

**Registered Charity Number 1172935**  
**Registered Company Number: 02404473**

## **QUEENSPARK BOOKS LTD**

### **Financial Statements and Trustees Annual Report**

**For Financial Year Ending  
31<sup>st</sup> March 2024**



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2023 to o 31<sup>st</sup> March 2024

**Charity name: Queenspark Books**

**Charity registration number: 1172938**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Queenspark Books gathers, preserves and makes accessible the untold stories of the people of Brighton and Hove.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>During the period April 2023 to March 2024 Queenspark Books has continued to deliver its National Heritage Lottery Fund-project, <i>Brighton Incoming</i>. It has worked with three local organisations - Brighton &amp; Hove Faith In Action, the Bevy and Refugee Radio – to train volunteers and to gather stories for a new book, <i>Brighton Bound</i>, to be published at the end of the project.</p> <p>In addition to <i>Brighton Incoming</i>, Queenspark Books has continued to develop and promote its online archive, providing free access to its back catalogue. It has also continued to sell books, developing a new partnership with Kemptown Books.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit.

## Additional information (optional)

Contribution made by volunteers	Para 1.38	<p>Volunteers continue to be at the heart of Queenspark Books' work and without them the organisation wouldn't continue. Volunteers manage the Charity, but also contribute to the delivery of projects, selling books and making connections across the City.</p>
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>As outlined above, Queenspark Books continues to provide opportunities to tell their stories for communities who are marginalised or whose contribution to the life of the City isn't always recognised. These opportunities include:</p> <ul style="list-style-type: none"> <li>- Having your story recorded and told in publication.</li> <li>- Learning new skills such as book editing, oral history interviewing.</li> <li>- Exploring the history of Brighton and Hove.</li> <li>- Taking part in related group activities.</li> </ul>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Queenspark Books made a small profit of £94 in the year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Queenspark Books holds reserves in support of its future activity and sustainability.
Amount of reserves held	Para 1.22	£2539
Reasons for holding zero reserves	Para 1.22	-
Details of fund materially in deficit	Para 1.24	-
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	-

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	It continues to be a challenging time for fundraising for small charities. The sale of books and the back catalogue continues to raise income for Queenspark Books.
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Memorandum and Articles of Association
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Queenspark Books is governed by its Memorandum and Articles of Association dated 14 <sup>th</sup> July 1989.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected via an open advertised process. The Management Committee votes on the appointment of new Trustees.
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## Reference and Administrative details

Charity name	Queenspark Books
Other name the charity uses	-
Registered charity number	1172938
Charity's principal address	c/o Radio Reverb Unit 8 Open Mark Marshalls Row Brighton BN1 4JU


## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Melita Dennett	-		
2	Dr Gerry Holloway	-		
3	Esther Gill	-		

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Esther Gill	
Position (eg Secretary, Chair, etc)	Trustee	
Date	11 <sup>th</sup> February 2025	



Brenda Peers-Ross  
29 Drift Road  
Selsey  
Chichester  
West Sussex  
PO20 0PW

**Independent Examiner's Report to the Trustees of:  
QUEENSPARK BOOKS LTD**

**Registered Charity Number: 1172935**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2024, which are set out on the attached pages 1 to 6.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Part 16 of the Companies Act 2006 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Act, as amended; and
- state whether matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures of the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view," and the report is limited to those matters set out in the statement below.

**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 that in any material respect:

- accounting records were not kept in accordance with the Companies section 386 of the 2006 Act: or
- the accounts do not accord with these records: or
- 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
- 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).

