

THE APPLIEDORE BOOK FESTIVAL

England & Wales - Charity number 1171761

Details

Status	Registered
Legal form	Charitable company
Company number	10016211
Registered	2017-02-23
Register	View on the Charity Commission register

Contact

Address	18 Windmill Lane Northam Bideford Devon EX39 1BZ
Phone	01237 238798
Email	secretary@appledorebookfestival.co.uk
Website	www.appledorebookfestival.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE SUBJECT OF LITERATURE, READING AND THE LOCAL HISTORY OF APPLIEDORE AND ITS SURROUNDING AREA.TO ADVANCE ANY PURPOSE THAT IS CHARITABLE ACCORDING TO THE LAWS OF ENGLAND AND WALES AND FOR THE BENEFIT OF THE PUBLIC.

Activities: The Appledore Book Festival raises the profile of Appledore, increases enjoyment of reading in the community for all ages and abilities through exciting events, raises money for local charitable purposes and encourages support for libraries.The Festival advances the education of the public in the subject of literature, reading and the local history of Appledore and its surrounding area.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Services
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£218,525	£216,297	-	-
2023-12-31	£205,538	£192,510	-	-
2022-12-31	£183,879	£175,238	-	-
2021-12-31	£174,233	£116,760	-	-
2020-12-31	£59,332	£84,040	-	-

Trustees

Name	Role	Appointed
Sara Elizabeth Mendosa	Chair	2024-06-19
David Dykes Stevenson		2022-09-14
Janet Dianne Thompson		2020-11-25
Mark Rogers Britton		2024-06-19
Patricia Hadley-Smith		2016-02-19
Richard Hamilton Cable		2020-04-21
Sean Kearney		2024-06-19
Stephen John Douglas Taylor		2023-01-20
Susan Sandon		2018-03-15

THE APPLEDORE BOOK FESTIVAL

England & Wales - Charity number 1171761

Accounts

REGISTERED COMPANY NUMBER: 10016211 (England and Wales)
REGISTERED CHARITY NUMBER: 1171761

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2024
for
The Appledore Book Festival

R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

The Appledore Book Festival

Contents of the Financial Statements for the Year Ended 31 December 2024

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 20
Detailed Statement of Financial Activities	21 to 22
Schools Programme Funds Schedule	23 to 24

The Appledore Book Festival

Report of the Trustees for the Year Ended 31 December 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To advance the education of the public in the subject of literature, reading and the local history of Appledore and its surrounding area.

To advance any purpose that is charitable according to the laws of England and Wales and for the benefit of the public.

To provide opportunities for all ages and abilities to increase their enjoyment of reading and engage in creative writing by having access to high quality book-related events.

To raise money to supplement Schools' Outreach Programme.

To support local charities, as determined by the Trustees.

To encourage the continued use and sustainability of libraries within North Devon

To raise the profile of Appledore and the surrounding area through an annual book festival and related activities.

Grantmaking

Grants are made to other charities based on available surplus and at the Trustees' discretion, ensuring at all times that the charity's objects are complied with.

The Appledore Book Festival

Report of the Trustees for the Year Ended 31 December 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Since its foundation in 2006 the Appledore Book Festival has set out to provide access to book-related events to the residents of Appledore in particular, and a wider public in general, to increase the enjoyment of books and reading in the community.

The board of Trustees met seven times - including the AGM - during the year to ensure that The Appledore Book Festival complied with its Articles of Association, charity law, company law and any other relevant legislation or regulations and that it pursues its aims and objectives.

The Trustees worked closely with the Festival Director and other key personnel providing support and guidance where necessary. The model adopted of events held in Appledore village venues, Kingsley school and tents at Skern was repeated in 2024. Over 50 author events were scheduled together with over 40 additional non-book related walks, workshops, exhibitions, and talks with an emphasis on learning new creative skills and a focus on the local seafaring history. A Family Day near the start of the Festival saw 250 children and their families enjoy a free, fun, educational and inspiring day of activities in the heart of Appledore village which included participation from many local businesses.

9,052 tickets were purchased. Attendees purchased £26,303 worth of books via the Waterstones bookstall and enjoyed a wide array of cultural events which would otherwise be unavailable to them. The trustees once again took a very active role during the Festival, interviewing and introducing authors, looking after, and transporting when required as well as hosting meals and serving canapés and drinks etc. The Festival has a strong reputation for its superior author care which was upheld.

In 2024 the committee focussed on year-round community activity which included having a presence at significant local events such as the Appledore Carnival, Bideford Water Festival, the Regatta and more. A number of author events were held at local venues throughout the year.

2024 saw the further expansion of Schools Week with 25 authors visiting 73 venues providing 216 events which reached nearly 10,000 children and young people aged between 3 and 18. Our Books at Home scheme was organised supplying 8,566 of the visiting authors' books gratis to all participating schools to furnish the school libraries and to enable most primary school children to take home and own a book, some for the first time. Many schools again received subsidised events: all of this only possible due to generous support from The Charlotte Aitken Trust, local Rotary and Lions, businesses and local councillors.

Friends memberships decreased to 565 in 2024. Five AppleFactors renewed their commitment.

The Festival's physical Box Office moved from the Maritime Museum to St Mary's Hall and there was an increased online and telephone presence provided by ABF volunteers.

We continued to invest in the Festival infrastructure to support its growth and reach: a freelance part-time marketing manager was contracted.

The Appledore Book Festival

Report of the Trustees for the Year Ended 31 December 2024

ACHIEVEMENT AND PERFORMANCE

Benefits to the Village

The Festival attracted many visitors to Appledore village and to the surrounding areas. The local shops, hotels, cafés and restaurants benefited from additional custom and the people were able to enjoy an array of cultural events including the free to all Family Day. The village school pupils were able to take advantage of Schools Week.

The Festival donated to St Mary's Church, one of our main venues, and to the Maritime Museum.

Support

All of the above was achieved thanks to the efforts of an amazing Festival team which included countless hours from volunteers. Our thanks also go to all the businesses and individuals who have supported us financially either through sponsorship and donations, or in kind. We are extremely grateful for the grants received from the following grants providers:

For the Schools Programme: The Charlotte Aitken Trust.

Without this support there would be no Festival and we are eternally grateful to everyone who contributed towards its success, including the authors and audiences, without whom we could not function, and the benefits in kind supplied by many of our supporters.

Financial effect of significant events

There were no other significant financial events during the year.

Post Balance Sheet events

A bursary donation of £1,500 was established and a literacy donation of £200 was awarded.

FINANCIAL REVIEW

Reserves policy

The net incoming resources for the year amounted to £2,228 (2023 - £13,028), of which net income of £2,228 (2023 - net income of £32,028) was attributable to general reserves, which now stand at £124,890 (2023 - £122,662) and net income of £nil (2023 - net expenditure of £19,000) in relation to restricted funds.

The Trustees have established a policy whereby sufficient free reserves are maintained as unrestricted funds to allow the charity to continue to operate in the event of a short-term drop in funding. The amount which the Trustees consider sufficient for this purpose has been raised to £85,000.

FUTURE PLANS

The Trustees are committed to improving the Festival year on year whilst retaining the friendly, small festival atmosphere. Plans for 2025 retain our hybrid Festival using village venues, Kingsley School and Skern, and to renew our efforts to find a headline sponsor. The Trustees are committed to support and advocate for Schools Week in its new expanded form.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2016. The company was established under a Memorandum of Association as amended on 8 December 2016 and 15 January 2023, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The Appledore Book Festival

Report of the Trustees for the Year Ended 31 December 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Public benefit

The Trustees of the charity have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

In planning our activities for the year, the Trustees kept in mind the Charity Commission's guidance on public benefit at our Trustee meetings and will continue to do so.

Recruitment and appointment of new Trustees

New Trustees are nominated and appointed at the annual general meeting. All new Trustees are inducted and trained by the existing Trustees.

Organisational structure

The board of Trustees met seven times, including the annual general meeting, during the year to ensure that The Appledore Book Festival complied with its governing document, charity law, company law and any other relevant legislation or regulations. We ensured that all the correct policies and documents were in place and reviewed them regularly. The Trustees were supported by the Festival Committee, the Festival Director and the Schools Team.

Key management remuneration

The Trustees, together with the Festival Committee, are the key management personnel in charge of directing and controlling the charity. All Trustees and committee members give their time freely and no trustee received remuneration during the year. Details of Trustees' expenses and related party transactions are disclosed in note 10 to the accounts.

Patrons

The patrons supported the Festival throughout the year including interviewing authors during the festival.

Risk management

The Trustees of the Appledore Book Festival in recognition of their duty to manage appropriately the risks involved in carrying out the aims and objectives in the Book Festival Constitution, undertake as follows:

(i) to keep under regular review the major risks likely to affect the Festival in the areas of:

- governance
- operations
- finances
- environmental and external factors
- compliance with laws and regulations;

(ii) to ensure that major risks are identified, addressed, and reviewed; and

(iii) to establish control systems to manage such risks.

The Trustees have received regular reports on risk identification processes and their evaluation and monitoring. It was the duty of the Festival Director to delegate the task of preparing a risk assessment for the running of the Festival and to document details regarding the safety provisions for all venues used for festival events.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10016211 (England and Wales)

Registered Charity number

1171761

The Appledore Book Festival

Report of the Trustees for the Year Ended 31 December 2024

Registered office

18 Windmill Lane
Northam
Bideford
Devon
EX39 1BZ

Trustees

Sara Elizabeth Mendosa
Janet Dianne Thompson
Stephen Taylor
Patricia Hadley-Smith
Susan Sandon
David Dykes Stevenson
Mark Rogers Britton
Sean Kearney

Chair, appointed 18 June 2024
Secretary
Treasurer

Appointed 18 June 2024
Appointed 18 June 2024

Independent Examiner

Edward Meardon FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Appledore Book Festival for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Appledore Book Festival

Report of the Trustees for the Year Ended 31 December 2024

Approved by order of the board of trustees on 23 July 2025 and signed on its behalf by:

Sara Mendosa - Trustee

Independent Examiner's Report to the Trustees of The Appledore Book Festival

Independent examiner's report to the trustees of The Appledore Book Festival ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Edward Meardon FCA
The Institute of Chartered Accountants in England and Wales

R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

Date: 6 August 2025

The Appledore Book Festival

Statement of Financial Activities for the Year Ended 31 December 2024

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	3	240	-	-	240	23
Charitable activities						
Main Festival	6	133,835	-	-	133,835	130,428
Schools		-	26,586	30,000	56,586	42,630
Other trading activities	4	10,287	5,180	-	15,467	14,702
Investment income	5	2,072	-	-	2,072	505
Other income		10,325	-	-	10,325	17,250
Total		156,759	31,766	30,000	218,525	205,538
EXPENDITURE ON						
Raising funds	7	5,935	-	-	5,935	5,083
Charitable activities						
Main Festival	8	144,018	-	-	144,018	133,666
Fringe Events		3,536	-	-	3,536	3,245
Schools		-	31,254	30,000	61,254	48,576
Other charitable activities		1,554	-	-	1,554	1,940
Total		155,043	31,254	30,000	216,297	192,510
NET INCOME						
Transfers between funds	17	1,716 (5,000)	512 5,000	- -	2,228 -	13,028 -
Net movement in funds		(3,284)	5,512	-	2,228	13,028
RECONCILIATION OF FUNDS						
Total funds brought forward		105,279	17,383	-	122,662	109,634
TOTAL FUNDS CARRIED FORWARD		101,995	22,895	-	124,890	122,662

The notes form part of these financial statements

The Appledore Book Festival

Balance Sheet 31 December 2024

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS						
Tangible assets	14	200	-	-	200	450
CURRENT ASSETS						
Debtors	15	4,876	580	-	5,456	2,189
Cash at bank		<u>103,324</u>	<u>22,322</u>	<u>-</u>	<u>125,646</u>	<u>131,024</u>
		108,200	22,902	-	131,102	133,213
CREDITORS						
Amounts falling due within one year	16	(6,405)	(7)	-	(6,412)	(11,001)
		<u>101,795</u>	<u>22,895</u>	<u>-</u>	<u>124,690</u>	<u>122,212</u>
NET CURRENT ASSETS						
		<u>101,795</u>	<u>22,895</u>	<u>-</u>	<u>124,690</u>	<u>122,212</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>101,995</u>	<u>22,895</u>	<u>-</u>	<u>124,890</u>	<u>122,662</u>
NET ASSETS						
		<u>101,995</u>	<u>22,895</u>	<u>-</u>	<u>124,890</u>	<u>122,662</u>
FUNDS	17					
Unrestricted funds					<u>124,890</u>	<u>122,662</u>
TOTAL FUNDS					<u>124,890</u>	<u>122,662</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The Appledore Book Festival

Balance Sheet - continued 31 December 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 23 July 2025 and were signed on its behalf by:

Sara Mendosa - Trustee

The Appledore Book Festival

Notes to the Financial Statements for the Year Ended 31 December 2024

1. STATUTORY INFORMATION

The Appledore Book Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Appledore Book Festival is a registered charity and so achievements cannot be measured by normal commercial criteria of profit and loss. Accordingly, in order to give a true and fair view the directors have applied the provisions of section 396(4) of the Companies Act 2006 and have presented a Statement of Financial Activities instead of a profit and loss account. This has been prepared in accordance with the SORP and in the opinion of the directors better reflects the special nature of the charity's activities.

The principal accounting policies adopted in the preparation of the financial statements are set out below and remain unchanged from the previous period, and also have been consistently applied within the same accounts.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% straight line

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Computer equipment - 33% straight line

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended by management.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating staff costs by the time spent and other costs by their usage.

Going concern

Having regard to the charity's anticipated future revenues and costs including repayment of debt where appropriate, together with the expected availability of working capital, the trustees consider that it is appropriate to prepare the financial statements on the going concern basis.

3. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	<u>240</u>	<u>23</u>

4. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	10,678	10,375
Food and drink	844	241
Waterstone commission on book sales	<u>3,945</u>	<u>4,086</u>
	<u>15,467</u>	<u>14,702</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

5. INVESTMENT INCOME

	2024	2023
	£	£
Interest received	<u>2,072</u>	<u>505</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Ticket sales	116,252	109,873
Friends of Appledore Book Festival	17,583	19,429
Grants	-	1,126
Income from schools	13,950	11,941
Grants & donations	<u>42,636</u>	<u>30,689</u>
	<u>190,421</u>	<u>173,058</u>

Grants & donations received, included in the above, are as follows:

	2024	2023
	£	£
Bruce Wake Charitable Trust	-	1,126
Charlotte Aitken Trust	30,000	20,000
Friends of Appledore Library	-	500
TDCAP	3,430	2,399
Local Rotary clubs	1,000	2,040
Norman Family Charitable Trust	-	1,000
Ilfracombe Round Table	500	500
Barnstaple Round Table	500	100
Geoffrey Cox	-	250
FA Fullabrook	3,000	2,000
North Devon Carpentry	500	-
Lions Club	1,000	-
Bideford Bridge Rotary	<u>1,000</u>	-
	<u>40,930</u>	<u>29,915</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

7. RAISING FUNDS

Other trading activities

	2024	2023
	£	£
Cost of food and drink	<u>5,935</u>	<u>5,083</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 9) £	Totals £
Main Festival	120,719	23,299	144,018
Fringe Events	3,536	-	3,536
Schools	59,015	2,239	61,254
Other charitable activities	-	<u>1,554</u>	<u>1,554</u>
	<u>183,270</u>	<u>27,092</u>	<u>210,362</u>

9. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Main Festival	22,855	444	-	23,299
Schools	2,239	-	-	2,239
Other charitable activities	-	-	<u>1,554</u>	<u>1,554</u>
	<u>25,094</u>	<u>444</u>	<u>1,554</u>	<u>27,092</u>

Support costs, included in the above, are as follows:

	Main Festival £	Schools £	Other charitable activities £	2024 Total activities £	2023 Total activities £
Marketing	8,519	850	-	9,369	9,293
Office/general administration	297	1,010	-	1,307	1,381
Postage and stationery	-	337	-	337	464
Sundry	5,364	42	-	5,406	5,429
Bad debts	400	-	-	400	-
Website costs	486	-	-	486	83
Signage and banners	411	-	-	411	745
Gifts	403	-	-	403	830
Donations and grants	5,676	-	-	5,676	40
Subscriptions and filing fee	866	-	-	866	762
IT and equipment	433	-	-	433	1,291
Bank charges	<u>194</u>	-	-	<u>194</u>	<u>2,511</u>
Carried forward	23,049	2,239	-	25,288	22,829

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

9. SUPPORT COSTS - continued

				2024	2023
	Main Festival £	Schools £	Other charitable activities £	Total activities £	Total activities £
Brought forward	23,049	2,239	-	25,288	22,829
Depreciation of tangible fixed assets	250	-	-	250	727
Independent examiner's remuneration	-	-	1,554	1,554	1,940
	<u>23,299</u>	<u>2,239</u>	<u>1,554</u>	<u>27,092</u>	<u>25,496</u>

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Independent examiner's remuneration	1,554	1,940
Depreciation - owned assets	<u>250</u>	<u>727</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

Trustees' expenses

The trustees' expenses paid in the year totalled £3,059, claimed by 5 trustees. This was £358 for IT & Equipment, £486 for website running costs, £144 for author travel, £35 for ticket refunds, £13 for office/general administration, £170 for schools mileage, £1,076 for schools book purchases, £31 for school postage & stationary, £100 for bonus ball prizes, £86 for author stewards mileage, £59 for author food and refreshments, £50 for festival event food, £116 for venue beautification, £175 for donations & gifts and £160 for performer fees.

12. STAFF COSTS

There were no employees under contracts of employment in force at any time either during the period.

No employees received emoluments in excess of £60,000.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated Funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	23	-	-	23
Charitable activities				
Main Festival	130,428	-	-	130,428
Schools	-	22,630	20,000	42,630
Other trading activities	11,924	2,778	-	14,702
Investment income	505	-	-	505
Other income	<u>17,250</u>	<u>-</u>	<u>-</u>	<u>17,250</u>
Total	<u>160,130</u>	<u>25,408</u>	<u>20,000</u>	<u>205,538</u>
EXPENDITURE ON				
Raising funds	5,083	-	-	5,083
Charitable activities				
Main Festival	133,666	-	-	133,666
Fringe Events	3,245	-	-	3,245
Schools	-	9,576	39,000	48,576
Other charitable activities	<u>1,940</u>	<u>-</u>	<u>-</u>	<u>1,940</u>
Total	<u>143,934</u>	<u>9,576</u>	<u>39,000</u>	<u>192,510</u>
NET INCOME/(EXPENDITURE)	16,196	15,832	(19,000)	13,028
RECONCILIATION OF FUNDS				
Total funds brought forward	<u>89,083</u>	<u>1,551</u>	<u>19,000</u>	<u>109,634</u>
TOTAL FUNDS CARRIED FORWARD	<u>105,279</u>	<u>17,383</u>	<u>-</u>	<u>122,662</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

14. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2024 and 31 December 2024	<u>3,406</u>	<u>596</u>	<u>4,002</u>
DEPRECIATION			
At 1 January 2024	2,956	596	3,552
Charge for year	<u>250</u>	<u>-</u>	<u>250</u>
At 31 December 2024	<u>3,206</u>	<u>596</u>	<u>3,802</u>
NET BOOK VALUE			
At 31 December 2024	<u>200</u>	<u>-</u>	<u>200</u>
At 31 December 2023	<u>450</u>	<u>-</u>	<u>450</u>

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Operating debtors	4,631	1,030
Other debtors	120	-
Prepayments and accrued income	<u>705</u>	<u>1,159</u>
	<u>5,456</u>	<u>2,189</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	369	-
Accruals and deferred income	<u>6,043</u>	<u>11,001</u>
	<u>6,412</u>	<u>11,001</u>

17. MOVEMENT IN FUNDS

	At 1.1.24 £	Net movement in funds £	Transfers between funds £	At 31.12.24 £
Unrestricted funds				
General fund	105,279	1,716	(5,000)	101,995
Designated Funds	<u>17,383</u>	<u>512</u>	<u>5,000</u>	<u>22,895</u>
	<u>122,662</u>	<u>2,228</u>	<u>-</u>	<u>124,890</u>
TOTAL FUNDS	<u>122,662</u>	<u>2,228</u>	<u>-</u>	<u>124,890</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	156,759	(155,043)	1,716
Designated Funds	<u>31,766</u>	<u>(31,254)</u>	<u>512</u>
	188,525	(186,297)	2,228
Restricted funds			
Restricted	<u>30,000</u>	<u>(30,000)</u>	-
TOTAL FUNDS	<u><u>218,525</u></u>	<u><u>(216,297)</u></u>	<u><u>2,228</u></u>

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
General fund	89,083	16,196	105,279
Designated Funds	<u>1,551</u>	<u>15,832</u>	<u>17,383</u>
	90,634	32,028	122,662
Restricted funds			
Restricted	<u>19,000</u>	<u>(19,000)</u>	-
TOTAL FUNDS	<u><u>109,634</u></u>	<u><u>13,028</u></u>	<u><u>122,662</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	160,130	(143,934)	16,196
Designated Funds	<u>25,408</u>	<u>(9,576)</u>	<u>15,832</u>
	185,538	(153,510)	32,028
Restricted funds			
Restricted	<u>20,000</u>	<u>(39,000)</u>	<u>(19,000)</u>
TOTAL FUNDS	<u><u>205,538</u></u>	<u><u>(192,510)</u></u>	<u><u>13,028</u></u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.24 £
Unrestricted funds				
General fund	89,083	17,912	(5,000)	101,995
Designated Funds	<u>1,551</u>	<u>16,344</u>	<u>5,000</u>	<u>22,895</u>
	90,634	34,256	-	124,890
Restricted funds				
Restricted	19,000	(19,000)	-	-
	<u>109,634</u>	<u>15,256</u>	<u>-</u>	<u>124,890</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	316,889	(298,977)	17,912
Designated Funds	<u>57,174</u>	<u>(40,830)</u>	<u>16,344</u>
	374,063	(339,807)	34,256
Restricted funds			
Restricted	50,000	(69,000)	(19,000)
	<u>424,063</u>	<u>(408,807)</u>	<u>15,256</u>

General funds are ticket sales and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Restricted funds relate to monies donated with the specific restriction that they contribute towards the cost of the schools programme.

Designated funds are funds that the trustees have chosen to set aside for the provision of the schools programme.

In the opinion of the Trustees, sufficient funds are held in an appropriate form to enable each fund to be applied in accordance with the relevant restrictions.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2024

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

19. MEMBERSHIP

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, the members of the company are liable to contribute to any deficiency there may be, providing the contribution shall not exceed £10 per member.

The total number of members at 31 December 2024 was 20.

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2024

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	240	-	240	23
Other trading activities				
Fundraising events	10,678	-	10,678	10,375
Food and drink	844	-	844	241
Waterstone commission on book sales	3,945	-	3,945	4,086
	15,467	-	15,467	14,702
Investment income				
Interest received	2,072	-	2,072	505
Charitable activities				
Ticket sales	116,252	-	116,252	109,873
Income from schools	13,950	-	13,950	11,941
Friends of Appledore Book Festival	17,583	-	17,583	19,429
Grants	12,636	30,000	42,636	31,815
	160,421	30,000	190,421	173,058
Other income				
Advertising and sponsorship	10,325	-	10,325	17,250
Total incoming resources	188,525	30,000	218,525	205,538
EXPENDITURE				
Other trading activities				
Cost of food and drink	5,935	-	5,935	5,083
Charitable activities				
Public liability insurance	1,012	-	1,012	899
Programme and ticket production	4,310	-	4,310	4,895
Box office commission	9,372	-	9,372	7,381
Fringe events	3,536	-	3,536	3,815
Authors' appearance fees	8,897	-	8,897	6,320
Equipment hire	19,016	-	19,016	12,604
Venue hire	8,574	-	8,574	4,869
Sound, lighting and broadband	21,834	-	21,834	22,503
School author accommodation	6,728	-	6,728	5,548
Carried forward	83,279	-	83,279	68,834

This page does not form part of the statutory financial statements

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2024

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Charitable activities				
Brought forward	83,279	-	83,279	68,834
Special events	1,283	-	1,283	5,407
Festival director's fees	39,500	-	39,500	40,000
Festival book purchases	668	-	668	-
Venue beautification	126	-	126	105
School author fees/expenses	18,418	788	19,206	18,159
Schools author food & refreshments	2,219	-	2,219	2,319
School mileage expenses	1,650	-	1,650	1,529
Author accommodation	4,143	-	4,143	5,101
Author food & refreshments	1,001	-	1,001	426
Author stewards mileage expenses	107	-	107	82
Author travel expenses	876	-	876	1,175
School book purchases	-	29,212	29,212	18,794
	<u>153,270</u>	<u>30,000</u>	<u>183,270</u>	<u>161,931</u>
Support costs				
Management				
Marketing	9,369	-	9,369	9,293
Office/general administration	1,307	-	1,307	1,381
Postage and stationery	337	-	337	464
Sundry	5,406	-	5,406	5,429
Bad debts	400	-	400	-
Website costs	486	-	486	83
Signage and banners	411	-	411	745
Gifts	403	-	403	830
Donations and grants	5,676	-	5,676	40
Subscriptions and filing fee	866	-	866	762
IT and equipment	433	-	433	1,291
	<u>25,094</u>	<u>-</u>	<u>25,094</u>	<u>20,318</u>
Finance				
Bank charges	194	-	194	2,511
Depreciation of tangible fixed assets	250	-	250	727
	<u>444</u>	<u>-</u>	<u>444</u>	<u>3,238</u>
Governance costs				
Independent examiner's remuneration	1,554	-	1,554	1,940
Total resources expended	<u>186,297</u>	<u>30,000</u>	<u>216,297</u>	<u>192,510</u>
Net income	<u>2,228</u>	<u>-</u>	<u>2,228</u>	<u>13,028</u>

This page does not form part of the statutory financial statements

The Appledore Book Festival

Schools Programme Balance Sheet 31 December 2024

	Designated Funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS				
Tangible assets	-	-	-	-
CURRENT ASSETS				
Stocks	-	-	-	-
Debtors	580	-	580	-
Cash at bank	<u>22,322</u>	-	<u>22,322</u>	<u>17,383</u>
	<u>22,902</u>	-	<u>22,902</u>	<u>17,383</u>
CREDITORS				
Amounts falling due within one year	(7)	-	(7)	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET CURRENT ASSETS	<u>22,895</u>	-	<u>22,895</u>	<u>17,383</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>22,895</u>	-	<u>22,895</u>	<u>17,383</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET ASSETS	<u>22,895</u>	-	<u>22,895</u>	<u>17,383</u>

This page does not form part of the statutory financial statements

The Appledore Book Festival

Schools Programme Funds Schedule for the Year Ended 31 December 2024

	Designated funds £	Restricted funds £	2024 Total funds £	2023 Total Funds £
INCOME AND ENDOWMENTS				
Income from schools	13,950	-	13,950	25,408
Fundraising events	5,180	-	5,180	-
Grants	<u>12,636</u>	<u>30,000</u>	<u>42,636</u>	<u>20,000</u>
Total incoming resources	31,766	30,000	61,766	45,408
EXPENDITURE				
Schools authors' fee/ expenses	18,418	788	19,206	18,159
Schools author accommodation	6,728	-	6,728	5,548
Schools author food and refreshments	2,219	-	2,219	2,319
Schools mileage expenses	1,650	-	1,650	1,529
Schools admin	1,010	-	1,010	1,000
Schools book purchases	-	29,212	29,212	18,794
Schools sundry expenses	42	-	42	1,227
Marketing	850	-	850	-
Postage and stationery	<u>337</u>	<u>-</u>	<u>337</u>	<u>-</u>
Total resources expended	31,254	30,000	61,254	48,576
Net income	<u>512</u>	<u>-</u>	<u>512</u>	<u>(3,168)</u>
RECONCILIATION OF FUNDS				
Total funds brought forward	17,383	-	17,383	20,551
Transfers	5,000	-	5,000	-
Total funds carried forward	<u>22,895</u>	<u>-</u>	<u>22,895</u>	<u>17,383</u>
Represented by:				
Cash at bank	22,895	-	22,895	17,383
	<u>22,895</u>	<u>-</u>	<u>22,895</u>	<u>17,383</u>

This page does not form part of the statutory financial statements

THE APPLEDORE BOOK FESTIVAL

England & Wales - Charity number 1171761

Accounts

REGISTERED COMPANY NUMBER: 10016211 (England and Wales)
REGISTERED CHARITY NUMBER: 1171761

The Appledore Book Festival
Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2023

R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

The Appledore Book Festival

Contents of the Financial Statements for the Year Ended 31 December 2023

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 17
Detailed Statement of Financial Activities	18 to 19
Schools Programme Funds Schedule	20

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2023

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To advance the education of the public in the subject of literature, reading and the local history of Appledore and its surrounding area.

To advance any purpose that is charitable according to the laws of England and Wales and for the benefit of the public.

To provide opportunities for all ages and abilities to increase their enjoyment of reading and engage in creative writing by having access to high quality book-related events.

To raise money to supplement Schools' Outreach Programme.

To support local charities, as determined by the Trustees.

To encourage the continued use and sustainability of libraries within North Devon

To raise the profile of Appledore and the surrounding area through an annual book festival and related activities.

Grantmaking

Grants are made to other charities based on available surplus and at the Trustees' discretion, ensuring at all times that the charity's objects are complied with.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Since its foundation in 2006 the Appledore Book Festival has set out to provide access to book-related events to the residents of Appledore in particular, and a wider public in general, to increase the enjoyment of books and reading in the community.

The board of trustees met eight times – including the AGM - during the year to ensure that The Appledore Book Festival complied with its Articles of Association, charity law, company law and any other relevant legislation or regulations and that it pursues its aims and objectives.

The trustees worked closely with the Festival Director and other key personnel providing support and guidance where necessary. The model adopted of events held in Appledore village venues, Kingsley school and a marquee at Skern was repeated in 2023. Over 50 author events were scheduled together with over 40 additional non-book related walks, workshops, exhibitions, and talks with an emphasis on learning new creative skills and a focus on the local seafaring history. A Family Day near the start of the Festival saw 250 children and their families enjoy a free, fun, educational and inspiring day of activities in the heart of Appledore village and included participation from many local businesses.

