:

*"Nottingham is nothing less than a cultural beacon, but this has been too often overlooked. Having our City of Literature status over the last decade has helped us to shine a light on our rich heritage and current array of talent. It has opened up wonderful opportunities and allowed us to establish our well-deserved place on the global stage. I am in awe of the small but mighty City of Literature team who have made an enormous success of the designation, and am very proud to join them in celebrating their 10 year anniversary."*

#### 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 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 applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". 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 the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

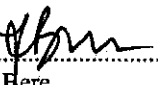
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material 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 proper accounting records that can 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 17/12/25, and signed on its behalf by:

  
.....  
Amy Here  
Trustee

## Nottingham City of Literature

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

#### 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 2025.

#### 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').

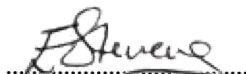
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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



Eva Stevens, BSc, CPFA, employee of Community Accounting Plus  
member of the Chartered Institute of Public Finance and Accountancy (CIPFA)

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

Date: 17/12/25

## Nottingham City of Literature

### Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Total 2025 £	Total 2024 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	184,857	184,857	246,466
Charitable activities	3	<u>6,000</u>	<u>6,000</u>	<u>1,798</u>
Total Income		<u>190,857</u>	<u>190,857</u>	<u>248,264</u>
<b>Expenditure on:</b>				
Charitable activities	5	<u>(204,737)</u>	<u>(204,737)</u>	<u>(195,130)</u>
Total Expenditure		<u>(204,737)</u>	<u>(204,737)</u>	<u>(195,130)</u>
Net (expenditure)/income		<u>(13,880)</u>	<u>(13,880)</u>	<u>53,134</u>
Net movement in funds		(13,880)	(13,880)	53,134
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>118,397</u>	<u>118,397</u>	<u>65,263</u>
Total funds carried forward		<u>104,517</u>	<u>104,517</u>	<u>118,397</u>

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 .

The notes on pages 14 to 20 form an integral part of these financial statements.

## Nottingham City of Literature

### Statement of Financial Activities for the Year Ended 31 March 2025 (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 £	Total 2024 £
<b>Income and Endowments from:</b>			
Donations and legacies	2	246,466	246,466
Charitable activities	3	1,798	1,798
Total Income		<u>248,264</u>	<u>248,264</u>
<b>Expenditure on:</b>			
Charitable activities	5	<u>(195,130)</u>	<u>(195,130)</u>
Total Expenditure		<u>(195,130)</u>	<u>(195,130)</u>
Net income		<u>53,134</u>	<u>53,134</u>
Net movement in funds		53,134	53,134
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>65,263</u>	<u>65,263</u>
Total funds carried forward		<u><u>118,397</u></u>	<u><u>118,397</u></u>

The notes on pages 14 to 20 form an integral part of these financial statements.

**Nottingham City of Literature**  
**(Registration number: 09144072)**  
**Balance Sheet as at 31 March 2025**

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	10	494	817
<b>Current assets</b>			
Debtors	11	1,037	1,336
Cash at bank and in hand		<u>111,775</u>	<u>130,517</u>
		112,812	131,853
<b>Creditors: Amounts falling due within one year</b>	12	<u>(8,789)</u>	<u>(14,273)</u>
<b>Net current assets</b>		<u>104,023</u>	<u>117,580</u>
<b>Net assets</b>		<u>104,517</u>	<u>118,397</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>104,517</u>	<u>118,397</u>
<b>Total funds</b>		<u>104,517</u>	<u>118,397</u>

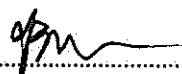
For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**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 11 to 20 were approved by the trustees, and authorised for issue on 17/12/25 and signed on their behalf by:

  
 .....  
 Amy Bere  
 Trustee

The notes on pages 14 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 2025**

#### **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**

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the 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 2025**

#### **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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
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.

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### 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.

#### 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 funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	184,857	184,857	216,750
Grants, including capital grants;			
Government grants	-	-	29,716
	184,857	184,857	246,466

### 3 Income from charitable activities

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Sundry income	6,000	6,000	1,798
	6,000	6,000	1,798

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 4 Grants & donations

	Unrestricted funds £	Total £
University of Nottingham	28,500	28,500
Arts Council England	130,000	130,000
Nottingham Trent University	25,600	25,600
Sundry grants & donations	757	757
	<u>184,857</u>	<u>184,857</u>

#### 5 Expenditure on charitable activities

	Unrestricted General £	Total 2025 £	Total 2024 £
Activity costs	73,904	73,904	61,731
People costs	103,951	103,951	102,934
Marketing & PR	4,856	4,856	7,810
Overheads & administration	22,026	22,026	22,655
	<u>204,737</u>	<u>204,737</u>	<u>195,130</u>

#### 6 Net incoming/outgoing resources

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

	2025 £	2024 £
Depreciation of fixed assets	<u>323</u>	<u>162</u>

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 7 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £ (as restated)
<b>Staff costs during the year were:</b>		
Wages and salaries	110,509	88,522
Social security costs	5,257	2,931
Pension costs	3,210	2,655
	<u>118,976</u>	<u>94,108</u>

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

	2025 No	2024 No
Average number of employees	<u>4</u>	<u>4</u>

4 (2024 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £3,210 (2024 - £2,655).

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

The total employee benefits of the key management personnel of the charity were £53,313 (2024 - £50,861).

#### 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:

	2025 £	2024 £
Independent examination	540	520
Other financial services	572	734
	<u>1,112</u>	<u>1,254</u>

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 10 Tangible fixed assets

	Computer equipment £	Total £
<b>Cost</b>		
At 1 April 2024	9,397	9,397
At 31 March 2025	9,397	9,397
<b>Depreciation</b>		
At 1 April 2024	8,580	8,580
Charge for the year	323	323
At 31 March 2025	8,903	8,903
<b>Net book value</b>		
At 31 March 2025	494	494
At 31 March 2024	817	817

#### 11 Debtors

	2025 £	2024 £
Trade debtors	-	298
Other debtors	1,037	1,038
	1,037	1,336

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

	2025 £	2024 £
Trade creditors	2,062	7,118
Other taxation and social security	2,242	1,899
Other creditors	837	632
Accruals	648	624
Deferred income	3,000	4,000
	8,789	14,273

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 13 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.

#### 14 Taxation

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

#### 15 Related party transactions

There were no related party transactions in the year.

#### 16 Analysis of net assets between funds

	Unrestricted	
	General	2025
	£	Total funds
		£
Tangible fixed assets	494	494
Current assets	112,812	112,812
Current liabilities	(8,789)	(8,789)
Total net assets	<u>104,517</u>	<u>104,517</u>

	Unrestricted	
	General	2024
	£	Total funds
		£
Tangible fixed assets	817	817
Current assets	131,853	131,853
Current liabilities	(14,273)	(14,273)
Total net assets	<u>118,397</u>	<u>118,397</u>