

Charity number: 1183937

Registered as a Charitable Incorporated Organisation number CE 017872

Report of the Trustees and Financial Statements for
the year ended 31 December 2023 for

Children's Book Fest – Chichester CIO



**CHILDREN'S
BOOKFEST**

Trustee Report and Financial Statements for the Year Ended 31 December 2023

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Trustee Report and Financial Statements for the Year Ended 31 December 2023

Charity Reference Details

| | |
|----------------------------------|--|
| Charity name | Children's Book Fest – Chichester CIO |
| Registered charity number | 1183937 |
| Organisation constitution | Charitable Incorporated Organisation Incorporated on 17 June 2019 |
| Governing document | CIO foundation document dated 17 June 2019 |
| Charitable objects | For the public benefit the advancement of education of children and young people, particularly but not exclusively, through the provision of subsidised literary festivals and books |
| Principal address | 19 Westgate Chichester West Sussex PO19 3ET |
| Email | amanda@childrensbookfest.org |
| Website | www.childrensbookfest.com |
| Trustees | Penelope Tomlinson (Chair) Sahra Gott James Gough (appointed 15 May 2023) Anna Ashworth (appointed 15 May 2023) Jennifer Rogers (appointed 6 March 2023) Elaine Bentley Amanda Kings Sir Mark Featherstone-Witty OBE (appointed 16 April 2024) None of the trustees hold title to property of the charity. |
| Trustee payments | None |
| Management and employees | There are currently no employees, reflection its small size. The charity is managed by its trustees and volunteers with Festival activity undertaken by freelance providers. |
| Related companies | None |
| Independent examiner | James Tickell (FCA) 21 Southdown Road, Horndean, Waterlooville PO8 0ET |
| Fundraising | The charity raises funds from the public but does not work with professional fundraisers or commercial participants. |

Trustee Report and Financial Statements for the Year Ended 31 December 2023

Trustee Report

The trustees present their report with the financial statements of the charity for the year ended 31st December 2023.

Meeting Our Charitable Objective

Children's Book Fest's (CBF) overarching mission is to address worrying statistics such as this, from the National Literacy Trust: 'One in 12 children and young people aged five to 18 in the UK say they do not have a single book of their own at home.' The associated benefits of literacy and reading for pleasure are legion, and access to books plays a vital part. CBF goes straight to the source by bringing books directly into schools and since 2019 has brought more than 90 different authors to schools in the Chichester and Bognor Regis area and given over 20,000 books to children in West Sussex.

Bognor Regis Festival, February 2023

4 schools; 5 authors; 14 sessions; 5 stewards; 1,210 books

Our first BookFest dedicated to Bognor Regis was held on 7th and 8th February 2023. 5 authors gave 14 sessions to over 1,200 delighted children in 4 schools – and CBF bought each child their very own book, personally signed for them by the authors.

The authors and their stories were all very different, but every school found their children to be engaged and enthused by the experience. One pupil commented, 'It was great to get a new book from an author! I've loved reading it and have read it four times already!' and Karen Ison, at Rose Green School said, 'It has been great to see so many children avidly reading their books during reading time in class and so many children eager to tell us about the stories. It is fantastic to see the power of the Children's Book Fest to not only inspire children but also to excite them and broaden their reading diet. We look forward to welcoming Children's Book Fest back again in February next year.'

Candy Gourlay summed it up beautifully saying, 'This is one book festival that knows the warm, beating heart of reading and how to take a child, any child, and turn them into a reader. I was proud to be a part of it all. The best thing was to see the joy on the children's faces as they walked away with their signed books clasped to their hearts.'

Chichester Festival, October 2023

30 schools; 33 authors; 67 sessions; 27 stewards; 3,939 books

Chichester BookFest in October was jam-packed with intrepid authors who battled rail strikes and traffic jams to get to their schools. Thanks to the determination and commitment shown by the authors, teachers and volunteer stewards, the children were not disappointed. In total 33 authors visited 30 schools and we bought and donated 3,939 books, an increase of 400 on 2022.

We had a wonderful mix of authors, including author/illustrators such as Cressida Cowell, Ed Vere and Jenny McLachlan, as well as poets, graphic novelists, interactive picture book writers and historians.

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Mrs Udell-Hart of St Joseph's School said, 'the children are all buzzing and so excited about drawing and reading now! It's so inspiring!' and Jacqui Dommett, Headteacher at Boxgrove Primary School said, 'The book buzz here was amazing with some children heading off trying to read their books as they walked home!'

The final event of the Chichester BookFest took place on 30th November, when SF Said brought his beautiful book, *Tyger*, to Portfield School, and supercharged Key Stage 2 with the magic of words.

The feedback from the schools and authors involved has been overwhelmingly positive, and as our reputation grows, so does the demand for our BookFests.

