

**THE FEDERATION OF CHILDREN'S BOOK GROUPS**

**CHARITY NUMBER 268289**

**REPORT & FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2020**

**THE FEDERATION OF CHILDREN'S BOOK GROUPS  
REPORT & FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2020**

**CONTENTS**

	<b>Page</b>
Legal & Administrative Information	1
Report of the Trustees	2-4
Independent Examiners Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8-12

**THE FEDERATION OF CHILDREN'S BOOK GROUPS**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**CHARITY NAME:** The Federation of Children's Book Groups

**CHARITY REGISTRATION NUMBER:** 268289.

**TRUSTEES:** Diane Gaunt Chair  
Tricia Adams Vice Chair  
Anne Bradley National Secretary  
Jane Etheridge Treasurer  
Rosemary Pike  
Sarah Suffins  
Samantha Thomas

**PRINCIPAL ADDRESS:** Wakananai  
Firs Road,  
Mardy,  
Abergavenny,  
NP7 6NA

**INDEPENDENT EXAMINER:** Community Action Sutton,  
Granfers Community Centre  
73-79 Oakhill Road  
Sutton  
SM1 3AA

**BANKERS:** Lloyds Bank plc

## **THE FEDERATION OF CHILDREN'S BOOK GROUPS**

### **REPORT OF THE BOARD OF TRUSTEES (continued) For the year ending 31 December 2020**

The Board presents the report and financial statements for The Federation of Children's Book Groups for the year ended 31 December 2020. The statements appear in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities (revised December 2005). The report and statements also comply with Companies Act 2006.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charity and its governing instrument is a Constitution, originally adopted on 2 October 1976.

### **Objectives and Activities**

To educate children by encouraging them to read and appreciate books

In the interests of social welfare, to organise appropriate and enjoyable leisure time activities that broaden children's experience of life and encourage children's awareness of the world around them.

### **Public Benefit**

The activities that we carry out are described above. These activities are undertaken to meet our objectives and aims and to further our charitable purposes for the public benefit.

In setting and reviewing our objectives and aims, and in planning and carrying out our activities, we have due regard to the public benefit guidance published by the Charity Commission.

### **Recruitment and Appointment of Trustees**

The Board carries out regular reviews of its skill sets and endeavours to recruit as required in order to forward the work of the charity

### **Risk Management**

The organisation has mitigated its financial risk by adopting a reserves policy which is outlined below. Annual accounts and returns are filed with the Charity Commission. In-house financial mentoring is undertaken to ensure charity funds are being properly controlled and in accordance with its constitution objectives.

During the year the charity did not employ anyone and was managed and operated by the Trustees voluntarily.

## **THE FEDERATION OF CHILDREN'S BOOK GROUPS**

### **REPORT OF THE BOARD OF TRUSTEES (continued) For the year ending 31 December 2020**

#### **Organisation of the Charity**

Membership of the Federation is open to any persons or group of persons operating as children's book group.

The Federation consists of

- Children's book groups, individual members and professional members.
- The Regional Organisation as and when appropriate.
- The Executive Committee and Honorary Officers.

#### **Achievements and performance**

We received donations totalling £11,189.44 during the financial year. This includes the £5000 Jean Russell Gift from the Ragdoll Foundation which helped to pay for the virtual Children's Book Award ceremony which was very successful. There was also £954.02 from the closure of Lincs CBG. This money has been paid into the New Book groups account to be used to fund the setting up of new groups.

Sadly we had to cancel Conference 2020 and 2021. We received a full refund of all monies paid out to the 2020 venue and the deposit paid to Woldingham School for 2021 has been rolled over to 2022. Some delegates chose to roll their fees over to 2022.

Cancelling conference 2020 has had an impact on income, however there have been savings on expenditure due to the lockdown. We have £25,998.97 in the savings account at the moment but this includes £3300 for the new website once it is completed. These funds will also be needed to cover future costs for the Children's Book Award in the absence of a sponsor. Finding sponsorship is very difficult in the current circumstances but the Executive continues to investigate as many options as possible.

We have made savings by closing the 0300 phone number and moving to a mobile number. The storage unit has moved to Wales which has resulted in an increase in costs.

#### **FINANCIAL REVIEW**

The results for the year end and financial position of the Charity are shown in the annexed statements.

The charity's net income is £2,808 (£487 surplus, 2019). This leaves final balances to carry forward of £57,638 unrestricted funds. Since the Balance Sheet date no significant changes have taken place.