*Brenda Peers-Ross*

Brenda Peers-Ross FMAAT, ACIE  
13<sup>th</sup> June 2025

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

Charity Number: 1172935  
Company Number : 02404473

	Notes	Unrestricted	Restricted	Total 2024	Unrestricted	Restricted	Total 2023
		£	£	£	£	£	£
<b>Income and Endowments from:</b>							
Donations		35	-	35	5	-	5
Charitable Activities	1	6,315	34,167	40,482	18,410	-	18,410
Bank Interest		24	-	24	20	-	20
<b>Total income and endowments</b>		<b>6,374</b>	<b>34,167</b>	<b>40,541</b>	<b>18,435</b>	<b>-</b>	<b>18,435</b>
<b>Expenditure on:</b>							
Raising Funds		-	-	-	-	-	-
Charitable Activities	2	6,280	34,167	40,447	24,696	-	24,696
Other		-	-	-	-	-	-
<b>Total Expenditure</b>		<b>6,280</b>	<b>34,167</b>	<b>40,447</b>	<b>24,696</b>	<b>-</b>	<b>24,696</b>
Transfer between Funds		-	-	-	-	-	-
<b>Net movement of funds</b>		<b>94</b>	<b>-</b>	<b>94</b>	<b>(6,261)</b>	<b>-</b>	<b>(6,261)</b>
Total funds brought forward		2,444	-	2,444	8,705	-	8,705
<b>Total funds carried forward</b>		<b>2,538</b>	<b>-</b>	<b>2,538</b>	<b>2,444</b>	<b>-</b>	<b>2,444</b>

All of the activities of the charitable company are classed as continuing.

There are no recognised gains or losses other than those included in the Statement of Financial

Activities shown above.

**QUEENSPARK BOOKS LTD**

(A Company Limited By Guarantee)

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**BALANCE SHEET AS AT 31 MARCH 2024**

Charity Number:

1172935

Company Number :

07411826

	Notes	Unrestricted	Restricted	Total 2024	Unrestricted	Restricted	Total 2023
		£	£	£	£	£	£
<b>Fixed Assets</b>	<b>3</b>	-	-	-	-	-	-
<b>Current Assets</b>							
Debtors	<b>4</b>	2,382	-	2,382	1,448	-	1,448
Stock		1,763	-	1,763	-	-	-
Cash at bank and in hand		2,689	2,793	5,482	-	-	-
		<u>6,834</u>	<u>2,793</u>	<u>9,627</u>	<u>1,448</u>	<u>-</u>	<u>1,448</u>
<b>Creditors</b>							
Amounts falling due within one year	<b>5</b>	(4,296)	(2,793)	(7,089)	(3,813)	-	(3,813)
		<u>(4,296)</u>	<u>(2,793)</u>	<u>(7,089)</u>	<u>(3,813)</u>	<u>-</u>	<u>(3,813)</u>
Creditors due after one year	<b>5</b>	-	-	-	-	-	-
<b>Net Current Assets</b>		<u>2,538</u>	<u>-</u>	<u>2,538</u>	<u>(2,365)</u>	<u>-</u>	<u>(2,365)</u>
<b>NET ASSETS</b>		<u><b>2,538</b></u>	<u><b>-</b></u>	<u><b>2,538</b></u>	<u><b>(2,365)</b></u>	<u><b>-</b></u>	<u><b>(2,365)</b></u>
<b>FUNDS</b>				<b>Total 2024</b>			<b>Total 2023</b>
Unrestricted funds		2,538	-	2,538	2,444	-	2,444
Restricted		-	-	-	-	-	-
		<u><b>2,538</b></u>	<u><b>-</b></u>	<u><b>2,538</b></u>	<u><b>2,444</b></u>	<u><b>-</b></u>	<u><b>2,444</b></u>

For the year ending 31st March 2024, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

Approved by the Board of Trustees at a management meeting held on 9th April 2025, and signed on their behalf by:



Esther Gill

Trustee/Director

Notes on pages 4 - 6 form part of the financial statements.

**PRINCIPAL ACCOUNTING POLICIES****FOR THE YEAR ENDED 31 MARCH 2024****Accounting Policies**

The financial statements of the Charitable Company, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice SORP (FRS102) issued on 1st October 2019, applicable UK Accounting Standards and the Charities Act 2011.

**Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a Statement of Financial Activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Board of Trustees in furtherance of the general objectives of the non-profit making charity which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Board Of Trustees for particular purposes. The aim and use of each designated funds is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

**Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivable and the amount can be quantified with reasonable accuracy. Grants are brought into account on a receivable basis.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received - there was no deferred income in the period.

**Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is stated inclusive of value added tax.

**Tangible fixed assets and depreciation**

Tangible Fixed Assets for use by the Charity are capitalised if they can be used for more than one year and cost at least £1k, they are valued at cost.

Depreciation is calculated to write down the cost or valuation of all tangible fixed assets except freehold land by equal annual instalments over the expected useful lives. The periods generally applicable are:

Computer equipment	50 % per annum straight line method
Fixtures and Fittings	50 % per annum on cost straight line method

**Intangible income**

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

**Reserves**

The current reserve policy is to maintain sufficient cash flow for known commitments, and the replacement of certain assets.

