

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

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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.

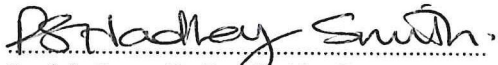
The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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').

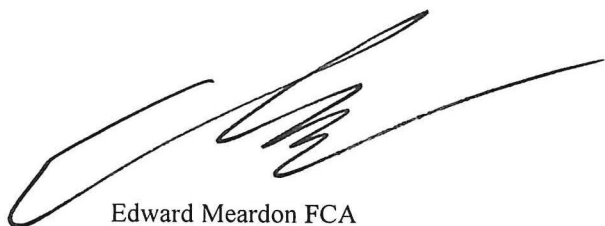
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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
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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	4					
Main Festival		42,145	-	-	42,145	89,085
Schools		-	-	-	-	10,830
Other trading activities	3	11,394	-	-	11,394	6,102
Other income		<u>5,803</u>	<u>-</u>	<u>-</u>	<u>5,803</u>	<u>9,480</u>
Total		59,342	-	-	59,342	115,497
EXPENDITURE ON						
Raising funds						
Other trading activities	5	<u>4,694</u>	<u>-</u>	<u>-</u>	<u>4,694</u>	<u>1,532</u>
		4,694	-	-	4,694	1,532
Charitable activities	6					
Main Festival		80,133	54	-	80,187	81,356
Schools		-	-	-	-	11,778
Other charitable activities		<u>720</u>	<u>-</u>	<u>-</u>	<u>720</u>	<u>1,250</u>
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		<u>38,447</u>	<u>5,073</u>	<u>-</u>	<u>43,520</u>	<u>69,779</u>

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)
NET CURRENT ASSETS		<u>35,780</u>	<u>5,073</u>	<u>-</u>	<u>40,853</u>	<u>61,178</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	15					
Unrestricted funds					<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

- 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.

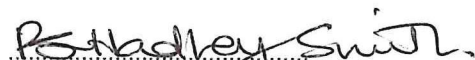
The notes form part of these financial statements

The Appledore Book Festival (Registered number: 10016211)

Balance Sheet - continued 31 December 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	778	-	778	1,522
	<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

		2020	2019
	Activity	£	£
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>-</u>	<u>4,324</u>	<u>992</u>
	<u>4,694</u>	<u>-</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	<u>-</u>	<u>720</u>	<u>720</u>
	<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	<u>-</u>	<u>720</u>	<u>720</u>
	<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:

			2020	2019
	Main Festival £	Other charitable activities £	Total activities £	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	<u>1,250</u>	<u>-</u>	<u>-</u>	<u>1,250</u>
Total	<u>84,138</u>	<u>9,028</u>	<u>2,750</u>	<u>95,916</u>
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	<u>-</u>	<u>(54)</u>	<u>(54)</u>
	59,342	(85,601)	(26,259)
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	<u>3,325</u>	<u>1,802</u>	<u>5,127</u>
	50,198	19,581	69,779
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	<u>10,830</u>	<u>(9,028)</u>	<u>1,802</u>
	112,747	(93,166)	19,581
Restricted funds			
Restricted	<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	<u>778</u>	<u>-</u>	<u>778</u>	<u>1,522</u>
	11,394	-	11,394	6,102
Charitable activities				
Ticket sales	34,065	-	34,065	74,315
Income from schools	-	-	-	10,830
Friends of Appledore Book Festival	<u>8,080</u>	<u>-</u>	<u>8,080</u>	<u>14,770</u>
	42,145	-	42,145	99,915
Other income				
Advertising and sponsorship	5,803	-	5,803	6,730
School programme sponsorship	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,750</u>
	<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	<u>4,324</u>	<u>-</u>	<u>4,324</u>	<u>992</u>
	4,694	-	4,694	1,532

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>	82,866
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	<u>7,838</u>	-	<u>7,838</u>	-
	<u>16,638</u>	-	<u>16,638</u>	10,318

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>

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	-	-	-	2,750
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	-	-	-	1,025
Total resources expended	54	-	54	11,778
Net income	(54)	-	(54)	1,802
RECONCILIATION OF FUNDS				
Total funds brought forward	5,127	-	5,127	3,325
Total funds carried forward	5,073	-	5,073	5,127
Represented by:				
Cash at bank	5,073	-	5,073	5,127
	5,073	-	5,073	5,127