

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

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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)
NET CURRENT ASSETS		<u>104,829</u>	<u>17,383</u>	-	<u>122,212</u>	<u>108,457</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		105,279	17,383	-	122,662	109,634
NET ASSETS		<u>105,279</u>	<u>17,383</u>	-	<u>122,662</u>	<u>109,634</u>
FUNDS	17					
Unrestricted funds					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 notes form part of these financial statements

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 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 £	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

		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	5					
Main Festival		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	7					
Main Festival		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
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total		147,980	20,258	7,000	175,238	116,760
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD		<u>89,083</u>	<u>1,551</u>	<u>19,000</u>	<u>109,634</u>	<u>100,993</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
TOTAL FUNDS	<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

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	<u>1,940</u>	<u>-</u>	<u>1,940</u>	<u>1,390</u>
Total resources expended	<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
	17,383	-	17,383	20,551