8627 tickets were purchased including one author event which was postponed to 2024 and income/ticket returns involved in that event is not included in these accounts. Attendees purchased £27,000 worth of books via the Waterstones bookstall and enjoyed a wide array of cultural events which would otherwise be unavailable to them. The trustees once again took a very active role during the festival, interviewing and introducing authors, looking after, and transporting when required together with hosting meals and serving canapés and drinks etc. The festival has a strong reputation for its superior author care which was upheld.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities (continued)

In 2023 the committee focussed on a year-round community activity which included having a presence at significant local events such as the Appledore Carnival, Bideford Water Festival, the Regatta and more. A number of author events were held at local venues throughout the year.

2023 saw the further expansion of Schools Week with 25 authors visiting 71 venues providing 210 events which reached 9371 children and young people aged 3 -18. Our first Books at Home scheme was organised supplying over 5000 of the visiting authors' books gratis to all participating schools to furnish the school libraries and to enable most primary school children to take home and own a book, some for the same time. Many schools again received subsidised events: all of this only possible due to generous support from The Charlotte Aitken Trust, local Rotary clubs, Friends of Appledore Library and ABF.

Friends memberships increased to 583 in 2024. Two AppleFactors renewed their commitment.

The Festival's physical Box Office moved from Docton Court Gallery where it had been located since ABF's inception to a part time presence at the Maritime Museum and an increased online and telephone presence provided by ABF volunteers.

We continued to invest in the festival infrastructure to support its growth and reach: a freelance part time marketing manager was contracted, and we increased the print run of the brochures to 6000 copies whilst making other savings on paper and postage.

Benefits to the Village

The Festival attracted many visitors to Appledore village and to the surrounding areas. The local shops, hotels, B&Bs and restaurants benefited from additional custom and the people were able to enjoy an array of cultural events including the free to all Family Day. The village school pupils benefitted from Schools Week.

The Festival donated to St Mary's Church, one of our main venues, and to the Maritime Museum (as below).

Support

All of the above was achieved thanks to the efforts of an amazing Festival team which included countless hours from volunteers. Our thanks also go to all the businesses and individuals who have supported us financially either through sponsorship and donations, or in kind. We are extremely grateful for the grants received from the following grants providers:

For the main festival: Northam Town Council, The Bruce Wake Charitable Trust.

For the Schools Programme: The Charlotte Aitken Trust, The Spectris Foundation, and Friends of Appledore Library.

Without this support there would be no Festival and we are eternally grateful to everyone who contributed towards its success, including the authors and audiences, without whom we could not function, and the benefits in kind supplied by many of our supporters.

Financial effect of significant events

There were no other significant financial events during the year.

Post Balance Sheet events

At the trustees' meeting on 9 January 2024, it was decided to donate £5,000 to St. Mary's Church towards the appeal for the maintenance and upkeep of the hall and £500 to the North Devon Maritime Museum in recognition for hosting the box office for the festival.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2023

FINANCIAL REVIEW

Reserves policy

The net incoming resources for the year amounted to £13,028 (2022 - £8,641), of which a surplus of £32,028 (2022 - deficit of £10,359) was attributable to general reserves, which now stand at £122,662 (2022 - £90,634) and a deficit of £19,000 (2022 – surplus of £19,000) in relation to restricted funds.

The Trustees have established a policy whereby sufficient free reserves are maintained as unrestricted funds to allow the charity to continue to operate in the event of a short-term drop in funding. The amount which the Trustees consider sufficient for this purpose has been raised to £80,000.

FUTURE PLANS

The Trustees are committed to improving the festival year on year whilst retaining the friendly, small festival atmosphere. Plans for 2024 retain our hybrid festival using village venues, Kingsley School and Skern, and to renew our efforts to find a headline sponsor. The Trustees are committed to support and advocate for Schools Week in its new expanded form.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2016. The company was established under a Memorandum of Association as amended on 8 December 2016, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Public benefit

The trustees of the charity have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

In planning our activities for the year, the trustees kept in mind the Charity Commission's guidance on public benefit at our trustee meetings and will continue to do so.

Recruitment and appointment of new Trustees

New Trustees are nominated and appointed at the annual general meeting.

All new Trustees are inducted and trained by the existing Trustees.

Organisational structure

The board of Trustees met eight times during the year to ensure that The Appledore Book Festival complied with its governing document, charity law, company law and any other relevant legislation or regulations. We ensured that all the correct policies and documents were in place and by reviewed them regularly. The trustees were supported by the Festival Committee, by the Festival Director and by the Schools Team.

Key management remuneration

The Trustees, together with the Festival Committee, are the key management personnel in charge of directing and controlling the charity. All Trustees and committee members give their time freely and no trustee received remuneration during the year. Details of Trustees' expenses and related party transactions are disclosed in note 10 to the accounts.

Patrons

The patrons supported the Festival throughout the year including interviewing authors during the festival.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees of the Appledore Book Festival in recognition of their duty to manage appropriately the risks involved in carrying out the aims and objectives in the Book Festival Constitution, undertake as follows:

(i) to keep under regular review the major risks likely to affect the Festival in the areas of
governance
operations
finances
environmental and external factors
compliance with laws and regulations;

(ii) to ensure that major risks are identified, addressed, and reviewed; and

(iii) to establish control systems to manage such risks.

The Trustees have received regular reports on risk identification processes and their evaluation and monitoring. It was the duty of the Festival Director to make a risk assessment for the running of the Festival and to document details regarding the safety provisions for all venues used for festival events.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10016211 (England and Wales)

Registered Charity number

1171761

Registered office

18 Windmill Lane
Northam
Bideford
Devon
EX39 1BZ

Trustees

Richard Hamilton Cable	Chair
Janet Dianne Thompson	Secretary
Stephen Taylor	Treasurer, appointed 20/01/2023
Judith Ann Byrne	Resigned 31/12/2023
Elizabeth Louise Eggleton	Resigned 29/06/2023
Patricia Hadley-Smith	
Patricia Lancaster	Resigned 30/11/2023
Susan Sandon	
David Dykes Stevenson	
Mark Rogers Britton	Co-opted 17/11/2023
Sean Kearney	Co-opted 28/03/2024
Sara Mendosa	Co-opted 28/03/2024

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Edward Meardon FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of The Appledore Book Festival for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of Trustees on and signed on its behalf by:

Janet Dianne Thompson - Trustee

Independent Examiner's Report to the Trustees of The Appledore Book Festival (Registered number: 10016211)

Independent examiner's report to the trustees of The Appledore Book Festival ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Edward Meardon FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

Date:

The Appledore Book Festival

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2023

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	3	23	-	-	23	1,010
Charitable activities						
Main Festival	5	130,428	-	-	130,428	113,225
Schools		-	22,630	20,000	42,630	41,429
Other trading activities	4	11,924	2,778	-	14,702	9,715
Other income		17,250	-	-	17,250	18,500
Interest received		505	-	-	505	-
Total		160,130	25,408	20,000	205,538	183,879
EXPENDITURE ON						
Raising funds						
Other trading activities	6	5,083	-	-	5,083	2,872
Charitable activities						
Main Festival	7	133,666	-	-	133,666	137,357
Fringe Events		3,245	-	-	3,245	6,361
Schools		-	9,576	39,000	48,576	27,258
Other charitable activities		1,940	-	-	1,940	1,390
Total		143,934	9,576	39,000	192,510	175,238
NET INCOME/(EXPENDITURE)		16,196	15,832	(19,000)	13,028	8,641
RECONCILIATION OF FUNDS						
Total funds brought forward		89,083	1,551	19,000	109,634	100,993
TOTAL FUNDS CARRIED FORWARD		105,279	17,383	-	122,662	109,634

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet 31 December 2023

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS						
Tangible assets	13	450	-	-	450	1,177
CURRENT ASSETS						
Stocks	14	-	-	-	-	3,292
Debtors	15	2,189	-	-	2,189	8,627
Cash at bank		<u>113,641</u>	<u>17,383</u>	-	<u>131,024</u>	<u>114,140</u>
		115,830	17,383	-	133,213	126,059
CREDITORS						
Amounts falling due within one year	16	(11,001)	-	-	(11,001)	(17,602)
		<u>104,829</u>	<u>17,383</u>	-	<u>122,212</u>	<u>108,457</u>
NET CURRENT ASSETS						
		<u>105,279</u>	<u>17,383</u>	-	<u>122,662</u>	109,634
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>105,279</u>	<u>17,383</u>	-	<u>122,662</u>	<u>109,634</u>
NET ASSETS						
		<u>105,279</u>	<u>17,383</u>	-	<u>122,662</u>	<u>109,634</u>
FUNDS						
Unrestricted funds	17				122,662	90,634
Restricted funds					-	19,000
TOTAL FUNDS					<u>122,662</u>	<u>109,634</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet - continued 31 December 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

Janet Dianne Thompson - Trustee

Stephen Taylor - Trustee

The Appledore Book Festival

Notes to the Financial Statements for the Year Ended 31 December 2023

1. STATUTORY INFORMATION

The Appledore Book Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Appledore Book Festival is a registered charity and so achievements cannot be measured by normal commercial criteria of profit and loss. Accordingly, in order to give a true and fair view the directors have applied the provisions of section 396(4) of the Companies Act 2006 and have presented a Statement of Financial Activities instead of a profit and loss account. This has been prepared in accordance with the SORP and in the opinion of the directors better reflects the special nature of the charity's activities.

The principal accounting policies adopted in the preparation of the financial statements are set out below and remain unchanged from the previous period, and also have been consistently applied within the same accounts.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating staff costs by the time spent and other costs by their usage.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2023

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% straight line
Computer equipment	- 33% straight line

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended by management.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

Having regard to the charity's anticipated future revenues and costs including repayment of debt where appropriate, together with the expected availability of working capital, the trustees consider that it is appropriate to prepare the financial statements on the going concern basis.

3. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Donations	<u>23</u>	<u>-</u>	<u>23</u>	<u>1,010</u>

4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Fundraising events	10,375	-	10,375	6,003
Food and drink	241	-	241	614
Waterstone commission on book sales	<u>4,086</u>	<u>-</u>	<u>4,086</u>	<u>3,098</u>
	<u>14,702</u>	<u>-</u>	<u>14,702</u>	<u>9,715</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2023

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2023 £	2022 £
Ticket sales	Main Festival	109,873	92,455
Friends of Appledore Book Festival	Main Festival	19,429	19,770
Income from schools	Schools	11,941	15,929
Grants & sponsorship	Main Festival	1,126	1,000
Grants & sponsorship	Schools	30,689	25,500
		<u>173,058</u>	<u>154,654</u>

Grants received, included in the above, are as follows:

		2023 £	2022 £
Grants	Northam District Council	-	1,000
Grants	The Spectris Foundation	-	5,000
Grants	Friends of Appledore Library	500	500
Grants	TDCAP	2,399	-
Grants	Local Rotary clubs	2,040	-
Grants	Norman Family Charitable Trust	1,000	-
Grants	Ilfracombe Round Table	500	-
Grants	Charlotte Aitken Trust	20,000	20,000
Grants	Barnstaple Round Table	100	-
Grants	Geoffrey Cox	250	-
Grants	FA Fullabrook	2,000	-
Grants	Bruce Wake Charitable Trust	1,126	-

6. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Cost of food and drink	5,083	-	5,083	2,872
	<u>5,083</u>	<u>-</u>	<u>5,083</u>	<u>2,872</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Main Festival	112,337	21,329	133,666
Fringe Events	3,245	-	3,245
Schools	46,349	2,227	48,576
Other charitable activities	-	1,940	1,940
	<u>161,931</u>	<u>25,496</u>	<u>187,427</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2023

8. SUPPORT COSTS

	Other expenditure £	Governance costs £	Totals £
Main Festival	21,329	-	21,329
Schools	2,227	-	2,227
Other charitable activities	-	1,940	1,940
	<u>23,556</u>	<u>1,940</u>	<u>25,496</u>

Support costs, included in the above, are as follows:

			2023	2022
	Main Festival £	Other charitable activities £	Total activities £	Total activities £
Advertising	9,293	-	9,293	4,829
Gifts	783	47	830	557
Postage and stationery	-	464	464	37
Subscriptions and filing fee	762	-	762	743
Signage and banners	745	-	745	669
Bank charges	2,511	-	2,511	149
Sundry	4,713	716	5,429	2,629
Website costs	83	-	83	696
Social media	-	-	-	3,186
Depreciation of tangible fixed assets	727	-	727	1,750
Office/general administration	381	1,000	1,381	5,117
IT and equipment	1,291	-	1,291	635
Donations	40	-	40	700
Independent examiner's remuneration	-	1,940	1,940	1,390
	<u>21,329</u>	<u>4,167</u>	<u>25,496</u>	<u>23,087</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Independent examiner's remuneration	1,940	1,390
Depreciation - owned assets	<u>727</u>	<u>1,750</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

The Trustees' expenses paid in the year totalled £1,994, claimed by 4 Trustees. This was £130 for author accommodation, £212 for author mileage, £42 entertaining, £37 gifts, £11 cost of food and drink, £437 other sundry expenses, £42 travel and 1,083 for IT equipment.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2023

11. STAFF COSTS

There were no employees under contracts of employment in force at any time either during the period.

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	3	510	-	500	1,010	46,327
Charitable activities						
Main Festival	5	113,225	-	-	113,225	89,474
Schools		-	15,929	25,500	41,429	14,600
Other trading activities	4	9,715	-	-	9,715	7,012
Other income		<u>18,500</u>	<u>-</u>	<u>-</u>	<u>18,500</u>	<u>16,820</u>
Total		141,950	15,929	26,000	183,879	174,233
EXPENDITURE ON						
Raising funds						
Other trading activities	6	<u>2,872</u>	<u>-</u>	<u>-</u>	<u>2,872</u>	<u>520</u>
		2,872	-	-	2,872	520
Charitable activities						
Main Festival	7	137,357	-	-	137,357	99,231
Fringe Events		6,361	-	-	6,361	2,136
Schools		-	20,258	7,000	27,258	13,793
Other charitable activities		1,390	-	-	1,390	1,080
Total		<u>147,980</u>	<u>20,258</u>	<u>7,000</u>	<u>175,238</u>	<u>116,760</u>
NET INCOME/(EXPENDITURE)		(6,030)	(4,329)	19,000	8,641	57,473
RECONCILIATION OF FUNDS						
Total funds brought forward		<u>95,113</u>	<u>5,880</u>	<u>-</u>	<u>100,993</u>	<u>43,520</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>89,083</u></u>	<u><u>1,551</u></u>	<u><u>19,000</u></u>	<u><u>109,634</u></u>	<u><u>100,993</u></u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2023

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2023	4,231	3,836	8,067
Disposals	<u>(825)</u>	<u>(3,240)</u>	<u>(4,065)</u>
At 31 December 2023	<u>3,406</u>	<u>596</u>	<u>4,002</u>
DEPRECIATION			
At 1 January 2023	3,531	3,359	6,890
Charge for year	250	477	727
Disposals	<u>(825)</u>	<u>(3,240)</u>	<u>(4,065)</u>
At 31 December 2023	<u>2,956</u>	<u>596</u>	<u>3,552</u>
NET BOOK VALUE			
At 31 December 2023	<u>450</u>	<u>-</u>	<u>450</u>
At 31 December 2022	<u>700</u>	<u>477</u>	<u>1,177</u>

14. STOCKS

	2023 £	2022 £
Merchandise	<u>-</u>	<u>3,292</u>

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Operating debtors	1,030	8,058
Prepayments and accrued income	<u>1,159</u>	<u>569</u>
	<u>2,189</u>	<u>8,627</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other creditors	1,500	1,000
Accruals and deferred income	<u>9,501</u>	<u>16,602</u>
	<u>11,001</u>	<u>17,602</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2023

17. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
General fund	89,083	16,196	105,279
Designated Funds	<u>1,551</u>	<u>15,832</u>	<u>17,383</u>
	<u>90,634</u>	<u>32,028</u>	<u>122,662</u>
Restricted funds			
Restricted	19,000	(19,000)	-
	<u>109,634</u>	<u>13,028</u>	<u>122,662</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	160,130	(143,934)	16,196
Designated Funds	<u>25,408</u>	<u>(9,576)</u>	<u>15,832</u>
	185,538	(153,510)	32,028
Restricted funds			
Restricted	20,000	(39,000)	(19,000)
	<u>205,538</u>	<u>(192,510)</u>	<u>13,028</u>

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	95,113	(6,030)	89,083
Designated Funds	<u>5,880</u>	<u>(4,329)</u>	<u>1,551</u>
	100,993	(10,359)	90,634
Restricted funds			
Restricted	-	19,000	19,000
	<u>100,993</u>	<u>8,641</u>	<u>109,634</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2023

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	141,950	(147,980)	(6,030)
Designated Funds	<u>15,929</u>	<u>(20,258)</u>	<u>(4,329)</u>
	157,879	(168,238)	(10,359)
Restricted funds			
Restricted	26,000	(7,000)	19,000
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>183,879</u>	<u>(175,238)</u>	<u>8,641</u>

General funds are ticket sales and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Restricted funds relate to monies donated with the specific restriction that they contribute towards the cost of the schools programme.

