



# Trustees' Annual Report for the period

|             |                   |    |      |           |                 |    |      |
|-------------|-------------------|----|------|-----------|-----------------|----|------|
| <b>From</b> | Period start date |    |      | <b>To</b> | Period end date |    |      |
|             | 17                | 02 | 2020 |           | 31              | 12 | 2020 |

## Section A Reference and administration details

**Charity name** Bookcase For All

**Other names charity is known by**

**Registered charity number (if any)** 1188007

**Charity's principal address** 4 Orchard Way  
York  
  
**Postcode YO24 2NU**

### 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  | Candida Colbourn |                 |                                   |                                                               |
| 2  | Michael Fletcher |                 |                                   |                                                               |
| 3  | Sara Mair        |                 |                                   |                                                               |
| 4  |                  |                 |                                   |                                                               |
| 5  |                  |                 |                                   |                                                               |
| 6  |                  |                 |                                   |                                                               |
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| 19 |  |  |  |  |
| 20 |  |  |  |  |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
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## Section B Structure, governance and management

**Description of the charity's trusts**

|                                                                     |                                |
|---------------------------------------------------------------------|--------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                   |
| How the charity is constituted<br>(eg. trust, association, company) | CIO                            |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed at charity inception |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

THE OBJECTS ARE TO ADVANCE EDUCATION OF THE PUBLIC BY ENCOURAGING READING AND PROMOTING LITERACY TO THOSE WHO ARE SOCIALLY AND ECONOMICALLY DISADVANTAGED AND MAY STRUGGLE TO ACCESS READING MATERIAL BY PROVIDING FREE ACCESS TO BOOKS THROUGH POP UP AND STATIC BOOKSHELVES IN VENUES SUCH AS HOSTELS, CAFÉS, SCHOOLS AND ACCOMMODATION BLOCKS.

Bookcase For All has provided books for the homeless and vulnerable across the city, as well as for schools and community groups.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

At the start of 2020 Bookcase For All was running a number of bookcases with local groups Carecent and Changing Lives. We also had a fortnightly bookcase within Kitchen For Everyone York.

Due to the impact of the Covid pandemic our usual services were suspended in March 2020. Instead of taking books into venues we worked with York Neighbours and York Local Area Co-Ordinator's to drop books off to people who were self isolating. We also hosted a weekly book exchange in our local area.

During the holidays we ran a children's short story competition which we advertised through schools and local press. Prizes were donated for the Tesco Community Group.

In addition to the above during December we donated books to the New Earswick Rugby clubs shoebox appeal providing gifts to the elderly within the area, and we ran a nominate a bookwork project where people could suggest individuals or groups that would benefit from a book and we'd deliver them. We also gave books to a number of schools who were able to provide them to their SEN and vulnerable children.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We currently have no cash reserves and have had no income during 2020

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

|                                                |  |  |
|------------------------------------------------|--|--|
| <b>Signature(s)</b>                            |  |  |
| <b>Full name(s)</b>                            |  |  |
| <b>Position (eg Secretary,<br/>Chair, etc)</b> |  |  |
| <b>Date</b>                                    |  |  |