

Kittiwake Trust

(Registered Charity Number: 1165318)

Financial Statements for the year ended 31st December 2020

JFS Torbitt

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Annual Report 2020

Board of Trustees: Mandy Maxwell (Chair) (for half the year) Pamela Gibson (Treasurer) Louise Wright (Secretary), Jola Olafimihan, Rosie Jenkins, Amina Marix Evans (Vice-Chair, Project Development), Caroline Mitchell, Ken Wai-Yee Mallon, Kate StClair Gibson, Celia Chan, Sjaak van Rijn (Netherlands)

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At the start of the year we were still in Stonehills for Borderline Books and added the unit across from us (T3) as we had such a huge number of books coming in. This afforded us a meeting room, 2 small rooms specifically for the school project and for foreign languages and a large room for books, meetings, reading space or what have you – as it turned out it has become purely storage space as no meetings were allowed later in the year. As far as permanence is concerned, we are no closer to coming to any agreement as to how long we can remain in these spaces and from time to time have to bite our nails when a viewing is announced. We have asked how we could rent the space at an affordable rate but this led nowhere.

The library remained in Eldon Garden up to the end of the year – albeit closed most of the time.

We held all our Trustees meetings on Zoom which proved very much easier for all concerned and made it possible to meet more frequently, so we will probably continue this way. Sadly Mandy had to resign from the board leaving Amina, as Vice-Chair to take over until we find a new chair. Donna Brown had already left, Celia Chan and Kate StClair Gibson joined us – both having worked in the library.

Grants:

March	Gateshead Council (local councillor's grant)	£ 250.00
June	Community Foundation	£ 2,000.00
July	Hadrian Trust	£ 1,000.00
August	Gateshead council – for summer programmes	£ 2,000.00
September	Rothley Trust	£ 750.00
November	The Willan Trust	£ 2,500.00
December	The Shears Foundation	£ 6,000.00
Total:		£14,500.00

All the above were for Borderline Books.

The first Gateshead Council grant was from our local Councillor and went towards the cost of printed packing tape for the prison deliveries and the remainder for the cardboard shredder co-funded by the Rothley Trust grant.

Hadrian Trust gave us funds towards the prison work, as did the Shears Foundation – thus contributing to Claire's salary for the following months.

Covid Grants:

Borderline Books – from Gateshead Council	£ 5000.00
Multilingual Library – from Newcastle City Council	£ 8000.00
from Newcastle Council via ASTOP	£ 9,375.00
Total:	£ 22,375.00

Borderline Books

Early in the year we took on Kirstie McAlpine to lead The Literacy Arc – a project aiming to distribute free books to children and families without the means to buy books in order to help them keep up literacy levels and improve their educational chances.

Kirstie is brilliantly qualified for this work as reflected in this excerpt from her application letter: *I have worked with adults and students of all levels of ability having taught at University and preschool level and most stages in between. I worked as an English teacher in Excelsior Academy (and its predecessor West Gate Community College) for over 10 years teaching students of all abilities with a specialism in students of low literacy levels including (though not exclusively) those with SEND, EAL and looked after children. Some of my classes had 11 different languages with students from 11 different conflict zones but we all found a way to land ourselves in the stories we were reading together. I was used to seeing how the power of reading made real differences so took pleasure in finding creative ways to show the stepping stones. I am proud of the real success I had with students who felt they had been written off. We took a lot of pleasure in proving people wrong.*

When Kirstie started we were able to introduce her to some primary schools and church groups in the area with whom we had been working the previous year – in the end, once lockdown started, she was left somewhat on her own, with the support of Stephen Ward from the council who has been working with us since we moved to Pelaw. After some time Stephen went down with Covid himself, so was out of action for many months.

Kirstie developed excellent relationships with local schools and delighted the children by making up personal packages of books for them. She was rewarded with some lovely thank-you cards and a huge bunch of flowers.

She also worked on supplying books for the summer programs in Gateshead and groups supporting 5500 local children who qualify for free school meals. Where possible the policy was to give children three books each to avoid situations where they only received one book, hated it and were put off reading for life.

During lockdown charity shops were not open, so Community Clothing were given thousands more books than they could deal with. These have been passed on to us for many months and – since many of them look unread – have been a wonderful resource for schools and other groups we work with.

We also worked with a number of Mutual Aid groups in Newcastle and spent some of the covid grant money on books and other gifts like stationery for the families who were receiving support with groceries and other items. This also put us in touch with NEST, a group at Newcastle University supporting refugees, with whom we continue to work. We purchased books in Arabic and bilingual books for some of these groups.

Amina attended a number of Zoom meetings, probably the most productive of which has been the contact with the Best of Bensham group which holds monthly meetings and has extended our contact with schools and other organisations to more parts of Gateshead.