Designated funds are funds that the trustees have chosen to set aside for the provision of the schools programme.

In the opinion of the Trustees, sufficient funds are held in an appropriate form to enable each fund to be applied in accordance with the relevant restrictions.

18. RELATED PARTY DISCLOSURES

There were no disclosable related party transactions for the year ended 31 December 2023.

19. MEMBERSHIP

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, the members of the company are liable to contribute to any deficiency there may be, providing the contribution shall not exceed £10 per member.

The total number of members at 31 December 2023 was 8.

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2023

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	23	-	23	1,010
Other trading activities				
Fundraising events	10,375	-	10,375	6,003
Food and drink	241	-	241	614
Waterstone commission on book sales	4,086	-	4,086	3,098
	14,702	-	14,702	9,715
Charitable activities				
Ticket sales	109,873	-	109,873	92,455
Income from schools	11,941	-	11,941	15,929
Friends of Appledore Book Festival	19,429	-	19,429	19,770
Grants	9,915	20,000	29,915	26,500
	151,158	20,000	171,158	154,654
Other income				
Advertising and sponsorship	19,150	-	19,150	18,500
Interest received	505	-	505	-
	19,655	-	19,655	18,500
Total incoming resources	185,538	20,000	205,538	183,879
EXPENDITURE				
Other trading activities				
Cost of food and drink	5,083	-	5,083	2,872
	5,083	-	5,083	2,872

This page does not form part of the statutory financial statements

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2023

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Charitable activities				
Festival director's fees	29,500	-	29,500	26,000
Festival administrator's fees	10,500	-	10,500	8,565
Programme and ticket production	4,895	-	4,895	4,666
Box office commission	7,381	-	7,381	5,715
Box office expenses	-	-	-	4,518
Venue hire	4,869	-	4,869	6,486
Equipment hire	12,604	-	12,604	12,998
Sound, lighting and broadband	22,503	-	22,503	22,111
Authors' appearance fees	6,320	-	6,320	19,514
Author accommodation	5,101	-	5,101	4,406
Author food and refreshments	426	-	426	446
Author stewards mileage expenses	82	-	82	98
Author travel expenses	1,175	-	1,175	1,584
Public liability insurance	899	-	899	692
Venue beautification	105	-	105	-
Special events	5,407	-	5,407	2,317
Fringe performer fees	3,815	-	3,815	3,231
Schools authors' fees/expenses	-	18,159	18,159	16,340
Schools authors' accommodation	-	5,548	5,548	5,805
Schools author food and refreshments	-	2,319	2,319	344
Schools book purchases	7,349	11,445	18,794	1,785
Schools mileage expenses	-	1,529	1,529	1,658
	<u>122,931</u>	<u>39,000</u>	<u>161,931</u>	<u>149,279</u>
Support costs				
Other expenditure				
Advertising	9,293	-	9,293	8,015
Gifts	830	-	830	557
Postage and stationery	464	-	464	37
Subscriptions and filing fee	762	-	762	743
Signage and banners	745	-	745	669
Bank charges	2,511	-	2,511	149
Sundry	4,713	-	4,713	2,466
Website costs	83	-	83	696
Depreciation	727	-	727	1,750
Office/general administration	381	-	381	4,117
IT and equipment	1,291	-	1,291	635
Donations	40	-	40	700
Schools administration	1,000	-	1,000	1,000
Schools sundry	716	-	716	163
	<u>23,556</u>	<u>-</u>	<u>23,556</u>	<u>21,697</u>
Governance costs				
Independent examiner's remuneration	1,940	-	1,940	1,390
	<u>153,510</u>	<u>39,000</u>	<u>192,510</u>	<u>175,238</u>
Net income/(expenditure)	32,038	(19,000)	13,028	8,641

This page does not form part of the statutory financial statements

The Appledore Book Festival

Schools Programme Funds Schedule for the Year Ended 31 December 2023

	Designated funds £	Restricted funds £	2023 Total funds £	2022 Total Funds £
INCOME AND ENDOWMENTS				
Income from schools	25,408	-	25,408	15,929
Donations	-	-	-	500
Grants	-	20,000	20,000	25,500
Total incoming resources	25,408	20,000	45,408	41,929
EXPENDITURE				
Schools authors' fee/ expenses	-	18,159	18,159	16,340
Schools author accommodation	-	5,548	5,548	5,805
Schools author food and refreshments	-	2,319	2,319	344
Schools mileage expenses	-	1,529	1,529	1,658
Schools admin	1,000	-	1,000	1,000
Schools book purchases	7,349	11,445	18,794	1,785
Schools sundry expenses	1,227	-	1,227	326
Total resources expended	9,576	39,000	48,576	27,258
Net income	15,832	(19,000)	(3,168)	14,671
RECONCILIATION OF FUNDS				
Total funds brought forward	1,551	19,000	20,551	5,880
Total funds carried forward	17,383	-	17,383	20,551
Represented by:				
Cash at bank	17,383	-	17,383	20,551
	<u>17,383</u>	<u>-</u>	<u>17,383</u>	<u>20,551</u>

This page does not form part of the statutory financial statements

THE APPLEDORE BOOK FESTIVAL

England & Wales - Charity number 1171761

Accounts

REGISTERED COMPANY NUMBER: 10016211 (England and Wales)
REGISTERED CHARITY NUMBER: 1171761

The Appledore Book Festival
Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2022

R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

The Appledore Book Festival

Contents of the Financial Statements for the Year Ended 31 December 2022

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 17
Detailed Statement of Financial Activities	18 to 19
Schools Programme Funds Schedule	20

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To advance the education of the public in the subject of literature, reading and the local history of Appledore and its surrounding area.

To advance any purpose that is charitable according to the laws of England and Wales and for the benefit of the public.

To provide opportunities for all ages and abilities to increase their enjoyment of reading and engage in creative writing by having access to high quality book-related events.

To raise money to supplement Schools' Outreach Programme.

To support local charities, as determined by the trustees.

To encourage the continued use and sustainability of libraries within North Devon

To raise the profile of Appledore and the surrounding area through an annual book festival and related activities.

Grantmaking

Grants are made to other charities based on available surplus and at the Trustees' discretion, ensuring at all times that the charity's objects are complied with.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Since its foundation in 2006 the Appledore Book Festival has set out to provide access to book-related events to the residents of Appledore in particular, and a wider public in general, to increase the enjoyment of books and reading in the community.

The board of ten trustees met seven times during the year to ensure that The Appledore Book Festival complied with its Articles of Association, charity law, company law and any other relevant legislation or regulations and that it pursues its aims and objectives.

The trustees worked closely with the Festival Director and other key personnel providing support and guidance where necessary. They took the decision to continue with the hybrid model held in 2021 with events held in Appledore village venues, Kingsley school and a marquee at Skern, but availability of two of our Patrons meant that the order was reversed with the Skern events at the end of the week. 119 events were scheduled comprising 53 author events plus non-book related walks, workshops, exhibitions, and talks with an emphasis on learning new creative skills and education in the local seafaring history. 7,253 tickets were purchased in total but all events on the day of the Queen's Funeral were cancelled by the trustees as a mark of respect, necessitating refunds where events could not be rescheduled. Attendees purchased some 1,420 books and enjoyed an array of cultural events not otherwise available to them. The trustees once again took a very active role during the festival, interviewing and introducing authors, looking after and transporting when required and serving canapés and drinks etc. The festival has a strong reputation for its superior author care which was upheld.

An expanded fringe element of the festival focussed strongly on local history and the village's shipbuilding and fishing heritage together with a celebration of local art and artmakers.

As a trial a one-off event with Jack Dee at Kingsley school was held in the first half of the year and will be included in an ongoing strategy to maintain the festival's profile year-round.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities (continued)

2022 also saw the expansion of Schools Week with over 70 schools participating, resulting in visiting authors providing 200 events to reach pupils across a range of ages and abilities, exciting and inspiring the readers and writers of the future. Many schools received subsidised events which were only possible due to generous support from The Charlotte Aitken Trust, local Rotary clubs, Friends of Appledore Library and ABF.

A new initiative saw the creation of a Benefactor scheme known colloquially as AppleFactors. Five AppleFactors were recruited (three individuals and one couple) providing much needed and much appreciated support for the Festival. Four benefactors signed up for 2023 and 2024 as well. The Friends annual membership was increased to £25.

The increased size and reach of the Festival necessitated greater investment in its infrastructure and a freelance part time administrative assistant was contracted to support the Festival Director. A new Tech trustee joined the board to provide IT and Technology specialist knowledge, and the trustees took the decision to invest in Zettle card readers.

Following the Festival the trustees attended a strategic planning session where they defined the volunteer roles and working structure which are needed to continue to operate the Festival successfully going forwards. A new role focussing on community outreach was identified and a committee member has since assumed this. The trustees also agreed to increase marketing and publicity resource with a particular emphasis on social media and reaching new audiences. A subgroup was formed to identify and pursue grant making bodies to try to restore the funding the Festival has relied on in previous years.

At the end of the year a new consultant Festival Director, Jane Beaton, was recruited to replace Ann Juby who had resigned her role.

Benefits to the Village

The Festival attracted many visitors to Appledore village and to the surrounding areas. The local shops, hotels, B&Bs and restaurants benefited from additional custom and the people were able to enjoy an array of cultural events. The Schools Programme brought renowned authors into schools across North Devon and Torridge and over 7000 young people from the age of 3 – 18 benefitted.

Support

All of the above was achieved thanks to the efforts of an amazing Festival team which included countless hours from volunteers. The total volunteer hours for the Festival and Schools week is estimated as being in excess of 6840 hours. Our thanks also go to all the businesses and individuals who have supported us financially either through sponsorship and donations, or in kind. We are extremely grateful for the grants received from the following grants providers:

For the main festival: Northam Town Council.

For the Schools Programme: The Charlotte Aitken Trust, The Spectris Foundation, and Friends of Appledore Library.

Without this support there would be no Festival and we are eternally grateful to everyone who contributed towards its success, including the authors and audiences, without whom we could not function.

Financial effect of significant events

There were no other significant financial events during the year.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2022

FINANCIAL REVIEW

Reserves policy

The net incoming resources for the year amounted to £8,641 (2021 - £57,473), of which a deficit of £10,359 (2021 - surplus of £57,473) was attributable to general reserves, which now stand at £90,634 (2021 - £100,993) and a surplus of £19,000 (2021 - £nil) in relation to restricted funds.

The Trustees have established a policy whereby sufficient free reserves are maintained as unrestricted funds to allow the charity to continue to operate in the event of a short-term drop in funding. The amount which the Trustees consider sufficient for this purpose has been raised to £70,000.

FUTURE PLANS

The trustees are committed to improving the festival year on year whilst retaining the friendly, small festival atmosphere. Plans for 2023 retain our hybrid festival using village venues, Kingsley School and Skern, and to raise money to fund an additional smaller tent to host a more diverse range of authors and artmakers who may not command an audience large enough for the bigger venue. The trustees are continuing to support and advocate for Schools Week in its new expanded form and aim to achieve a surplus to ensure that we comply with the aims of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2016. The company was established under a Memorandum of Association as amended on 8 December 2016, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Public benefit

The trustees of the charity have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

In planning our activities for the year, the trustees kept in mind the Charity Commission's guidance on public benefit at our trustee meetings and will continue to do so.

Recruitment and appointment of new trustees

New trustees are nominated and appointed at the annual general meeting.

All new trustees are inducted and trained by the existing trustees.

Organisational structure

The board of Trustees met seven times during the year to ensure that The Appledore Book Festival complied with its governing document, charity law, company law and any other relevant legislation or regulations. This was done by making sure that all the correct policies and documents were in place and by reviewing them regularly. The trustees were supported by the Festival Committee, by the Festival Director and by the Schools Team.

Key management remuneration

The trustees, together with the Festival Committee, are the key management personnel in charge of directing and controlling the charity. All trustees and committee members give their time freely and no trustee received remuneration during the year. Details of trustees' expenses and related party transactions are disclosed in note 10 to the accounts.

Patrons

The patrons supported the Festival throughout the year including interviewing and hosting some author events.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees of the Appledore Book Festival in recognition of their duty to manage appropriately the risks involved in carrying out the aims and objectives in the Book Festival Constitution, undertake as follows:

(i) to keep under regular review the major risks likely to affect the Festival in the areas of

governance

operations

finances

environmental and external factors

compliance with laws and regulations;

(ii) to ensure that major risks are identified, addressed, and reviewed; and

(iii) to establish control systems to manage such risks.

The Trustees have received regular reports on risk identification processes and their evaluation and monitoring. It was the duty of the Festival Director to make a risk assessment for the running of the Festival and to document details regarding the safety provisions for all venues used for festival events.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10016211 (England and Wales)

Registered Charity number

1171761

Registered office

18 Windmill Lane

Northam

Bideford

Devon

EX39 1BZ

Trustees

Richard Hamilton Cable

Chairman

Janet Dianne Thompson

Secretary

Stephen Taylor

Treasurer, appointed 20/01/2023

Judith Ann Byrne

Elizabeth Louise Eggleton

Patricia Hadley-Smith

Patricia Lancaster

Appointed 07/02/2022

Susan Sandon

David Dykes Stevenson

Appointed 14/09/2022

David Johnson

Treasurer, appointed 07/02/2022, resigned 14/09/2022

Mark Juby

Resigned 17/12/2022

Sara Mendosa

Resigned 07/02/2022

John Rankine

Resigned 07/02/2022

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

David Sims BSc FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Appledore Book Festival for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 29 June 2023 and signed on its behalf by:

Janet Dianne Thompson - Trustee

Independent Examiner's Report to the Trustees of The Appledore Book Festival (Registered number: 10016211)

Independent examiner's report to the trustees of The Appledore Book Festival ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

David Sims BSc FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

Date: 20 July 2023

The Appledore Book Festival

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2022

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	3	510	-	500	1,010	46,327
Charitable activities						
Main Festival	5	113,225	-	-	113,225	89,474
Schools		-	15,929	25,500	41,429	14,600
Other trading activities	4	9,715	-	-	9,715	7,012
Other income		18,500	-	-	18,500	16,820
Total		141,950	15,929	26,000	183,879	174,233
EXPENDITURE ON						
Raising funds						
Other trading activities	6	2,872	-	-	2,872	520
		2,872	-	-	2,872	520
Charitable activities						
Main Festival	7	137,357	-	-	137,357	99,231
Fringe Events		6,361	-	-	6,361	2,136
Schools		-	20,258	7,000	27,258	13,793
Other charitable activities		1,390	-	-	1,390	1,080
Total		147,980	20,258	7,000	175,238	116,760
NET INCOME/(EXPENDITURE)		(6,030)	(4,329)	19,000	8,641	57,473
RECONCILIATION OF FUNDS						
Total funds brought forward		95,113	5,880	-	100,993	43,520
TOTAL FUNDS CARRIED FORWARD		89,083	1,551	19,000	109,634	100,993

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet 31 December 2022

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
FIXED ASSETS						
Tangible assets	13	1,177	-	-	1,177	1,331
CURRENT ASSETS						
Stocks	14	3,292	-	-	3,292	-
Debtors	15	8,627	-	-	8,627	4,885
Cash at bank		<u>93,589</u>	<u>1,551</u>	<u>19,000</u>	<u>114,140</u>	<u>100,087</u>
		105,508	1,551	19,000	126,059	104,972
CREDITORS						
Amounts falling due within one year	16	(17,602)	-	-	(17,602)	(5,310)
		<u>87,906</u>	<u>1,551</u>	<u>19,000</u>	<u>108,457</u>	<u>99,662</u>
NET CURRENT ASSETS						
		<u>89,083</u>	<u>1,551</u>	<u>19,000</u>	<u>109,634</u>	100,993
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>89,083</u>	<u>1,551</u>	<u>19,000</u>	<u>109,634</u>	<u>100,993</u>
NET ASSETS						
		<u>89,083</u>	<u>1,551</u>	<u>19,000</u>	<u>109,634</u>	<u>100,993</u>
FUNDS						
Unrestricted funds	17				90,634	100,993
Restricted funds					19,000	-
TOTAL FUNDS						
					<u>109,634</u>	<u>100,993</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet - continued 31 December 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 29 June 2023 and were signed on its behalf by:

Janet Dianne Thompson - Trustee

Stephen Taylor - Trustee

The Appledore Book Festival

Notes to the Financial Statements for the Year Ended 31 December 2022

1. STATUTORY INFORMATION

The Appledore Book Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Appledore Book Festival is a registered charity and so achievements cannot be measured by normal commercial criteria of profit and loss. Accordingly, in order to give a true and fair view the directors have applied the provisions of section 396(4) of the Companies Act 2006 and have presented a Statement of Financial Activities instead of a profit and loss account. This has been prepared in accordance with the SORP and in the opinion of the directors better reflects the special nature of the charity's activities.

The principal accounting policies adopted in the preparation of the financial statements are set out below and remain unchanged from the previous period, and also have been consistently applied within the same accounts.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating staff costs by the time spent and other costs by their usage.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2022

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% straight line
Computer equipment	- 33% straight line

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended by management.

Stocks

Stocks are values at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

Having regard to the charity's anticipated future revenues and costs including repayment of debt where appropriate, together with the expected availability of working capital, the trustees consider that it is appropriate to prepare the financial statements on the going concern basis.

3. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Donations	<u>510</u>	<u>500</u>	<u>1,010</u>	<u>46,327</u>

4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fundraising events	6,003	-	6,003	3,552
Food and drink	614	-	614	862
Waterstone commission on book sales	<u>3,098</u>	<u>-</u>	<u>3,098</u>	<u>2,598</u>
	<u>9,715</u>	<u>-</u>	<u>9,715</u>	<u>7,012</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2022

5. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Ticket sales	Main Festival	92,455	78,144
Friends of Appledore Book Festival	Main Festival	19,770	11,330
Income from schools	Schools	15,929	10,980
Grants	Main Festival	1,000	-
Grants	Schools	<u>25,500</u>	<u>3,620</u>
		<u>154,654</u>	<u>104,074</u>

Grants received, included in the above, are as follows:

		2022	2021
		£	£
Grants	Rotary Club	-	1,420
Grants	M Fullabrook	-	1,000
Grants	Norman Family Charitable Trust	-	1,000
Grants	Sir John and Lady Amory Charitable Trust	-	200
Grants	Northam District Council	1,000	-
Grants	Charlotte Aitken Trust	20,000	-
Grants	The Spectris Foundation	5,000	-
Grants	Friends of Appledore Library	<u>500</u>	<u>-</u>

6. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Cost of food and drink	<u>2,872</u>	-	<u>2,872</u>	<u>520</u>
	<u>2,872</u>	-	<u>2,872</u>	<u>520</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Main Festival	116,985	20,372	137,357
Fringe Events	6,361	-	6,361
Schools	25,933	1,325	27,258
Other charitable activities	-	<u>1,390</u>	<u>1,390</u>
	<u>149,279</u>	<u>23,087</u>	<u>172,366</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2022

8. SUPPORT COSTS

	Other expenditure £	Governance costs £	Totals £
Main Festival	20,372	-	20,372
Schools	1,325	-	1,325
Other charitable activities	<u>-</u>	<u>1,390</u>	<u>1,390</u>
	<u>21,697</u>	<u>1,390</u>	<u>23,087</u>

Support costs, included in the above, are as follows:

	Main Festival £	Other charitable activities £	2022 Total activities £	2021 Total activities £
Advertising	4,829	-	4,829	3,630
Gifts	557	-	557	579
Postage and stationery	-	37	37	865
Subscriptions and filing fee	743	-	743	838
Signage and banners	669	-	669	2,564
Bank charges	149	-	149	121
Sundry	2,466	163	2,629	711
Website costs	696	-	696	1,656
Social media	3,061	125	3,186	
Depreciation of tangible fixed assets	1,750	-	1,750	1,336
Office/general administration	4,117	1,000	5,117	-
IT and equipment	635	-	635	-
Donations	700	-	700	-
Independent examiner's remuneration	<u>-</u>	<u>1,390</u>	<u>1,390</u>	<u>1,080</u>
	<u>20,372</u>	<u>2,715</u>	<u>23,087</u>	<u>13,380</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022 £	2021 £
Independent examiner's remuneration	1,390	1,080
Depreciation - owned assets	<u>1,750</u>	<u>1,336</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

The trustees' expenses paid in the year totalled £2,384, claimed by 6 trustees. This was £203 for author mileage, £73 entertaining, £665 gifts, £122 cost of food and drink, £164 other sundry expenses, £447 travel and £710 for IT equipment.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2022

11. STAFF COSTS

There were no employees under contracts of employment in force at any time either during the period.

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated Funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	46,327	-	-	46,327
Charitable activities				
Main Festival	89,474	-	-	89,474
Schools	-	10,980	3,620	14,600
Other trading activities	7,012	-	-	7,012
Other income	<u>16,820</u>	<u>-</u>	<u>-</u>	<u>16,820</u>
Total	159,633	10,980	3,620	174,233
EXPENDITURE ON				
Raising funds				
Other trading activities	<u>520</u>	<u>-</u>	<u>-</u>	<u>520</u>
	520	-	-	520
Charitable activities				
Main Festival	99,231	-	-	99,231
Fringe Events	2,136	-	-	2,136
Schools	-	10,173	3,620	13,793
Other charitable activities	1,080	-	-	1,080
	<u>102,967</u>	<u>10,173</u>	<u>3,620</u>	<u>116,760</u>
Total	102,967	10,173	3,620	116,760
NET INCOME/(EXPENDITURE)	56,666	807	-	57,473
RECONCILIATION OF FUNDS				
Total funds brought forward	<u>38,447</u>	<u>5,073</u>	<u>-</u>	<u>43,520</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>95,113</u></u>	<u><u>5,880</u></u>	<u><u>-</u></u>	<u><u>100,993</u></u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2022

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2022	3,231	3,240	6,471
Additions	<u>1,000</u>	<u>596</u>	<u>1,596</u>
At 31 December 2022	<u>4,231</u>	<u>3,836</u>	<u>8,067</u>
DEPRECIATION			
At 1 January 2022	2,980	2,160	5,140
Charge for year	<u>551</u>	<u>1,199</u>	<u>1,750</u>
At 31 December 2022	<u>3,531</u>	<u>3,359</u>	<u>6,890</u>
NET BOOK VALUE			
At 31 December 2022	<u>700</u>	<u>477</u>	<u>1,177</u>
At 31 December 2021	<u>251</u>	<u>1,080</u>	<u>1,331</u>

14. STOCKS

	2022 £	2021 £
Merchandise	<u>3,292</u>	<u>-</u>

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Operating debtors	8,058	4,478
Prepayments and accrued income	<u>569</u>	<u>407</u>
	<u>8,627</u>	<u>4,885</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	1,000	750
Accruals and deferred income	<u>16,602</u>	<u>4,560</u>
	<u>17,602</u>	<u>5,310</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2022

17. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	95,113	(6,030)	89,083
Designated Funds	<u>5,880</u>	<u>(4,329)</u>	<u>1,551</u>
	<u>100,993</u>	<u>(10,359)</u>	<u>90,634</u>
Restricted funds			
Restricted	-	19,000	19,000
	<u>-</u>	<u>19,000</u>	<u>19,000</u>
TOTAL FUNDS	<u>100,993</u>	<u>8,641</u>	<u>109,634</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	141,950	(147,980)	(6,030)
Designated Funds	<u>15,929</u>	<u>(20,258)</u>	<u>(4,329)</u>
	157,879	(168,238)	(10,359)
Restricted funds			
Restricted	26,000	(7,000)	19,000
	<u>26,000</u>	<u>(7,000)</u>	<u>19,000</u>
TOTAL FUNDS	<u>183,879</u>	<u>(175,238)</u>	<u>8,641</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	38,447	56,666	95,113
Designated Funds	<u>5,073</u>	<u>807</u>	<u>5,880</u>
	<u>43,520</u>	<u>57,473</u>	<u>100,993</u>
TOTAL FUNDS	<u>43,520</u>	<u>57,473</u>	<u>100,993</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2022

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	159,633	(102,967)	56,666
Designated Funds	<u>10,980</u>	<u>(10,173)</u>	<u>807</u>
	170,613	(113,140)	57,473
Restricted funds			
Restricted	3,620	(3,620)	-
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u><u>174,233</u></u>	<u><u>(116,760)</u></u>	<u><u>57,473</u></u>

General funds are ticket sales and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Restricted funds relate to monies donated with the specific restriction that they contribute towards the cost of the schools programme.

Designated funds are funds that the trustees have chosen to set aside for the provision of the schools programme.

In the opinion of the Trustees, sufficient funds are held in an appropriate form to enable each fund to be applied in accordance with the relevant restrictions.

18. RELATED PARTY DISCLOSURES

There were no disclosable related party transactions for the year ended 31 December 2022.

19. MEMBERSHIP

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, the members of the company are liable to contribute to any deficiency there may be, providing the contribution shall not exceed £10 per member.

The total number of members at 31 December 2022 was 8.

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2022

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	510	500	1,010	46,327
Other trading activities				
Fundraising events	6,003	-	6,003	3,552
Food and drink	614	-	614	862
Waterstone commission on book sales	<u>3,098</u>	<u>-</u>	<u>3,098</u>	<u>2,598</u>
	9,715	-	9,715	7,012
Charitable activities				
Ticket sales	92,455	-	92,455	78,144
Income from schools	15,929	-	15,929	10,980
Friends of Appledore Book Festival	19,770	-	19,770	11,330
Grants	<u>1,000</u>	<u>25,500</u>	<u>26,500</u>	<u>3,620</u>
	129,154	25,500	154,654	104,074
Other income				
Advertising and sponsorship	<u>18,500</u>	<u>-</u>	<u>18,500</u>	<u>16,820</u>
Total incoming resources	157,879	26,000	183,879	174,233
EXPENDITURE				
Other trading activities				
Cost of food and drink	<u>2,872</u>	<u>-</u>	<u>2,872</u>	<u>520</u>
	2,872	-	2,872	520

This page does not form part of the statutory financial statements

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2022

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Charitable activities				
Festival director's fees	26,000	-	26,000	27,445
Festival administrator's fees	8,565	-	8,565	-
Programme and ticket production	4,666	-	4,666	4,483
Box office commission	5,715	-	5,715	3,000
Box office expenses	4,518	-	4,518	5,690
Venue hire	6,486	-	6,486	13,346
Equipment hire	12,998	-	12,998	-
Sound, lighting and broadband	22,111	-	22,111	17,950
Authors' appearance fees	19,514	-	19,514	6,600
Author accommodation	4,406	-	4,406	4,458
Author food and refreshments	446	-	446	1,097
Author stewards mileage expenses	98	-	98	175
Author travel expenses	1,584	-	1,584	935
Public liability insurance	692	-	692	204
Venue beautification	-	-	-	30
Special events	2,317	-	2,317	1,518
Fringe performer fees	3,231	-	3,231	2,136
Schools authors' fees/expenses	9,340	7,000	16,340	8,800
Schools authors' accommodation	5,805	-	5,805	3,280
Schools author food and refreshments	344	-	344	988
Schools book purchases	1,785	-	1,785	-
Schools mileage expenses	1,658	-	1,658	725
	<u>142,279</u>	<u>7,000</u>	<u>149,279</u>	<u>102,860</u>
Support costs				
Other expenditure				
Advertising	4,829	-	4,829	3,630
Gifts	557	-	557	579
Postage and stationery	37	-	37	865
Subscriptions and filing fee	743	-	743	838
Signage and banners	669	-	669	2,564
Bank charges	149	-	149	121
Sundry	2,466	-	2,466	711
Website costs	696	-	696	1,656
Social media	3,186	-	3,186	-
Depreciation	1,750	-	1,750	1,336
Office/general administration	4,117	-	4,117	-
IT and equipment	635	-	635	-
Donations	700	-	700	-
Schools administration	1,000	-	1,000	-
Schools sundry	163	-	163	-
	<u>21,697</u>	<u>-</u>	<u>21,697</u>	<u>12,300</u>
Governance costs				
Independent examiner's remuneration	1,390	-	1,390	1,080
Total resources expended	<u>168,238</u>	<u>7,000</u>	<u>175,238</u>	<u>116,760</u>
Net income/(expenditure)	<u>(10,359)</u>	<u>19,000</u>	<u>8,641</u>	<u>57,473</u>

This page does not form part of the statutory financial statements

The Appledore Book Festival

Schools Programme Funds Schedule for the Year Ended 31 December 2022

	Designated funds £	Restricted funds £	2022 Total funds £	2021 Total Funds £
INCOME AND ENDOWMENTS				
Income from schools	15,929	-	15,929	10,980
Donations	-	500	500	-
Grants	-	25,500	25,500	3,620
Total incoming resources	15,929	26,000	41,929	14,600
EXPENDITURE				
Schools authors' fee/ expenses	9,340	7,000	16,340	8,800
Schools author accommodation	5,805	-	5,805	3,280
Schools author food and refreshments	344	-	344	988
Schools mileage expenses	1,658	-	1,658	725
Schools admin	1,000	-	1,000	-
Schools book purchases	1,785	-	1,785	-
Schools sundry expenses	326	-	326	-
Total resources expended	20,258	7,000	27,258	13,793
Net income	(4,329)	19,000	14,671	807
RECONCILIATION OF FUNDS				
Total funds brought forward	5,880	-	5,880	5,073
Total funds carried forward	1,551	19,000	20,551	5,880
Represented by:				
Cash at bank	1,551	19,000	20,551	5,880
	<u>1,551</u>	<u>19,000</u>	<u>20,551</u>	<u>5,880</u>

THE APPLEDORE BOOK FESTIVAL

England & Wales - Charity number 1171761

Accounts

REGISTERED COMPANY NUMBER: 10016211 (England and Wales)
REGISTERED CHARITY NUMBER: 1171761

The Appledore Book Festival
Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2021

R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

The Appledore Book Festival

Contents of the Financial Statements for the Year Ended 31 December 2021

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 17
Detailed Statement of Financial Activities	18 to 19
Schools Programme Funds Schedule	20

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To advance the education of the public in the subject of literature, reading and the local history of Appledore and its surrounding area.