Foodbanks in 2023:

Chichester, Selsey, Bognor Regis, Midhurst, Petworth

170 books monthly January to October (50 books per month to Bognor); 250 books in November & December. Total: 2,200 books

Altogether, with Outreach work, CBF bought and gifted over 7,300 books in 2023, an increase of 1,800 on the previous year.

In 2023 CBF welcomed three new trustees; Jen Rogers, a trained primary school teacher, as CBF's Outreach and Food Bank Co-ordinator; Annaie Ashworth, an author and the director of the Stratford-upon-Avon Literary Festival and James Gough, the Director of GJG Consultancy with over 25 years of experience in cultural management. These appointments have strengthened the trustee board, and, in addition, Jane Churchill came on board as Festival Programme Consultant. CBF is also thrilled that Sir Mark Featherstone-Witty, who established the BRIT school and founded the Liverpool Institute of Performing Arts, and Iszi Lawrence, author, comedian and broadcaster, have both agreed to be patrons of CBF bringing a wealth of knowledge and experience with them.

As with many small charities, CBF is also grateful to all the unpaid volunteers who act as stewards ensuring that all the festivals run smoothly.

Trustee Report and Financial Statements for the Year Ended 31 December 2023

Fundraising Activity

The charity was grateful to the many trusts, foundations and charitable organisations who generously awarded grants during the year, including the Sussex Community Foundation who supported for the third consecutive year. In addition, JW European also generously sponsored the charity for the third year and we are also grateful to Toovey's for becoming a sponsor. In addition, many generous individuals gave their support and funds were also raised from a number of fundraising events. The trustees consider that it is important to have a mixed income stream and not to be dependent on just one or two larger funders.

Financial Review

The charity's income during the year was £32,894 (2022: £32,529), almost entirely the result of fundraising from a range of generous organisations and individuals.

Expenditure amount to £39,692 (2022: £29,381), of which £4,887 relating to fundraising and marketing costs, £825 on support and governance costs with the balance directly on charitable activity of procuring books, meeting author expenses, and holding BookFest activity in local schools.

Consequently, there was a net deficit of £6,798 in 2023 (2022 surplus: £3,148), which partly reflected that some income in 2022 was carried over so the deficit could be met from reserves.

Unrestricted reserves at the year end amounted to £8,940, comprising a bank balance of £9,690 less a provision of £750 for accruals. As there were no outstanding debts, we consider the year end position to be satisfactory and there is no uncertainty about continuing as a going concern for the following twelve months.

Reserves Policy

We have decided at this stage of the organisation's development to work towards achieving a reserve policy of a minimum cash balance fixed at £10,000 with no outstanding debts. At this year end, we had not quite reached this position and believe that with careful fund management, it will take around two years to do so.

We do not consider it necessary to set a reserve figure based on a number of months running costs. Currently such costs are negligible as we have neither employee nor property commitments. Nevertheless, we feel it is prudent still to have some reserve set aside, so we have the ability to continue our charitable activity during any period of depressed fundraising. We have adopted a fixed figure with this in mind.

Approved by order of the board of trustees on 24 April 2024 and signed on its behalf by:



Amanda Kings
Trustee

Trustee Report and Financial Statements for the Year Ended 31 December 2023

Independent Examiner's Report on the Accounts

I report to the trustees on my examination of the accounts of the charity, Children's Book Fest – Chichester CIO, for the year ended 31 December 2023.

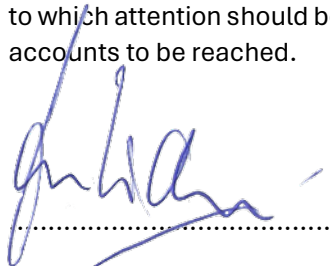
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.


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James Tickell FCA
21 Southdown Road, Horndean, Waterlooville PO8 0ET
24 April 2024

Trustee Report and Financial Statements for the Year Ended 31 December 2023

Statement of Financial Activities

| | | Year ending 31 December | | | |
|---------------------------------------|------|-------------------------|-----------------|---------------------|----------------------|
| | | 2023 | | | 2022 |
| | Note | Unrestricted £ | Restricted £ | Total £ | Total £ |
| <u>Income</u> | | | | | |
| Donations and legacies | 1 | 31,834 | - | 31,834 | 32,265 |
| Charitable activities | 2 | 887 | - | 887 | 240 |
| Investment income | 3 | 173 | - | 173 | 24 |
| | | <u>32,894</u> | <u>-</u> | <u>32,894</u> | <u>32,529</u> |
| <u>Expenditure</u> | | | | | |
| Raising funds | 4 | 4,887 | - | 4,887 | 2,992 |
| Charitable activities | 5 | 33,980 | - | 33,980 | 25,849 |
| Support & governance | 6 | 825 | - | 825 | 540 |
| | | <u>39,692</u> | <u>-</u> | <u>39,692</u> | <u>29,381</u> |
| Net income over expenditure | | (6,798) | - | (6,798) | 3,148 |
| Transfer between reserves | | - | - | - | - |
| Net movement in funds | | (6,798) | - | (6,798) | 3,148 |
| <u>Reconciliation of funds</u> | | | | | |
| Total funds brought forward | | <u>15,738</u> | | <u>15,738</u> | <u>12,590</u> |
| Total funds carried forward | | <u>8,940</u> | <u>-</u> | <u>8,940</u> | <u>15,738</u> |

