



A Charitable Incorporated Organisation (CIO)

Report and Financial Review For Period End June 30th 2022

Charity Number: 1167923

Trustees Annual Report and Accounts.

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 A Lush

Mrs J Macdonald-Smith

Mrs A Perry

Mr J Windle

Chair

Treasurer

Volunteer Co-ordinator

(appointed 6th June 2022)

Independent Examiner: Mohammad Aslam FCCA, 8 Kestrel Green, Hatfield, Herts AL10 8QJ

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 2021/22

Our aims for the year were to continue to re-home books from our Unit in the Galleria by offering our customers, initially five free books and latterly eight on each visit (to reduce stock to a manageable level), 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. Visitor numbers are slowly increasing back to pre-pandemic levels and book donations have been high. For these reasons the number of books issued per customer was increased as above during April, reverting back to five books per adult and three per child.

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 including one volunteer studying with The Prince's Trust. Another adult male with learning difficulties gained sufficient confidence from assisting in the bookshop to now volunteer at a local aircraft museum. 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.

The children's section continues to be very popular. Two large donations of books from local schools boosted both this section and the Teaching Resources. Because of the large numbers of books received (over 2,000) we were able to offer approximately 700 reading scheme books to the Hazelwood Academy in Nigeria whilst maintaining a high level of stock for rehoming to local children, home schooling groups and some local schools through the unit.

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 slowly increasing, though not yet back to pre-pandemic levels

It is anticipated that the upcoming year could show a decrease in donations due to current increases in inflation and cost of living. The trustees will continue to act prudently to ensure the finances remain healthy.

Reserves Policy

A new 6-month Licence was signed with Land Securities Limited in September 2021. We now operate under a Tenancy at Will pending negotiations for a further lease term.

Should this licence or a further lease not be renewed by Land Securities, Free Books Hatfield would be forced to find alternative accommodation and in the interim 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 September 2021

Akash Lush, Alison Perry, Joycelyn Macdonald-Smith	-	3 years
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From June 2022

James Windle	-	3 years
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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.

It is the hope of the current trustees to appoint an additional trustee each year to ensure that there is some continuity of experience as each trustee's appointment expires.

Declarations

**I have read and approved the FBH Report and Financial Statements
For Year End June 30th 2022.**

A handwritten signature in blue ink, appearing to read 'J Macdonald-Smith', with a stylized flourish at the end.

Signed: J Macdonald-Smith.

Joycelyn Macdonald-Smith (Treasurer)

(31/3/23)



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

Free Books Hatfield CIO

On accounts for the year
ended

30/06/2022

Charity no
(if any)

1176923

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 30/06/2022.

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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 31/03/2023

Name:

Mohammad Aslam FCCA

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

Association of Chartered Certified Accountants

Address:

8 Kestrel Green

Hatfield, Hertfordshire

AL10 8QJ



CHARITY COMMISSION
FOR ENGLAND AND WALES

Free Books Hattfield CIO

1167923

Receipts and payments accounts

CC16a

For the period
from

01/07/2021

To

30/06/2022

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					
	3,024	-	-	3,024	672
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,024	-	-	3,024	672
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,024	-	-	3,024	672
A3 Payments					
Premises cost	708	-	-	708	909
Volunteer expenses	1,073	-	-	1,073	56
Insurance	321	-	-	321	340
Accountancy & Independent examination	312	-	-	312	306
Postage & Stationery	4	-	-	4	-
Sundry expenses	191	-	-	191	46
Donations	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,609	-	-	2,609	1,657
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,609	-	-	2,609	1,657
Net of receipts/(payments)	415	-	-	415	- 985
A5 Transfers between funds	-	-	-	-	25,441
A6 Cash funds last year end	24,456	-	-	24,456	-
Cash funds this year end	24,871	-	-	24,871	24,456

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 B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank balance	24,781	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	24,781	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval