

A Charitable Incorporated Organisation (CIO)

Report and Financial Review For Period End June 30th 2024

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 th June 2022)
Miss N Mieze	(appointed 22 nd 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 2023/24

Our aims for the year were to continue to re-home books from our Unit in the Galleria by offering our customers, managing the book limit between 5 and 8 adult books (3 and 5 children's books) to manage stock levels, whilst improving the shop fixtures and fittings to provide a better customer experience.

We are seeing increased foot traffic into the shop, as well as higher levels of donations throughout the year. We also had meetings with the Galleria management to better our work, planning for future events and a potential move to a bigger unit. We also welcomed a handful of new volunteers. As always, our main focus is to rehome books, with books being taken from our shop 6 days a week.

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 23/24 we have rehomed approximately 65000 books with approximately 5400 going per month. This work saved the books going to landfill or pulping both of which have considerable environmental impact.

Many teachers and self-educators have continued to rely on us to gain books for their classes and subjects, as well as many students and parents of students. We have continued to support people through Free Books Hatfield, giving out Bibliophile cards to not only educators and homeschoolers, but also other customers that we believe should be able to take more than our usual limits - this includes customers who travel a long way, so they can't come in often, customers who are coming on behalf of others who can't physically come to our shop etc. We are proud to continually support the promotion of literacy and reading.

We have also continued to have a very diverse volunteer team, from various backgrounds and nationalities. Not only have we provided volunteering opportunities for local people through the Welwyn Hatfield CVS, but we have helped people gain other opportunities by developing their customer service skills and giving them a professional reference, as well as supporting volunteers with disabilities such as deafness, autism and mobility issues.

We continued to supply books to several other organisations, such as the Royal National Lifeboat Institute so they can raise funds for their aims and goals, other shops in the Galleria for waiting areas for children and local production companies, who use them as props for tv shows/movies.

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.

Our Social Media feeds are used to promote reading and continue to be a popular link with our customers and some of our volunteers. We continue to assess the training of our volunteers, as well as the layout of the shop, planning based on our stock and feedback from our customers.

Financial Review

Bank balance has remained stable despite the increase in insurance and energy bills.

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

Reserves Policy

We currently operate under a rolling 6 month licence with Land Securities Limited, with plans to change this to a more permanent lease once a shop move has been agreed.

Should Land Securities Limited start enforcing rent or ask us to leave the Galleria, 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 £12,000 could be required for this process. In deciding upon reserves trustees have taken account of the information contained in the Charity Commission document Charity reserves: building resilience (CC19). The estimated funds increased from last year due to an increase in stock as well as the economic demands.

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, however. 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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From November 2022

Nikoleta Mize

- 3 years

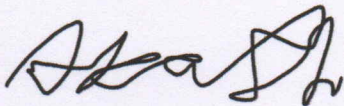
In selecting individuals for appointment as charity trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

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 2024.

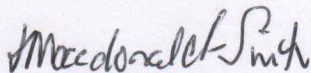
Signed:



(Akash Lush, Chair)

01/11/2024

Signed:



(Joycelyn Macdonald-Smith, Treasurer)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Free Books Hattfield CIO

1167923

Receipts and payments accounts

CC16a

For the period
from

01/07/2023

To

30/06/2024

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					
	£3,698	£0	£0	£3,698	£3,511
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
Sub total (Gross income for AR)	£3,698	£0	£0	£3,698	£3,511
A2 Asset and investment sales, (see table).					
	£0	£0	£0	£0	
	£0	£0	£0	£0	£0
Sub total	£0	£0	£0	£0	£0
Total receipts	£3,698	£0	£0	£3,698	£3,511
A3 Payments					
Premises cost	£2,529	£0	£0	£2,529	£1,991
Volunteer expenses	£599	£0	£0	£599	£549
Insurance	£527	£0	£0	£527	£424
Accountancy & Independent examination					
	£360	£0	£0	£360	£300
Postage & Stationery	£65	£0	£0	£65	£57
Sundry expenses	£693	£0	£0	£693	£184
Donations	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
Sub total	£4,773	£0	£0	£4,773	£3,505
A4 Asset and investment purchases, (see table)					
	£0	£0	£0	£0	
	£0	£0	£0	£0	
Sub total	£0	£0	£0	£0	£0
Total payments	£4,773	£0	£0	£4,773	£3,505
Net of receipts/(payments)	-£1,075	£0	£0	-£1,075	£7
A5 Transfers between funds	£0	£0	£0	£0	£0
A6 Cash funds last year end	£24,878	£0	£0	£24,878	£24,871
Cash funds this year end	£23,802	£0	£0	£23,802	£24,878

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	23,802	-	-
		-	-	-
		-	-	-
	Total cash funds	23,802	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>J Macdonald</i>	J. MACDONALD-SYTH	30/10/21

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.