## **THE FEDERATION OF CHILDREN'S BOOK GROUPS**

### **REPORT OF THE BOARD OF TRUSTEES (continued) For the year ending 31 December 2020**

#### **RESERVES POLICY**

The Charity's Trustees aim is to have cash reserves to keep a minimum of three months operating costs, building to a maximum of six months when funds allow, though the nature of the charity's funding dictates that this will be a slow process. The Reserves Policy is reviewed annually by the Trustee Board.

#### **TRUSTEES RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the company and of the profit or loss of the company for that period.


In preparing those Financial Statements the Trustees are required to select suitable accounting policies and apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in operation.

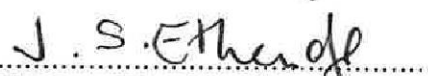
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **INDEPENDENT EXAMINERS**

A resolution proposing Community Action Sutton be appointed as Independent Examiners of the charity will be put to the Annual General Meeting.

#### **BY ORDER OF THE BOARD**

  
.....  
Ms Diane Gaunt (Chair)

  
.....  
Ms Jane Etheridge (Treasurer)

  
.....  
Date

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE FEDERATION OF CHILDREN'S BOOK GROUPS**

I report on the accounts for the year ended 31<sup>st</sup> December 2020 set out on pages 6-12 which have been prepared under the accounting policies set out on page 8.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed

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

- Examine the accounts under section 145 of the 2011 Charities Act;
- Follow the procedures laid down in the general directions given by the Charities Commission under section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention.

**Basis of independent review**

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 in the accounts, and seeking explanations from the 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**

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe, that in any material respect, the requirements have not been met:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the statement of Recommended Practice; Accounting and Reporting by Charities; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Dunstanette Kuti ACCA MCSI

Position: Community Accountant  
Community Action Sutton  
Granfers Community Centre,  
73-79 Oakhill Road, Sutton, Surrey,  
SM1 3AA

Date: 11/05/2021

**THE FEDERATION OF CHILDREN'S BOOK GROUPS****STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Income:</b>					
Charitable Activities		21,232	-	21,232	27,659
Voluntary Income		9,791	-	9,791	33,559
Other income		543	-	543	6
<b>Total Income</b>	<b>2</b>	<b>31,567</b>	<b>-</b>	<b>31,567</b>	<b>61,224</b>
<b>Expenditure:</b>					
Charitable Activities		27,909	-	27,909	56,643
Governance costs		850	-	850	4,094
<b>Total Expenditure</b>	<b>3</b>	<b>28,759</b>	<b>-</b>	<b>28,759</b>	<b>60,738</b>
<b>Net Income / (Expenditure)</b>	<b>4</b>	<b>2,808</b>	<b>-</b>	<b>2,808</b>	<b>487</b>
Transfers between funds		(10,771)	10,771	-	-
<b>Total Funds brought forward</b>		<b>65,601</b>	<b>(10,771)</b>	<b>54,830</b>	<b>54,343</b>
<b>Total Funds carried forward</b>		<b>57,638</b>	<b>-</b>	<b>57,638</b>	<b>54,830</b>

The charity has no recognised gains or losses other than those in the statement of financial activities. Therefore no statement of total recognised gains and losses has been prepared. All the above amounts relate to continuing activities.

The notes on pages 8 to 12 form part of these accounts.



**THE FEDERATION OF CHILDREN'S BOOK GROUPS****BALANCE SHEET AT 31 DECEMBER 2020**

	Note	2020 £	2019 £
<b>FIXED ASSETS:</b>			
Tangible Assets	6	6,900	6,900
<b>CURRENT ASSETS:</b>			
Stock		164	164
Debtors & Prepayments	7	4,344	4,270
Cash at bank and in hand		51,127	54,930
		<u>55,635</u>	<u>59,364</u>
<b>LIABILITIES:</b>			
Creditors: Amounts falling due within one year		4,898	770
Deferred income		-	10,664
	8	<u>4,898</u>	<u>11,434</u>
<b>NET CURRENT ASSETS:</b>		50,738	47,930
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>57,638</u>	<u>54,830</u>
<b>FUNDS</b>			
Unrestricted funds	9	57,638	65,601
Restricted funds	9	-	(10,771)
<b>TOTAL FUNDS</b>		<u>57,638</u>	<u>54,830</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2018.

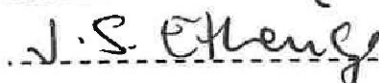
The members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Director acknowledges their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The financial statements were approved by the board on \_\_\_\_\_ and signed on its behalf by:



Ms Diane Gaunt (Chair)



Ms Jane Etheridge (Treasurer)

The notes on pages 8 to 12 form part of these accounts.

## **THE FEDERATION OF CHILDREN'S BOOK GROUPS**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **1. ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

##### **Basis of preparation of Accounts**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015), effective January 2015.

##### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the charitable objectives of FCBG.