To advance any purpose that is charitable according to the laws of England and Wales and for the benefit of the public.

To provide opportunities for all ages and abilities to increase their enjoyment of reading and engage in creative writing by having access to high quality book-related events.

To raise money to supplement Schools' Outreach Programme.

To support local charities, as determined by the trustees.

To encourage the continued use and sustainability of libraries within North Devon

To raise the profile of Appledore and the surrounding area through an annual book festival and related activities.

Grantmaking

Grants are made to other charities based on available surplus and at the Trustees' discretion, ensuring at all times that the charity's objects are complied with.

In 2020 the festival made a loss and therefore the trustees ensured that the reserves were brought back up to £50,000 before allocating funds from the 2021 surplus. It has been agreed that £2,000 should be set aside to support the Schools Programme and local community projects including St Mary's Hall.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Since its foundation in 2006 the Appledore Book Festival has set out to provide access to book-related events to the residents of Appledore in particular, and a wider public in general, to increase the enjoyment of books and reading in the community.

The board of nine trustees met eight times during the year to ensure that The Appledore Book Festival complied with its Articles of Association, charity law, company law and any other relevant legislation or regulations and that it pursues its aims and objectives.

The trustees worked very closely with the Festival Director and other key personnel providing support and guidance whenever necessary. They took the decision not to hold a drive-in but to support the Festival Director's alternative suggestion of a hybrid festival using a marquee at Skern followed by several days in village venues. Inevitably this posed a financial risk and following the loss of the previous year the trustees were wary. A very detailed budget was adopted but it was necessary to make sure that sufficient income in the form of grants, sponsors, friends' memberships and donations was secured to cover the additional costs of the marquee and audio-visual equipment. A united effort between Trustees and the Festival Committee resulted in the securement of well over £50,000.

The 2021 Festival, under the enthusiastic and skilful direction of Ann Juby, was an enormous success. The marquee was well received by presenters and audiences alike and ticket sales exceeded our predictions. The trustees took a very active role during the festival by interviewing, introducing events, collecting and looking after authors, serving canapés and drinks etc.

In November, trustees attended a planning day where strengths, weaknesses and strategies for the future were discussed. Strategic plans for the future were drawn up and some of these, including the appointment of another patron, Ann Cleeves, are already being implemented as we prepare for the 2022 Festival.

Benefits to the Village

The Festival attracted many visitors to Appledore village and Skern Lodge. The local shops, hotels, B&Bs and restaurants benefited from additional custom and the people from Appledore were able to enjoy an array of cultural events. The Schools Programme brought renowned authors into the schools to excite and inspire the readers and writers of the future.

Support

All of the above was achieved thanks to the efforts of an amazing festival team which included countless hours from volunteers. Our thanks also go to all the businesses and individuals who have supported us financially either through sponsorship or in kind. We are extremely grateful for the grants received from the following grants providers:

For the main festival: The Balsdon Trust, Bideford Bridge Trust, The Elmgrant Trust, Foyles, The Masons, Northam Town Council and individual district and county councillors.

For the Schools Programme: The Amory Trust, Fullabrook, The Norman Family Trust, The Northam Mayor and several Local Rotary Clubs.

Without this support there would be no Festival and we are eternally grateful to everyone who contributed towards its success, including the audiences, without whom we definitely could not function.

Financial effect of significant events

In September 2021 we still had to adhere to certain restrictions to ensure COVID-safe festival which meant additional costs relating to the hire of equipment to put on events at Skern.

The Schools Week went ahead with greater take-up than expected but some events had to be postponed until 2022 due to Covid outbreaks.

There were no other significant financial events during the year.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2021

FINANCIAL REVIEW

Reserves policy

The net incoming resources for the year amounted to £57,473 (2020 - net outgoing resources £26,259), all of which was the amount attributable to general reserves, which now stand at £100,993 (2020 - £43,520).

The Trustees have established a policy whereby sufficient free reserves are maintained as unrestricted funds to allow the charity to continue to operate in the event of a short-term drop in funding. The amount which the Trustees consider sufficient for this purpose is £50,000.

Since we had to use approximately £20,000 from our cash reserves the Trustees and Committee members embarked on a massive fundraising programme in order to replenish reserves.

FUTURE PLANS

As trustees we are committed to improving the festival year on year whilst retaining the friendly, small festival atmosphere. Plans for a 2022 hybrid festival are underway using village venues, Kingsley School and Skern. The aim is to continue to provide a surplus to ensure that we are able to comply with the aims of the charity. In particular, the trustees are keen to increase the visibility of the School Programme since they recognise the importance of raising literacy levels by inspiring the readers and writers of the future.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2016. The company was established under a Memorandum of Association as amended on 8 December 2016, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Public benefit

As trustees of the charity we have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings and will continue to do so in the coming year.

Recruitment and appointment of new trustees

New trustees are nominated and appointed at the annual general meeting.

All new trustees are inducted and trained by the existing trustees.

Organisational structure

The board of Trustees met eight times during the year to ensure that The Appledore Book Festival complied with its governing document, charity law, company law and any other relevant legislation or regulations. This was done by making sure that all the correct policies and documents were place and by reviewing them regularly. We also worked closely with the Festival Director and other key personnel providing support and guidance whenever necessary.

Key management remuneration

The trustees, together with the Festival Committee, are the key management personnel in charge of directing and controlling the charity. All trustees and committee members give their time freely and no trustee received remuneration during the year. Details of trustees' expenses and related party transactions are disclosed in note 10 to the accounts.

Patrons

We have an amazing group of patrons who supported us in 2021 with several of them chairing events. A new patron, Ann Cleeves, joined the team in May 2022.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees of the Appledore Book Festival in recognition of their duty to manage appropriately the risks involved in carrying out the aims and objectives in the Book Festival Constitution, undertake as follows:

(i) to keep under regular review the major risks likely to affect the Festival in the areas of

governance

operations

finances

environmental and external factors

compliance with laws and regulations;

(ii) to ensure that major risks are identified, addressed and reviewed; and

(iii) to establish control systems to manage such risks.

The Trustees have received regular reports on risk identification processes and their evaluation and monitoring. It was the duty of the Festival Director to make a risk assessment for the running of the Festival and to document details regarding the safety provisions for all venues used for festival events.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10016211 (England and Wales)

Registered Charity number

1171761

Registered office

18 Windmill Lane

Northam

Bideford

Devon

EX39 1BZ

Trustees

Richard Hamilton Cable

Chairman

Janet Dianne Thompson

Secretary

David Johnson

Treasurer, appointed 07/02/2022, resigned 14/09/2022

Judith Ann Byrne

Elizabeth Louise Eggleton

Appointed 05/02/2021

Patricia Hadley-Smith

Mark Juby

Patricia Lancaster

Appointed 07/02/2022

Susan Sandon

Sara Mendosa

Resigned 07/02/2022

John Rankine

Resigned 07/02/2022

David Dykes Stevenson

Appointed 14/09/2022

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Edward Meardon FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Appledore Book Festival for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 14 September 2022 and signed on its behalf by:

Janet Dianne Thompson - Trustee

Independent Examiner's Report to the Trustees of The Appledore Book Festival (Registered number: 10016211)

Independent examiner's report to the trustees of The Appledore Book Festival ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

Edward Meardon FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

Date: 29 September 2022

The Appledore Book Festival

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2021

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	3	46,327	-	-	46,327	5,510
Charitable activities						
Main Festival	5	89,474	-	-	89,474	43,740
Schools		-	10,980	3,620	14,600	-
Other trading activities	4	7,012	-	-	7,012	5,884
Other income		16,820	-	-	16,820	5,803
Total		159,633	10,980	3,620	174,233	60,937
EXPENDITURE ON						
Raising funds						
Other trading activities	6	520	-	-	520	4,694
		520	-	-	520	4,694
Charitable activities						
Main Festival	7	99,231	-	-	99,231	81,782
Fringe Events		2,136	-	-	2,136	-
Schools		-	10,173	3,620	13,793	-
Other charitable activities		1,080	-	-	1,080	720
Total		102,967	10,173	3,620	116,760	87,196
NET INCOME/(EXPENDITURE)		56,666	807	-	57,473	(26,259)
RECONCILIATION OF FUNDS						
Total funds brought forward		38,447	5,073	-	43,520	69,779
TOTAL FUNDS CARRIED FORWARD		95,113	5,880	-	100,993	43,520

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet 31 December 2021

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
FIXED ASSETS						
Tangible assets	13	1,331	-	-	1,331	2,667
CURRENT ASSETS						
Debtors	14	4,885	-	-	4,885	17
Cash at bank		<u>94,207</u>	<u>5,880</u>	<u>-</u>	<u>100,087</u>	<u>41,586</u>
		99,092	5,880	-	104,972	41,603
CREDITORS						
Amounts falling due within one year	15	(5,310)	-	-	(5,310)	(750)
		<u>93,782</u>	<u>5,880</u>	<u>-</u>	<u>99,662</u>	<u>40,853</u>
NET CURRENT ASSETS						
		<u>95,113</u>	<u>5,880</u>	<u>-</u>	<u>100,993</u>	43,520
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>95,113</u>	<u>5,880</u>	<u>-</u>	<u>100,993</u>	<u>43,520</u>
NET ASSETS						
		<u>95,113</u>	<u>5,880</u>	<u>-</u>	<u>100,993</u>	<u>43,520</u>
FUNDS						
Unrestricted funds	16				<u>100,993</u>	<u>43,520</u>
TOTAL FUNDS						
					<u>100,993</u>	<u>43,520</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet - continued 31 December 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 14 September 2022 and were signed on its behalf by:

Richard Hamilton Cable - Trustee

Susan Sandon - Trustee

The Appledore Book Festival

Notes to the Financial Statements for the Year Ended 31 December 2021

1. STATUTORY INFORMATION

The Appledore Book Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Appledore Book Festival is a registered charity and so achievements cannot be measured by normal commercial criteria of profit and loss. Accordingly, in order to give a true and fair view the directors have applied the provisions of section 396(4) of the Companies Act 2006 and have presented a Statement of Financial Activities instead of a profit and loss account. This has been prepared in accordance with the SORP and in the opinion of the directors better reflects the special nature of the charity's activities.

The principal accounting policies adopted in the preparation of the financial statements are set out below and remain unchanged from the previous period, and also have been consistently applied within the same accounts.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating staff costs by the time spent and other costs by their usage.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2021

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% straight line
Computer equipment	- 33% straight line

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended by management.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

Having regard to the charity's anticipated future revenues and costs including repayment of debt where appropriate, together with the expected availability of working capital, the trustees consider that it is appropriate to prepare the financial statements on the going concern basis.

3. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Donations	<u>46,327</u>	<u>-</u>	<u>46,327</u>	<u>5,510</u>

4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fundraising events	3,552	-	3,552	-
Food and drink	862	-	862	5,106
Waterstone commission on book sales	<u>2,598</u>	<u>-</u>	<u>2,598</u>	<u>778</u>
	<u>7,012</u>	<u>-</u>	<u>7,012</u>	<u>5,884</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2021

5. INCOME FROM CHARITABLE ACTIVITIES

		2021	2020
		£	£
Ticket sales	Activity Main Festival	78,144	35,660
Friends of Appledore Book Festival	Main Festival	11,330	8,080
Income from schools	Schools	10,980	-
Grants	Schools	<u>3,620</u>	<u>-</u>
		<u>104,074</u>	<u>43,740</u>

Grants received, included in the above, are as follows:

		2021	2020
		£	£
Grants	Rotary Club	1,420	-
Grants	M Fullabrook	1,000	-
Grants	Norman Family Charitable Trust	1,000	-
Grants	Sir John and Lady Amory Charitable Trust	<u>200</u>	<u>-</u>

6. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Bad debts	-	-	-	370
Cost of food and drink	<u>520</u>	<u>-</u>	<u>520</u>	4,324
	<u>520</u>	<u>-</u>	<u>520</u>	<u>4,694</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Main Festival	86,931	12,300	99,231
Fringe Events	2,136	-	2,136
Schools	13,793	-	13,793
Other charitable activities	<u>-</u>	<u>1,080</u>	<u>1,080</u>
	<u>102,860</u>	<u>13,380</u>	<u>116,240</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2021

8. SUPPORT COSTS

	Other expenditure £	Governance costs £	Totals £
Main Festival	12,300	-	12,300
Other charitable activities	-	1,080	1,080
	<u>12,300</u>	<u>1,080</u>	<u>13,380</u>

Support costs, included in the above, are as follows:

			2021	2020
	Main Festival £	Other charitable activities £	Total activities £	Total activities £
Advertising	3,630	-	3,630	3,887
Gifts	579	-	579	120
Postage and stationery	865	-	865	108
Subscriptions and filing fee	838	-	838	761
Signage and banners	2,564	-	2,564	-
Bank charges	121	-	121	84
Sundry	711	-	711	656
Website costs	1,656	-	1,656	1,848
Depreciation of tangible fixed assets	1,336	-	1,336	1,336
Loss on disposal of tangible fixed assets	-	-	-	7,838
Independent examiner's remuneration	-	1,080	1,080	720
	<u>12,300</u>	<u>1,080</u>	<u>13,380</u>	<u>17,358</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Independent examiner's remuneration	1,080	720
Depreciation - owned assets	1,336	1,336
Deficit on disposal of fixed assets	-	7,838

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

The trustees' expenses paid in the year totalled £1,943, claimed by 4 trustees. This was £142 for author mileage, £426 for venue hire, £80 for gifts, £520 for cost of food and drink, £135 for other sundry expenses, £241 for school mileage expenses, £47 for postage and stationery, £13 for subscriptions and £339 for signage and banners.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2021

11. STAFF COSTS

There were no employees under contracts of employment in force at any time either during the period.

