

Free Books



Hatfield

A Charitable Incorporated Organisation (CIO)

Report and Financial Review For Period End June 30th 2021

Charity Number: 1167923

The Board of Trustees presents its annual report and financial statements.

Reference and Administrative Information

Charity Name: Free Books Hatfield CIO

Charity Registration Number: 1167923

Correspondence Address: Unit 96, The Galleria, Comet Way, Hatfield, Herts,

Board of Trustees

Mr P Hill	Chair
Mr M.Daly	Treasurer
Mrs L.Paul	Volunteer Co-ordinator
Miss K. Gibson	
Mrs C.Hutchin	

Independent Examiner: Alison Cook AJC accountancy, 3 Westfield Avenue, Harpenden, AL5 4HN,

Bankers: Metro Bank, Borehamwood Shopping Park, Unit 3E, Borehamwood, Herts, WD6 4PR

Our aims and objectives

Our charity's purposes are set out in our constitution:

1. The protection and preservation of the environment for the public benefit by recycling books and other literature within the local community.
2. To advance the education of the public by promoting reading in the local community

Our Work in 2020/21

Our aims for the year were to continue to re-home books from our Unit in the Galleria by offering our customers three free books on each visit, whilst improving the shop fixtures and fittings to provide a better customer experience.

Unfortunately our work towards those aims was interrupted by the global COVID-19 Pandemic which saw the imposition of a number of national lockdowns after March 2020 forcing our shop to close for a part of the reporting year.

The Trustee Board has acted with regard to guidance issued by the Charity Commission to ensure that the charity works towards the aims set out above.

Achievements

The total number of books re-homed since opening in December 2016 continued to increase at a rate of approximately 50,000 per annum. This work saved the books going to landfill or pulping both of which have considerable environmental impact.

We continue to have a very diverse volunteer team with members coming from a range of countries. We have been pleased to provide a number of our volunteers with valuable work experience and have been able to help with course work assignments from the University of Hertfordshire. We have also provided volunteering opportunities for local people through the Welwyn Hatfield CVS.

We continued to supply books to a number of other local charities including the Welham Green Book Swap and the Hospital Shop at Barnet General Hospital.

We have a well stocked Children's Section which has allowed us to promote reading for all ages.

Our Social Media feeds are used to promote reading and continue to be a popular link with our customers.

Financial Review

The charities finances have been affected by the Covid 19 restrictions implemented by the government. The shop has been closed for a few months and since re-opening we are now operating reduced opening hours due to lack of volunteers which meant the cash donations have been reduced.

However the shop is getting busier now and the cash donations are now increasing.

The charities finances remain very healthy due to the prudent management of the accounts.

Reserves Policy

The current lease agreement with Land Securities Limited has been extended due to COVID-19 and will be subject to future negotiation. The lease currently includes a break clause which in theory could require Free Books Hatfield to relocate within one month. In the event of this clause being invoked or the current lease not being renewed by Land Securities Free Books Hatfield would be forced to find alternative accommodation and in the mean time place its existing stock in storage. It is estimated that funds in excess of £10,000 could be required for this process. In deciding upon reserves trustees have taken account of the information contained in Charity Commission document Charity reserves: building resilience (CC19)

Structure Governance and Management

Free Books Hatfield is a Charitable Incorporated Organisation the provisions of which are contained within our constitution document. The maximum number of trustees has been set at six. Trustee terms of office have been set as follows:

From June 2016

Mike Daly, Peter Hill, Lynne Paul - 4 years

From November 2017

Caroline Hutchin, Katie Gibson - 3 years

In selecting individuals for appointment as charity trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Declarations

**I have read and approved the FBH Report and Financial Statements
For Year End June 30th 2021**

Signed:

Pete Hill (Chair)

Signed:



Mike Daly (Treasurer)

Signed:

Lynne Paul (Volunteer Co-ordinator)

Signed:

Katie Gibson (Trustee)

Signed:

Caroline Hutchin (Trustee)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Free Books Hatfield CIO

No (if any)
1167923

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/07/2020

To

Period end date
30/06/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	672	-	-	672	9,078
Prior Year Correction	-	-	-	-	604
	-	-	-	-	0
	-	-	-	-	0
	-	-	-	-	0
	-	-	-	-	0
	-	-	-	-	0
Sub total (Gross income for AR)	672	-	-	672	9,682
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	672	-	-	672	9,682
A3 Payments					
Premises costs	909	0	0	909	1,718
Volunteer expenses	56	0	0	56	346
Insurance	340	0	0	340	308
Accountancy and Independent Examination	306	0	0	306	295
Stationery	0	0	0	0	3
Sundry Expenses	45	0	0	45	552
Donations	0	0	0	0	200
	0	0	0	0	0
	0	0	0	0	0
Sub total	1,656	0	0	1,656	3,422
A4 Asset and investment purchases, (see table)					
Fit out costs	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,656	-	-	1,656	3,422
Net of receipts/(payments)	- 985	-	-	- 985	6,260
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,441	-	-	25,441	19,181
Cash funds this year end	24,456	-	-	24,456	25,441



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Free Books Hatfield CIO

**On accounts for the year
ended**

30/06/2021

**Charity no
(if any)**

1167923

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/06/2021**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

16/09/2021

Name:

Alison Cook

**Relevant professional
qualification(s) or body
(if any):**

FCA (ICAEW)

Address:

3 Westfield Avenue, Harpenden, Herts AL5 4HN

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Section 8

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examination of accounts

Report to the trustees

Members of the charity for the year ended 30/06/2021

Charity no. 1161823 (1161823)

Set out on pages 1-2

I report to the trustees on my examination of the accounts of the charity (the Trust) for the year ended 30/06/2021.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I have followed the applicable Directions given by the Charity Commission under section 145(2)(b) of the Act.

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

- the accounts do not accord with the accounting records
- the accounts do not accord with the accounting records

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

2 (Signed: *[Signature]*)

Name: Alison Cook

Rel. (and professional) qualification(s) or body (ICAEW)

Address: 3 Westfield Avenue, Harpenden, Herts AL5 4HN