The notes form part of these financial statements

Trustee Report and Financial Statements for the Year Ended 31 December 2023

Balance Sheet

| | 2023 £ | 2022 £ |
|-----------------------------------|--------------|---------------|
| <u>Current Assets</u> | | |
| Bank balances | 9,690 | 22,098 |
| | <u>9,690</u> | <u>22,098</u> |
| <u>Current Liabilities</u> | | |
| Accruals | 750 | - |
| Deferred income | - | 6,360 |
| | <u>750</u> | <u>6,360</u> |
| Net Assets | <u>8,940</u> | <u>15,738</u> |
| <u>Funds</u> | | |
| Restricted | - | - |
| Unrestricted | 8,940 | 15,738 |
| | <u>8,940</u> | <u>15,738</u> |

The financial statements were approved by the Board of Trustees and authorised for issue on 24 April 2024 and were signed on its behalf by:



Amanda Kings
Trustee

The notes form part of these financial statements

Trustee Report and Financial Statements for the Year Ended 31 December 2023

Notes to the Financial Statements

Note 1 – Donations and Legacies

| | Year ending 31 December | | |
|--------------------|-------------------------|------------|---------------|
| | 2023 | | |
| | Unrestricted | Restricted | Total |
| | £ | £ | £ |
| Donations | 7,765 | - | 7,765 |
| Grants | 15,860 | - | 15,860 |
| Gift Aid recovery | 29 | - | 29 |
| Fundraising events | 2,090 | - | 2,090 |
| Monthly giving | 90 | - | 90 |
| Sponsorship | 6,000 | - | 6,000 |
| | <u>31,834</u> | <u>-</u> | <u>31,834</u> |
| | | | <u>32,265</u> |

Note 2 – Income From Charitable Activities

| | Year ending 31 December | | |
|-------------------------|-------------------------|------------|------------|
| | 2023 | | |
| | Unrestricted | Restricted | Total |
| | £ | £ | £ |
| Sale of books | 887 | - | 887 |
| Sale of author sessions | - | - | - |
| | <u>887</u> | <u>-</u> | <u>887</u> |
| | | | <u>240</u> |

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Note 3 – Investment Income

| | Year ending 31 December | | |
|---------------|-------------------------|------------|-------|
| | 2023 | | |
| | Unrestricted | Restricted | Total |
| | £ | £ | £ |
| Bank interest | 173 | - | 173 |
| | 173 | - | 173 |

Note 4 - Raising Funds

| | Year ending 31 December | | |
|-------------------------|-------------------------|------------|-------|
| | 2023 | | |
| | Unrestricted | Restricted | Total |
| | £ | £ | £ |
| Advertising | 242 | - | 242 |
| Portal charges | 41 | - | 41 |
| Other fundraising costs | 180 | - | 180 |
| Marketing consultancy | 101 | - | 101 |
| Brochure costs | 1,017 | - | 1,017 |
| Social media | 2,280 | - | 2,280 |
| Website | 1,026 | - | 1,026 |
| | 4,887 | - | 4,887 |

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Note 5 – Expenditure on Charitable Activities

| | Year ending 31 December | | |
|-------------------------|-------------------------|------------|---------------|
| | 2023 | | |
| | Unrestricted | Restricted | Total |
| | £ | £ | £ |
| Authors' fees | 230 | - | 230 |
| Bookfest book costs | 21,310 | - | 21,310 |
| BookFest Director costs | 9,940 | - | 9,940 |
| Other Bookfest expenses | 2,500 | - | 2,500 |
| Food bank book costs | - | - | - |
| | <u>33,980</u> | <u>-</u> | <u>33,980</u> |
| | | | <u>25,849</u> |

Note 6 – Support and Governance Costs

| | Year ending 31 December | | |
|-------------------|-------------------------|------------|------------|
| | 2023 | | |
| | Unrestricted | Restricted | Total |
| | £ | £ | £ |
| Insurance | 790 | - | 790 |
| Professional fees | - | - | - |
| Sundries | - | - | - |
| Subscriptions | 35 | - | 35 |
| | <u>825</u> | <u>-</u> | <u>825</u> |
| | | | <u>540</u> |