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated Funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Charitable activities				
Main Festival	43,740	-	-	43,740
Other trading activities	11,394	-	-	11,394
Other income	<u>5,803</u>	<u>-</u>	<u>-</u>	<u>5,803</u>
Total	60,937	-	-	60,937
EXPENDITURE ON				
Raising funds				
Other trading activities	<u>4,694</u>	<u>-</u>	<u>-</u>	<u>4,694</u>
	4,694	-	-	4,694
Charitable activities				
Main Festival	81,728	54	-	81,782
Other charitable activities	<u>720</u>	<u>-</u>	<u>-</u>	<u>720</u>
Total	87,142	54	-	87,196
NET INCOME/(EXPENDITURE)	(26,205)	(54)	-	(26,259)
RECONCILIATION OF FUNDS				
Total funds brought forward	64,652	5,127	-	69,779
TOTAL FUNDS CARRIED FORWARD	<u>38,447</u>	<u>5,073</u>	<u>-</u>	<u>43,520</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2021

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2021 and 31 December 2021	<u>3,231</u>	<u>3,240</u>	<u>6,471</u>
DEPRECIATION			
At 1 January 2021	2,724	1,080	3,804
Charge for year	<u>256</u>	<u>1,080</u>	<u>1,336</u>
At 31 December 2021	<u>2,980</u>	<u>2,160</u>	<u>5,140</u>
NET BOOK VALUE			
At 31 December 2021	<u>251</u>	<u>1,080</u>	<u>1,331</u>
At 31 December 2020	<u>507</u>	<u>2,160</u>	<u>2,667</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Operating debtors	4,478	17
Prepayments and accrued income	<u>407</u>	<u>-</u>
	<u>4,885</u>	<u>17</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other creditors	750	750
Accruals and deferred income	<u>4,560</u>	<u>-</u>
	<u>5,310</u>	<u>750</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2021

16. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	38,447	56,666	95,113
Designated Funds	<u>5,073</u>	<u>807</u>	<u>5,880</u>
	<u>43,520</u>	<u>57,473</u>	<u>100,993</u>
TOTAL FUNDS	<u>43,520</u>	<u>57,473</u>	<u>100,993</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	159,633	(102,967)	56,666
Designated Funds	<u>10,980</u>	<u>(10,173)</u>	<u>807</u>
	170,613	(113,140)	57,473
Restricted funds			
Restricted	3,620	(3,620)	-
	<u>174,233</u>	<u>(116,760)</u>	<u>57,473</u>
TOTAL FUNDS	<u>174,233</u>	<u>(116,760)</u>	<u>57,473</u>

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	64,652	(26,205)	38,447
Designated Funds	<u>5,127</u>	<u>(54)</u>	<u>5,073</u>
	<u>69,779</u>	<u>(26,259)</u>	<u>43,520</u>
TOTAL FUNDS	<u>69,779</u>	<u>(26,259)</u>	<u>43,520</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2021

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	60,937	(87,142)	(26,205)
Designated Funds	<u>-</u>	<u>(54)</u>	<u>(54)</u>
	<u>60,937</u>	<u>(87,196)</u>	<u>(26,259)</u>
TOTAL FUNDS	<u>60,937</u>	<u>(87,196)</u>	<u>(26,259)</u>

General funds are ticket sales and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Restricted funds relate to monies donated with the specific restriction that they contribute towards the cost of the schools programme.

Designated funds are funds that the trustees have chosen to set aside for the provision of the schools programme.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

18. MEMBERSHIP

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, the members of the company are liable to contribute to any deficiency there may be, providing the contribution shall not exceed £10 per member.

The total number of members at 31 December 2021 was 9.

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2021

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	46,327	-	46,327	5,510
Other trading activities				
Fundraising events	3,552	-	3,552	-
Food and drink	862	-	862	5,106
Waterstone commission on book sales	2,598	-	2,598	778
	7,012	-	7,012	5,884
Charitable activities				
Ticket sales	78,144	-	78,144	35,660
Income from schools	10,980	-	10,980	-
Friends of Appledore Book Festival	11,330	-	11,330	8,080
Grants	-	3,620	3,620	-
	100,454	3,620	104,074	43,740
Other income				
Advertising and sponsorship	16,820	-	16,820	5,803
Total incoming resources	170,613	3,620	174,233	60,937
EXPENDITURE				
Other trading activities				
Bad debts	-	-	-	370
Cost of food and drink	520	-	520	4,324
	520	-	520	4,694

This page does not form part of the statutory financial statements

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2021

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Charitable activities				
Festival director's fees	27,445	-	27,445	24,000
Programme and ticket production	4,483	-	4,483	986
Box office commission	3,000	-	3,000	1,000
Box office expenses	5,690	-	5,690	2,065
Venue hire	13,346	-	13,346	3,373
Sound, lighting and broadband	17,950	-	17,950	20,684
Authors' appearance fees	6,600	-	6,600	6,937
Author accommodation	4,458	-	4,458	1,980
Author food and refreshments	1,097	-	1,097	1,953
Author stewards mileage expenses	175	-	175	237
Author travel expenses	935	-	935	11
Public liability insurance	204	-	204	252
Venue beautification	30	-	30	1,612
Special events	1,518	-	1,518	-
Fringe performer fees	2,136	-	2,136	-
Schools authors' fees/expenses	5,180	3,620	8,800	54
School authors' accommodation	3,280	-	3,280	-
Schools author food and refreshments	988	-	988	-
School mileage expenses	725	-	725	-
	<u>99,240</u>	<u>3,620</u>	<u>102,860</u>	<u>65,144</u>
Support costs				
Other expenditure				
Advertising	3,630	-	3,630	3,887
Gifts	579	-	579	120
Postage and stationery	865	-	865	108
Subscriptions and filing fee	838	-	838	761
Signage and banners	2,564	-	2,564	-
Bank charges	121	-	121	84
Sundry	711	-	711	656
Website costs	1,656	-	1,656	1,848
Depreciation	1,336	-	1,336	1,336
Loss on disposal of tangible fixed assets	-	-	-	7,838
	<u>12,300</u>	<u>-</u>	<u>12,300</u>	<u>16,638</u>
Governance costs				
Independent examiner's remuneration	<u>1,080</u>	<u>-</u>	<u>1,080</u>	<u>720</u>
Total resources expended	<u>113,140</u>	<u>3,620</u>	<u>116,760</u>	<u>87,196</u>
Net income/(expenditure)	<u>57,473</u>	<u>-</u>	<u>57,473</u>	<u>(26,259)</u>

This page does not form part of the statutory financial statements

The Appledore Book Festival

Schools Programme Funds Schedule for the Year Ended 31 December 2021

	Designated funds £	Restricted funds £	2021 Total funds £	2020 Total Funds £
INCOME AND ENDOWMENTS				
Income from schools	10,980	-	10,980	-
Grants	<u>-</u>	<u>3,620</u>	<u>3,620</u>	<u>-</u>
Total incoming resources	10,980	3,620	14,600	-
EXPENDITURE				
Schools authors' fee/ expenses	5,180	3,620	8,800	54
School author accommodation	3,280	-	3,280	-
Schools author food and refreshments	988	-	988	-
School mileage expenses	<u>725</u>	<u>-</u>	<u>725</u>	<u>-</u>
Total resources expended	10,173	3,620	13,793	54
Net income	<u>807</u>	<u>-</u>	<u>807</u>	<u>(54)</u>
RECONCILIATION OF FUNDS				
Total funds brought forward	5,073	-	5,073	5,127
Total funds carried forward	<u>5,880</u>	<u>-</u>	<u>5,880</u>	<u>5,073</u>
Represented by:				
Cash at bank	5,880	-	5,880	5,073
	<u>5,880</u>	<u>-</u>	<u>5,880</u>	<u>5,073</u>

This page does not form part of the statutory financial statements

THE APPLEDORE BOOK FESTIVAL

England & Wales - Charity number 1171761

Accounts

REGISTERED COMPANY NUMBER: 10016211 (England and Wales)
REGISTERED CHARITY NUMBER: 1171761

The Appledore Book Festival
Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2020

R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

The Appledore Book Festival

Contents of the Financial Statements for the Year Ended 31 December 2020

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 18
Detailed Statement of Financial Activities	19 to 21
Schools Programme Funds Schedule	22

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To advance the education of the public in the subject of literature, reading and the local history of Appledore and its surrounding area.

To advance any purpose that is charitable according to the laws of England and Wales and for the benefit of the public.

To provide opportunities for all ages and abilities to increase their enjoyment of reading and engage in creative writing by having access to high quality book-related events.

To raise money to supplement Schools' Outreach Programme.

To support local charities, as determined by the trustees.

To encourage the continued use and sustainability of libraries within North Devon.

To raise the profile of Appledore and the surrounding area through an annual book festival and related activities.

Grantmaking

Grants are made to other charities based on available surplus and at the Trustees' discretion, ensuring at all times that the charity's objects are complied with.

There was no available surplus in 2020 so no grants were made this year.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Since its foundation in 2006 the Appledore Book Festival has set out to provide access to book-related events to the residents of Appledore in particular, and a wider public in general, to increase the enjoyment of books and reading in the community.

In 2020, due to the COVID pandemic, the team decided to organise the Appledore Drive-in Festival at Skern Lodge, an outdoor activity centre within the parish. This was the first ever drive-in literary festival in the UK and provided social distancing in an outdoor location. This exciting and innovative five-day experience attracted thousands of people who enjoyed the beautiful Devon weather and heard some amazing authors and presenters ranging from accomplished writers, politicians, broadcasters, historians, comedians, actors and performers: Ainsley Harriot, Richard Osman, Dr Michael Moseley, Amanda Owen, Sir Kim Darroch, Michael Morpurgo and Kate Humble to name but a few.

We were unable to hold any workshops but a number of socially distanced nature walks took place - Walk on the Wildside exploring the wildlife along the coast and Tall Tales with Local Twists looking at some of Appledore's introduced plants - delighted those who were lucky enough to secure a place.

The field at Skern Lodge was festooned with ABF banners and the yurt with its magnificent view of the sea, enthralled the presenters who used it as their Green Room.

Benefits to the Village

The Festival once again attracted many visitors to enjoy the village, helping to reignite the local economy after months of lockdown. Shops, restaurants and pubs benefited from extra custom and authors and visitors were accommodated in the village resulting in additional revenue for the hotels, B and Bs and cottage owners.

Skern Lodge, which had experienced many cancellations due to COVID, was extremely pleased to be able to share in the success of the festival.

Support

All of the above was achieved thanks to the efforts of a team which included countless hours from volunteers. Our thanks also go to all the businesses and individuals who have supported us financially or in kind. Without this support there would be no Festival and we are eternally grateful to everyone who contributed towards its success, including the audiences, without whom we definitely could not function.

Financial effect of significant events

However, to deliver this COVID-safe drive-in festival, we had to hire the field, staging, large LED screen and rigging, portable toilets, field matting and purchase a FM broadcasting licence. This was all in addition to our usual expenditure for appearance fees, overnight accommodation, authors' travel and expenses and interviewers' fees, etc. We had hoped ticket sales would cover these costs but with many of our regular supporters unable to attend due to the pandemic, we didn't sell as many tickets as expected. Therefore, we had to use approximately £21,000 from our cash reserves, to cover many of the infrastructure costs.

We were also unable to deliver our Schools Week due to schools/colleges being closed or not allowing visitors.

The deficit before depreciation and loss on disposal of fixed assets this year was £17,085 (2019 - surplus £25,115). There were no other significant financial events during the year.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2020

FINANCIAL REVIEW

Reserves policy

The net outgoing resources for the year amounted to £26,259 (2019 - net incoming resources £19,581), all of which was the amount attributable to general reserves, which now stand at £43,520 (2019 - £69,779).

The Trustees have established a policy whereby sufficient free reserves are maintained as unrestricted funds to allow the charity to continue to operate in the event of a short-term drop in funding. The amount which the Trustees consider sufficient for this purpose is £50,000.

Since we had to use approximately £21,000 from our cash reserves the Trustees have embarked on a massive fundraising programme in order to replenish reserves in line with the revised reserves policy.

Going concern

Since the balance sheet date, the consequences of the COVID-19 pandemic and the measures taken to control its spread have adversely affected the charity's operations; it was not possible to hold the usual book festival in 2020 which became a drive-in event and the schools outreach programme had to be cancelled. At this moment in time the trustees are not able to reliably estimate the financial impact on the book festival this year, which will need to take into account the government's guidelines in respect to social distancing. The book festival has not been eligible for any grants/funding from central government and the Trustees hope that the 2021 festival will not adversely affect the financial reserves. However, from a reputational point of view the 2020 festival was a great success and it is hoped to build on that in future years.

The trustees are optimistic that necessary measures can be taken to ensure the viability of the charity and so they have continued to adopt the going concern basis of accounting.

FUTURE PLANS

As trustees we are committed to improving the Festival year on year whilst retaining the friendly, small festival atmosphere. Since there may well be an element of social distancing in September 2021 the festival team is planning for a hybrid festival - a four-night/three-day socially distanced drive-in or large 'big top' marquee for larger audiences, followed by six days, in village venues - all locations/events will be socially distanced. This is dependent on sufficient funding being in place.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2016. The company was established under a Memorandum of Association as amended on 8 December 2016, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Public benefit

As trustees of the charity we have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings and will continue to do so in the coming year.

Recruitment and appointment of new trustees

New trustees are nominated and appointed at the annual general meeting.

All new trustees are inducted and trained by the existing trustees.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The board of Trustees met 6 times during the year to ensure that The Appledore Book Festival complied with its governing document, charity law, company law and any other relevant legislation or regulations. This was done by making sure that all the correct policies and documents were place and by reviewing them regularly. We also worked closely with the Festival Director and other key personnel providing support and guidance whenever necessary.

Key management remuneration

The trustees, together with the Festival Committee, are the key management personnel in charge of directing and controlling the charity. All trustees and committee members give their time freely and no trustee received remuneration during the year. Details of trustees' expenses and related party transactions are disclosed in note 9 to the accounts.

Patrons

We have an amazing group of patrons who supported us in 2020. Jeremy Vine had an event during the festival and also chaired events. Judi Spiers and Andy Cooper chaired events and the other patrons have offered their support for 2021. A new patron, Sarah Stein, joined the team in March 2021.

Risk management

The Trustees of the Appledore Book Festival in recognition of their duty to manage appropriately the risks involved in carrying out the aims and objectives in the Book Festival Constitution, undertake as follows:

(i) to keep under regular review the major risks likely to affect the Festival in the areas of

governance
operations
finances
environmental and external factors
compliance with laws and regulations;

(ii) to ensure that major risks are identified, addressed and reviewed; and

(iii) to establish control systems to manage such risks.