**Risk**

The Directors/Board of Trustees do not believe the organisation is subject to any substantial risk beyond those disclosed in the Annual Report and Accounts.



**NOTES TO THE ACCOUNTS**

	Unrestricted £	Restricted £	2024 £	2023 £
<b>1 Income from Charitable Activities</b>				
Grants	5,000	34,167	39,167	16,922
Sales Income	1,315	-	1,315	1,488
Other Income	-	-	-	-
	<b>6,315</b>	<b>34,167</b>	<b>40,482</b>	<b>18,410</b>
<b>2 Charitable Activities Expenditure</b>				
Cost of sales	2,187	-	2,187	379
Bank charges	107	-	107	107
Merchants fees	30	-	30	32
General expenses	41	-	41	-
Quick Books	298	-	298	219
Postage	-	-	-	64
Storage	880	-	880	1,764
Project : Organisational Resilience	-	7,107	7,107	1,660
Project : NLHF	-	27,060	27,060	12,822
Events	-	-	-	33
Development manager	1,805	-	1,805	5,763
Finance worker	633	-	633	897
Website and web hosting	299	-	299	765
Depreciation	-	-	-	48
Loss on sale of asset	-	-	-	143
<b>Governance costs</b>	-	-	-	-
Independent Examination	-	-	-	-
	<b>6,280</b>	<b>34,167</b>	<b>40,447</b>	<b>24,696</b>

**NOTES TO THE ACCOUNTS**

3	Fixed Assets	Computer Equipment	Fixtures & Fittings	Total 2024	Total 2023
		£	£	£	£
	<b>Cost</b>				
	Brought forward	-	-	-	947
	Additions	-	-	-	-
	Disposals	-	-	-	(143)
	Carried forward	-	-	-	804
	<b>Depreciation</b>				
	Brought forward	-	-	-	756
	Charge for year	-	-	-	48
	Disposals	-	-	-	-
	Carried forward	-	-	-	804
	<b>Net Book Value</b>				
	Balance at 31.03.24				-
	Balance at 31.03.23	-	-	-	-

4	Debtors	Unrestricted	Restricted	2024	2023
		£	£	£	£
	Trade	1,387	-	1,387	104
	HMRC : VAT refund due	307	-	307	630
	Prepayments	688	-	688	714
		<b>2,382</b>	<b>-</b>	<b>2,382</b>	<b>1,448</b>

5	Creditors - Amounts falling due within one year				
	Trade	(339)	(2,793)	(3,132)	(3,352)
	Accruals	(1,207)	-	(1,207)	(461)
	Deferred unrestricted income for 2025	(2,750)	-	(2,750)	-
		<b>(4,296)</b>	<b>(2,793)</b>	<b>(7,089)</b>	<b>(3,813)</b>

6	Unrestricted Reserves	2024			
		Opening Balance 01.04.23	Movement In	Movement Out	Closing Balance 31.03.24
		£	£	£	£
	Unrestricted funds	2,444	6,374	(6,280)	2,538
		<b>2,444</b>	<b>6,374</b>	<b>(6,280)</b>	<b>2,538</b>

		2023			
		Opening Balance 01.01.22	Movement In	Movement Out	Closing Balance 31.03.23
		£	£	£	£
	Unrestricted funds	8,705	5,553	(11,814)	2,444
		<b>8,705</b>	<b>5,553</b>	<b>(11,814)</b>	<b>2,444</b>

**NOTES TO THE ACCOUNTS**

		2024				
7	Restricted Funds	Opening Balance 01.04.23 £	Movement In £	Movement Out £	Transfer between funds £	Closing Balance 31.03.24 £
	NLHF - Organisational Resilience	-	7,107	(7,107)	-	-
	NLGHF -Brighton Incoming Project	-	27,060	(27,060)	-	-
		-	34,167	(34,167)	-	-

		2023				
Restricted Funds		Opening Balance 01.04.22 £	Movement In £	Movement Out £	Transfer between funds £	Closing Balance 31.03.23 £
NLGHF -Brighton Incoming Project		-	12,822	(12,822)		
		-	12,822	(12,822)	-	

NLHF - Funds to support the Brighton Incoming Project to be used for recording, and celebrating the stories of people who have come to Brighton.

**Related Party**

- 8** There are no related party transactions in the current year or in 2023.

**Ultimate Controlling Party**

- 9** The company is under the ultimate control of its directors, and whose names are shown at the front of the financial statements.