

A Charitable Incorporated Organisation (CIO)

# **Report and Financial Review For Period End June 30th 2023**

**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	Chair
Mrs J Macdonald-Smith	Treasurer
Mrs A Perry	Volunteer Co-ordinator
Mr J Windle	(appointed 6 <sup>th</sup> June 2022)
Miss N Mize	(appointed 22 <sup>nd</sup> November 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 2022/23**

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.

The recovery period from Covid-19 was very fortunate and our work towards our aims was no longer being interrupted. As a result, the number of visitors has increased back to pre-pandemic levels and we as a board of trustees agreed to push the opening times an hour earlier. Moreover, to keep up with the demand for books as well as the income of donations we fluctuated between 5 adult and 3 children's books as well as 8 adult books and 5 children's books.

The Trustee Board has acted regarding 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. During the year 22/23 we have rehomed approximately 54,000 books with approximately 4.5k going per month. This work saved the books going to landfill or pulping both of which have considerable environmental impact.

Because of the current economic circumstances, many teachers have relied on us to gain books for their classes and subjects. Therefore, in March 2023, the board of trustees came to a decision to issue bibliophile cards to teaching professionals and home schoolers. Using this we can give out teaching resources to support the current curriculum, subject to availability, in large numbers that exceed the limit we may have put in our store e.g., 5 adult books.

We continue to have a very diverse volunteer team with members coming from a range of countries such as Lebanon. One of our highlights is having a volunteer come on with no English-speaking abilities and relying on a co-volunteer and customers. However, since joining our team she has become very confident and even speaks and guides the customers around the shop. Moreover, we have been pleased to provide a number of our volunteers with valuable work experience including one volunteer studying with The Prince's Trust and the University of Hertfordshire and their English Literature course. We have also provided volunteering opportunities for local people through the Welwyn Hatfield CVS.

The children's section continues to be very popular. A handful of large donations of books from local schools boosted both this section and the Teaching Resources.

## Financial Review

The trustees will continue to act prudently to ensure the finances remain healthy.

We currently operate under a rolling 6 month license with Land Securities Limited.

## Structure Governance and Management

From September 2021

Akash Lush, Alison Perry, Joycelyn Macdonald-Smith - 3 years

From June 2022

James Windle - 3 years

From November 2022

**Nikoleta Mize** - 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.

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.**

Signed: *Akash*  
**Akash Lush (Chair)**  
**25/03/2024**

Signed: *J Macdonald-Smith*  
**J Macdonald-Smith (Treasurer)**  
**25/3/2024**



Section A

Independent Examiner's Report

Report to the trustees

FREE BOOKS HATFIELD CIO

On accounts for the year  
ended

30/06/2023

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 30/06/2023.

Responsibilities and basis of  
report

As the charity's trustees, 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 all 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 to enable a proper understanding of the accounts to be reached.

Signed:

Date:

22/03/2024

Name:

Mohammad Aslam FCCA

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

The Association of Chartered Certified Accountants

Address:

8 Kestrel Green

Hatfield, Hertfordshire, AL10 8QJ

**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Free Books Hattfield CIO

1167923

## Receipts and payments accounts

CC16a

For the period  
from

01/07/2022

To

30/06/2023

### 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 £
<b>A1 Receipts</b>					
	£3,511.02	-	-	3,511	3,024
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	3,511	-	-	3,511	3,024
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	3,511	-	-	3,511	3,024
<b>A3 Payments</b>					
Premises cost	£1,990.56	-	-	1,991	708
Volunteer expenses	£549.23	-	-	549	1,073
Insurance	£424.06	-	-	424	321
Accountancy & Independent examination	£300.00	-	-	300	312
Postage & Stationery	£56.85	-	-	57	4
Sundry expenses	£183.81	-	-	184	191
Donations	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	3,505	-	-	3,505	2,609
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	3,505	-	-	3,505	2,609
<b>Net of receipts/(payments)</b>	7	-	-	7	415
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	24,871	-	-	24,871	24,456
<b>Cash funds this year end</b>	24,878	-	-	24,878	24,871



## 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	24,878	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>24,878</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			


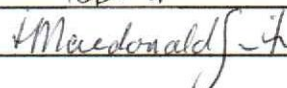
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	Akash Limbu Lush	25/03/2024
	J. MACDONALD-SMITH	25/03/2024