The Trustees have received regular reports on risk identification processes and their evaluation and monitoring. It was the duty of the Festival Director to make a risk assessment for the running of the Festival and to document details regarding the safety provisions for all venues used for festival events.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10016211 (England and Wales)

Registered Charity number

1171761

Registered office

Shalimar
Tomouth Road
Appledore
Bideford
Devon
EX39 1QD

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2020

Trustees

Patricia Hadley-Smith	Chairman
John Rankine	Treasurer
Sara Mendosa	Secretary
Susan Sandon	
Mark Juby	
Richard Hamilton Cable	Appointed 21/04/20
Janet Diane Thompson	Appointed 25/11/20
Judith Ann Byrne	Appointed 25/11/20
Elizabeth Louise Eggleton	Appointed 05/02/21
Peter Graham Hames	Resigned 01/04/20
Geoffrey Lyn Callaghan	Resigned 01/04/20

Independent Examiner

Edward Meardon FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Appledore Book Festival for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Appledore Book Festival (Registered number: 10016211)

Report of the Trustees for the Year Ended 31 December 2020

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 09/07/2021..... and signed on its behalf by:



Patricia Susan Hadley Smith - Trustee

Independent Examiner's Report to the Trustees of The Appledore Book Festival (Registered number: 10016211)

Independent examiner's report to the trustees of The Appledore Book Festival ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

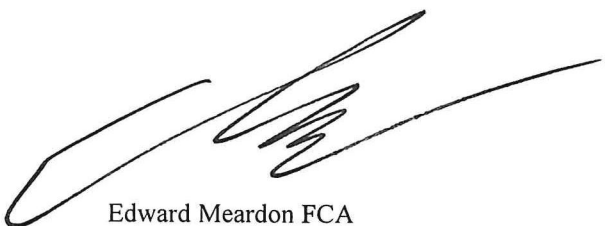
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



Edward Meardon FCA
R T Marke & Co Ltd
Chartered Accountants
69 High Street
Bideford
Devon
EX39 2AT

Date: 13 July 2021.....

The Appledore Book Festival

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2020

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM						
Charitable activities						
Main Festival	4	42,145	-	-	42,145	89,085
Schools		-	-	-	-	10,830
Other trading activities	3	11,394	-	-	11,394	6,102
Other income		5,803	-	-	5,803	9,480
Total		59,342	-	-	59,342	115,497
EXPENDITURE ON						
Raising funds						
Other trading activities	5	4,694	-	-	4,694	1,532
		4,694	-	-	4,694	1,532
Charitable activities						
Main Festival	6	80,133	54	-	80,187	81,356
Schools		-	-	-	-	11,778
Other charitable activities		720	-	-	720	1,250
Total		85,547	54	-	85,601	95,916
NET INCOME/(EXPENDITURE)		(26,205)	(54)	-	(26,259)	19,581
RECONCILIATION OF FUNDS						
Total funds brought forward		64,652	5,127	-	69,779	50,198
TOTAL FUNDS CARRIED FORWARD		38,447	5,073	-	43,520	69,779

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet 31 December 2020

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
FIXED ASSETS						
Tangible assets	12	2,667	-	-	2,667	8,601
CURRENT ASSETS						
Debtors	13	17	-	-	17	1,086
Cash at bank		<u>36,513</u>	<u>5,073</u>	<u>-</u>	<u>41,586</u>	<u>61,852</u>
		36,530	5,073	-	41,603	62,938
CREDITORS						
Amounts falling due within one year	14	(750)	-	-	(750)	(1,760)
		<u>35,780</u>	<u>5,073</u>	<u>-</u>	<u>40,853</u>	<u>61,178</u>
NET CURRENT ASSETS						
		<u>38,447</u>	<u>5,073</u>	<u>-</u>	<u>43,520</u>	<u>69,779</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>38,447</u>	<u>5,073</u>	<u>-</u>	<u>43,520</u>	<u>69,779</u>
NET ASSETS						
		<u>38,447</u>	<u>5,073</u>	<u>-</u>	<u>43,520</u>	<u>69,779</u>
FUNDS						
Unrestricted funds	15				<u>43,520</u>	<u>69,779</u>
TOTAL FUNDS						
					<u>43,520</u>	<u>69,779</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet - continued 31 December 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 09/07/2021 and were signed on its behalf by:



Patricia Susan Hadley Smith - Trustee



Sara Elizabeth Mendosa - Trustee

The Appledore Book Festival

Notes to the Financial Statements for the Year Ended 31 December 2020

1. STATUTORY INFORMATION

The Appledore Book Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Appledore Book Festival is a registered charity and so achievements cannot be measured by normal commercial criteria of profit and loss. Accordingly, in order to give a true and fair view the directors have applied the provisions of section 396(4) of the Companies Act 2006 and have presented a Statement of Financial Activities instead of a profit and loss account. This has been prepared in accordance with the SORP and in the opinion of the directors better reflects the special nature of the charity's activities.

The principal accounting policies adopted in the preparation of the financial statements are set out below and remain unchanged from the previous period, and also have been consistently applied within the same accounts.

The consequences of the COVID-19 pandemic and the measures taken to control its spread have materially and adversely affected the charity's operations. The impact of the pandemic, as well as the effectiveness of government and central bank responses, remain unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the charity for future periods. The trustees are optimistic that necessary measures can be taken to ensure the viability of the charity and so they have continued to adopt the going concern basis of accounting as set out below.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

2. ACCOUNTING POLICIES - continued

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating staff costs by the time spent and other costs by their usage.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% straight line
Computer equipment	- 33% straight line

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended by management.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

Having regard to the charity's anticipated future revenues and costs including repayment of debt where appropriate, together with the expected availability of working capital, the trustees consider that it is appropriate to prepare the financial statements on the going concern basis.

3. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Fundraising events	5,510	-	5,510	2,380
Book fair	-	-	-	247
Food	5,106	-	5,106	1,953
Waterstone commission on book sales	<u>778</u>	<u>-</u>	<u>778</u>	<u>1,522</u>
	<u>11,394</u>	<u>-</u>	<u>11,394</u>	<u>6,102</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020 £	2019 £
Ticket sales	Main Festival	34,065	74,315
Friends of Appledore Book Festival	Main Festival	8,080	14,770
Income from schools	Schools	-	10,830
		<u>42,145</u>	<u>99,915</u>

5. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Bad debts	370	-	370	540
Cost of food	<u>4,324</u>	-	<u>4,324</u>	<u>992</u>
	<u>4,694</u>	-	<u>4,694</u>	<u>1,532</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Main Festival	63,549	16,638	80,187
Other charitable activities	-	720	720
	<u>63,549</u>	<u>17,358</u>	<u>80,907</u>

7. SUPPORT COSTS

	Other expenditure £	Governance costs £	Totals £
Main Festival	16,638	-	16,638
Other charitable activities	-	720	720
	<u>16,638</u>	<u>720</u>	<u>17,358</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

7. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

	Main Festival £	Other charitable activities £	2020 Total activities £	2019 Total activities £
Advertising	3,887	-	3,887	1,580
Donations & grants	-	-	-	50
Gifts	120	-	120	661
Postage and stationery	108	-	108	258
Subscriptions & filing fee	761	-	761	102
Bank charges	84	-	84	172
Sundry	656	-	656	219
Website costs	1,848	-	1,848	1,742
Depreciation of tangible fixed assets	1,336	-	1,336	5,534
Loss on disposal of tangible fixed assets	7,838	-	7,838	-
Independent examiner's remuneration	-	720	720	1,200
	<u>16,638</u>	<u>720</u>	<u>17,358</u>	<u>11,518</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Independent examiner's remuneration	720	1,200
Depreciation - owned assets	1,336	5,534
Deficit on disposal of fixed assets	<u>7,838</u>	<u>-</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

The trustees' expenses paid in the year totalled £2,756, claimed by 6 trustees. This was £237 for author mileage, £16 for author food, £100 for gifts, £252 for insurance, £70 for other sundry expenses, £36 for schools author fees, £32 for postage and stationery, £401 for subscriptions and £1,612 for venue beautification.

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

10. STAFF COSTS

There were no employees under contracts of employment in force at any time either during the period.

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated Funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Charitable activities				
Main Festival	89,085	-	-	89,085
Schools	-	10,830	-	10,830
Other trading activities	6,102	-	-	6,102
Other income	<u>6,730</u>	<u>-</u>	<u>2,750</u>	<u>9,480</u>
Total	101,917	10,830	2,750	115,497
EXPENDITURE ON				
Raising funds				
Other trading activities	<u>1,532</u>	<u>-</u>	<u>-</u>	<u>1,532</u>
	1,532	-	-	1,532
Charitable activities				
Main Festival	81,356	-	-	81,356
Schools	-	9,028	2,750	11,778
Other charitable activities	1,250	-	-	1,250
	<u>84,138</u>	<u>9,028</u>	<u>2,750</u>	<u>95,916</u>
Total	84,138	9,028	2,750	95,916
NET INCOME	17,779	1,802	-	19,581
RECONCILIATION OF FUNDS				
Total funds brought forward	<u>46,873</u>	<u>3,325</u>	<u>-</u>	<u>50,198</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>64,652</u></u>	<u><u>5,127</u></u>	<u><u>-</u></u>	<u><u>69,779</u></u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2020	3,231	15,833	19,064
Additions	-	3,240	3,240
Disposals	-	(15,833)	(15,833)
At 31 December 2020	<u>3,231</u>	<u>3,240</u>	<u>6,471</u>
DEPRECIATION			
At 1 January 2020	2,468	7,995	10,463
Charge for year	256	1,080	1,336
Eliminated on disposal	-	(7,995)	(7,995)
At 31 December 2020	<u>2,724</u>	<u>1,080</u>	<u>3,804</u>
NET BOOK VALUE			
At 31 December 2020	<u>507</u>	<u>2,160</u>	<u>2,667</u>
At 31 December 2019	<u>763</u>	<u>7,838</u>	<u>8,601</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Operating debtors	<u>17</u>	<u>1,086</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	<u>750</u>	<u>1,760</u>

15. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	64,652	(26,205)	38,447
Designated Funds	<u>5,127</u>	<u>(54)</u>	<u>5,073</u>
	<u>69,779</u>	<u>(26,259)</u>	<u>43,520</u>
TOTAL FUNDS	<u>69,779</u>	<u>(26,259)</u>	<u>43,520</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59,342	(85,547)	(26,205)
Designated Funds	-	(54)	(54)
	<u>59,342</u>	<u>(85,601)</u>	<u>(26,259)</u>
Restricted funds			
Restricted	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>59,342</u>	<u>(85,601)</u>	<u>(26,259)</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	46,873	17,779	64,652
Designated Funds	3,325	1,802	5,127
	<u>50,198</u>	<u>19,581</u>	<u>69,779</u>
TOTAL FUNDS	<u>50,198</u>	<u>19,581</u>	<u>69,779</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	101,917	(84,138)	17,779
Designated Funds	10,830	(9,028)	1,802
	<u>112,747</u>	<u>(93,166)</u>	<u>19,581</u>
Restricted funds			
Restricted	2,750	(2,750)	-
	<u>2,750</u>	<u>(2,750)</u>	<u>-</u>
TOTAL FUNDS	<u>115,497</u>	<u>(95,916)</u>	<u>19,581</u>

The Appledore Book Festival

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

15. MOVEMENT IN FUNDS - continued

General funds are ticket sales and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Restricted funds relate to monies donated with the specific restriction that they contribute towards the cost of the schools programme.

Designated funds are funds that the trustees have chosen to set aside for the provision of the schools programme.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

17. MEMBERSHIP

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, the members of the company are liable to contribute to any deficiency there may be, providing the contribution shall not exceed £10 per member.

The total number of members at 31 December 2020 was 8.

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2020

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS				
Other trading activities				
Fundraising events	5,510	-	5,510	2,380
Book fair	-	-	-	247
Food	5,106	-	5,106	1,953
Waterstone commission on book sales	778	-	778	1,522
	<u>11,394</u>	<u>-</u>	<u>11,394</u>	<u>6,102</u>
Charitable activities				
Ticket sales	34,065	-	34,065	74,315
Income from schools	-	-	-	10,830
Friends of Appledore Book Festival	8,080	-	8,080	14,770
	<u>42,145</u>	<u>-</u>	<u>42,145</u>	<u>99,915</u>
Other income				
Advertising and sponsorship	5,803	-	5,803	6,730
School programme sponsorship	-	-	-	2,750
	<u>5,803</u>	<u>-</u>	<u>5,803</u>	<u>9,480</u>
Total incoming resources	59,342	-	59,342	115,497
EXPENDITURE				
Other trading activities				
Bad debts	370	-	370	540
Cost of food	4,324	-	4,324	992
	<u>4,694</u>	<u>-</u>	<u>4,694</u>	<u>1,532</u>

The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2020

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Charitable activities				
Festival director's fees	24,000	-	24,000	25,000
Festival director commission	-	-	-	553
Programme and ticket production	986	-	986	5,222
Box office commission	1,000	-	1,000	3,500
Box office expenses	470	-	470	1,020
Venue hire	3,373	-	3,373	3,402
Sound, lighting and broadband	20,684	-	20,684	6,245
Authors' appearance fees	6,937	-	6,937	10,685
Author accommodation	1,980	-	1,980	3,023
Author food & refreshments	1,953	-	1,953	624
Author stewards' mileage expenses	237	-	237	32
Author travel expenses	11	-	11	2,097
Public liability insurance	252	-	252	417
Venue beautification and improvements	1,612	-	1,612	102
Special events	-	-	-	4,429
Fringe performer fees	-	-	-	4,737
Schools authors' fees/expenses	54	-	54	7,977
School authors' accommodation	-	-	-	2,030
Schools author food & refreshments	-	-	-	746
School mileage expenses	-	-	-	1,025
	<u>63,549</u>	-	<u>63,549</u>	<u>82,866</u>
Support costs				
Other expenditure				
Advertising	3,887	-	3,887	1,580
Donations & grants	-	-	-	50
Gifts	120	-	120	661
Postage and stationery	108	-	108	258
Subscriptions & filing fee	761	-	761	102
Bank charges	84	-	84	172
Sundry	656	-	656	219
Website costs	1,848	-	1,848	1,742
Depreciation	1,336	-	1,336	5,534
Loss on disposal of tangible fixed assets	7,838	-	7,838	-
	<u>16,638</u>	-	<u>16,638</u>	<u>10,318</u>

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The Appledore Book Festival

Detailed Statement of Financial Activities for the Year Ended 31 December 2020

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Governance costs				
Independent examiner's remuneration	<u>720</u>	<u>-</u>	<u>720</u>	<u>1,200</u>
Total resources expended	<u>85,601</u>	<u>-</u>	<u>85,601</u>	<u>95,916</u>
Net income	<u>(26,259)</u>	<u>-</u>	<u>(26,259)</u>	<u>19,581</u>

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The Appledore Book Festival

Schools Programme Funds Schedule for the Year Ended 31 December 2020

	Designated funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS				
Income from schools	-	-	-	10,830
School programme sponsorship	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,750</u>
Total incoming resources	-	-	-	13,580
EXPENDITURE				
Schools authors' fee/ expenses	54	-	54	7,977
School author accommodation	-	-	-	2,030
Schools author food & refreshments	-	-	-	746
School mileage expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,025</u>
Total resources expended	54	-	54	11,778
Net income	<u>(54)</u>	<u>-</u>	<u>(54)</u>	<u>1,802</u>
RECONCILIATION OF FUNDS				
Total funds brought forward	5,127	-	5,127	3,325
Total funds carried forward	<u>5,073</u>	<u>-</u>	<u>5,073</u>	<u>5,127</u>
Represented by:				
Cash at bank	5,073	-	5,073	5,127
	<u>5,073</u>	<u>-</u>	<u>5,073</u>	<u>5,127</u>