We also spent some grant money on items from In Kind Direct which we donated mainly to Mutual Aid groups in Newcastle and to Peace of Mind in Gateshead.

From mid March onwards Borderline Books was populated by Kirstie, Darius and Claire, with Amina working from home and coordinating the prison project.

In total, Borderline Books gave away a record 27,552 books in 2020.

Prison work

With most prison libraries closed and people locked up 23 hours a day it was a very difficult time for people behind bars. Some prisons were not accepting individual parcels, so we did our best to contact the prisons we were usually in touch with to find people who would agree to accept larger shipments of books and distribute them around the wings. This entailed finding people in Reducing

Reoffending, Safer Custody, Education or some other department which was sometimes arduous. Nevertheless we sent over 7000 books into prisons in England, Scotland and Wales and often saw photos of the boxes being unpacked posted in Twitter, which also helped us reach more prisons. Sadly we didn't have the staff to write to the many people writing to us to ask for books but it was clear that they realized we were simply unable to operate as usual. The nice thing was that some of our 'repeat offenders' (people who frequently write to us for books) simply wrote letters wishing us good health, which was very cheering.

Once again we sent a New Year card to everyone who wrote to us from prison during 2020 which also explained that we had been unable to honour individual requests.

Claire worked hard under difficult circumstances to pack up the books which were taken to the courier by Darius.

Darius excelled himself in shelving thousands of books – we are still recovering from his enthusiasm.

We purchased a cardboard shredder so that we could recycle damaged cartons and those too large for shipping books out. This has meant that not only is the cardboard not wasted, but we can use the shredded cardboard for packing books instead of buying bubble wrap. Definitely a win-win situation for the environment.

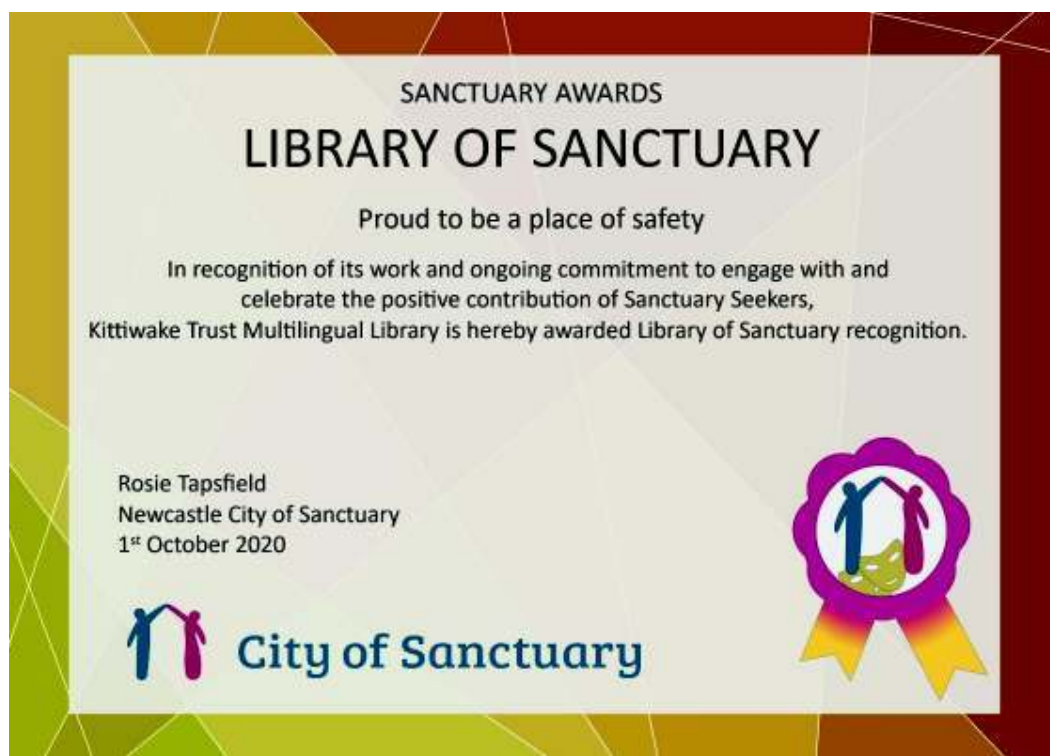
The Multilingual Library

In February we took on Catherine Warner to become library Manager/Volunteer coordinator to take over from Mo when she returned to Nigeria. Catherine is a qualified librarian with a degree in French and German, so well-suited for a multilingual library.

Of course, just at the point that she was taking over supervision of the volunteers, the library had to close down, so she was left to learn about the library long-distance while Amina began the task of working on the digital catalogue which had become very confused over the years.

All told, the library was only open for about 3 weeks in October, and only part time as many of the volunteers were still unable to come out.

However, we did finally hear about our application to become a Library of Sanctuary which Jola and Amina had worked on the previous year – and we were duly awarded the accolade, although it could not be given in person and the presentation was held over to the AGM of CILIP, the Library Association in 2021. This made our library the first in the North East to become a library of Sanctuary, although when Newcastle City Library received their award in 2021 the media reported mistakenly that they were the first in the North East.



Kittiwake Trust

(Registered Charity Number: 1165318)

Independent Examiners Report

Year ended 31st December 2020

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply.

It is my responsibility to state on the basis of the procedures specified in the General Directions given by the Charities Commissioners under Section 145(9)(b) of the Act, whether particular matters have come to my attention.

Basis of the Independent Examiners Report

My examination of the Financial Statements, set out on pages 2 - 5, was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes the review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently we do not express an opinion in the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any respect the requirements
 - to keep accounting records in accordance with Section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act;

have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



JFS Torbitt
Chartered Certified Accountants
58 Durham Road
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Kittiwake Trust

Statement of Financial Activities

Year ended 31st December 2020

Notes	Unrestricted funds	Restricted funds	Total this year	Total last year
Incoming Resources				
Fundraiser			0	0
Library Income:				
Donations	3,216		3,216	794
Memberships	20		20	1,335
Use of Verb	2,941		2,941	2,050
Other	81		81	0
Donations received - Borderline Books	241		241	383
Gifts received	314		314	280
Grants	22,375	14,500	36,875	46,862
Other income	536		536	0
Total Income	29,725	14,500	44,225	51,703
Resources Expended				
Kittiwake Trust - General: Advertising and Promotion	0	0	0	91
Kittiwake Trust - General: Bookfairs & Conferences	0	0	0	77
Kittiwake Trust - General: Insurance	0	649	649	1,128
Kittiwake Trust - General: Office	0	189	189	102
Kittiwake Trust - General: Office Sundries	0	0	0	0
Kittiwake Trust - General: Other Expenses	0	0	0	172
Kittiwake Trust - General: Postage	0	87	87	15
Kittiwake Trust - General: Legal & Prof fees	0	290	290	110
Kittiwake Trust - General: Training	50	0	50	0
Kittiwake Trust - General: Parking		0	0	1
Kittiwake Trust - General: Travel	45	0	45	96
Kittiwake Trust - General: COVID donations & purchases	62	2,500	2,562	0
Kittiwake Trust - General: Bank charges	4	0	4	0
Kittiwake Trust - General: Website	21	15	36	74
Borderline Books: Literacy	0	491	491	333
Borderline Books: Website	0	157	157	4
Borderline Books: Business Rates	0	2,027	2,027	1,118
Borderline Books: Freight	0	0	0	635
Borderline Books: Utilities	0	0	0	277
Borderline Books: Household	0	343	343	370
Borderline Books: Office Supplies	0	1,922	1,922	433
Borderline Books: Postage	0	1	1	0
Borderline Books: Printing & Publicity	0	44	44	0
Borderline Books: Prison Work	0	2,700	2,700	3,363
Borderline Books: Repairs & Maint	0	127	127	16
Borderline Books: Staff Expenses	0	19,448	19,448	4,415
Borderline Books: Telephone & Internet	0	292	292	405
Borderline Books: Volunteers Expenses	0	64.28	64	314
Multilingual Library: Books	862	0	862	305
Multilingual Library: Furnishings	320	0	320	263
Multilingual Library: Household	197	0	197	404
Multilingual Library: Salary	0	2,770	2,770	920
Multilingual Library: Office	130	0	130	340
Multilingual Library: Printing	0	0	0	46
Multilingual Library: Repairs	10	0	10	151
Multilingual Library: Library Supplies	0	0	0	122
Multilingual Library: Subscriptions	0	0	0	12
Multilingual Library: Telephone	345	0	345	120
Multilingual Library: Utilities	1,602	0	1,602	2,495
Multilingual Library: Website	66	0	66	0
Multilingual Library: Volunteers	183	0	183	808
	3,896	34,116	38,012	19,534
Net Surplus	25,829	(19,616)	6,213	32,169
Adjustment			0	
Funds brought forward	42	43,830	43,872	11,703
Funds carried forward	25,871	24,214	50,085	43,872

Kittiwake Trust

Balance Sheet

Year ended 31st December 2020

	Notes	Unrestricted funds	Restricted funds	Total this year	Total last year
Current Assets					
Cash at bank and in hand		50,085	0	50,085	43,872
Total current assets		50,085	0	50,085	43,872
Current Liabilities					
Amounts falling due in one year					
Net Assets		50,085	0	50,085	43,872
Capital Funds					
Restricted Funds			24,214	24,214	43,830
Unrestricted Funds		25,871		25,871	42
Total Funds		25,871	24,214	50,085	43,872

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16 July 2014 and with the Charities Act 2011