Restricted funds are made up of grants received for the specific projects including salary payments and may only be applied for this purpose. Any changes to the agreed budgets must be agreed with the funders considered before being actioned.

##### **Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when FCBG has entitlement to the income and there is a certainty of receipt and the amount is quantifiable. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts are included when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Interest receivable is included when receivable.

##### **Resources Expended**

Expenditure is recognised on an accruals basis as a liability is incurred.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

Governance costs include those costs associated with organisational administration and compliance with constitutional and statutory requirements.

**THE FEDERATION OF CHILDREN'S BOOK GROUPS****NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020****2 .INCOME**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2020</b>	<b>Total Funds 2019</b>
	£	£	£	£
<b>Charitable Activities</b>				
Sales and Other income	-	-	-	7,121
FCBG Conference	13,552	-	13,552	13,704
FCBG	2,680	-	2,680	-
Jean Russell	5,000	-	5,000	6,835
	<u>21,232</u>	<u>-</u>	<u>21,232</u>	<u>27,659</u>
<b>Voluntary Income</b>				
FCGB				
Subscriptions	3,602	-	3,602	4,520
Donations and Sponsorship	6,039	-	6,039	23,339
CBA Funding:	-	-	-	2,850
Publisher contribution	-	-	-	2,850
Donation	150	-	150	-
	<u>9,791</u>	<u>-</u>	<u>9,791</u>	<u>33,559</u>
<b>Other income</b>				
Sundries	538	-	538	-
Bank interest received	5	-	5	6
	<u>543</u>	<u>-</u>	<u>543</u>	<u>6</u>
<b>Total Income</b>	<u>31,567</u>	<u>-</u>	<u>31,567</u>	<u>61,224</u>

**THE FEDERATION OF CHILDREN'S BOOK GROUPS****NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020****3. EXPENDITURE:**

	Unrestricted £	Restricted £	Total 2020 £	Total 2019 £
<b>Charitable Activities</b>				
<b>FCBG:</b>				
Exec Travel	437	-	437	-
Secretarial	375	-	375	608
Newsletter	1,539	-	1,539	1,554
NSSM	25	-	25	128
CBA	9,726	-	9,726	-
Insurance	325	-	325	325
Sundries	1,176	-	1,176	4,042
Storage	1,239	-	1,239	945
Meetings/Room Rental	144	-	144	-
50th anniversary	-	-	-	5,355
Pub and Merchandise	-	-	-	595
Carousel	-	-	-	900
Publicity	-	-	-	1,500
Jean Russell	-	-	-	4,091
FCBG website	3,300	-	3,300	-
<b>FCBG Conf.:</b>				
2020 Sundries	5,740	-	5,740	595
Subs	110	-	110	-
2019 speaker fees	-	-	-	4,813
2019 Venue Fees	-	-	-	16,409
JR Publicity	-	-	-	1,000
<b>CBA:</b>				
Co-ordinators Travel	40	-	40	185
Co-ordinators Secretarial	30	-	30	105
Testers Travel	1,028	-	1,028	2,558
Misc	489	-	489	789
PR	1,440	-	1,440	2,627
Co-ordinators Misc	-	-	-	137
Award	-	-	-	7,385
CBA ceremony	250	-	250	-
Sam Knight for CBA	498	-	498	-
	<b>27,909</b>	<b>-</b>	<b>27,909</b>	<b>56,644</b>
<b>Governance costs</b>				
Independent Examiner's fee	850	-	850	1,540
Trustees' expenses	-	-	-	2,554
	<b>850</b>	<b>-</b>	<b>850</b>	<b>4,094</b>
	<b>28,759</b>	<b>-</b>	<b>28,759</b>	<b>60,738</b>

**THE FEDERATION OF CHILDREN'S BOOK GROUPS****NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020****4. NET RESOURCES FOR THE YEAR**

(a) This is stated after charging:

Independent Examiners Fee

2020	2019
£	£
850	770

(b) Donated goods in the year

2020	2019
£	£
Nil	Nil

**5. STAFF COSTS**

Trustee and Employee information

Trustees

No remuneration or expenses were paid to any trustee during the year (2019: nil).

The aggregate amount of reimbursed travelling expenses made to the four trustees was £ nil ( 2019: nil).

**6. FIXED ASSETS****Cost**

At 31 December 2020 and 2019

Trophies	Total
£	£
6,900	6,900

**Depreciation**

At 31 December 2020 and 2019

-	-
---	---

**Net Book Values**

At 31 December 2020 and 2019

6,900	6,900
-------	-------

**7. DEBTORS**

Prepayments

2020	2019
£	£
4,344	4,270
4,344	4,270

**THE FEDERATION OF CHILDREN'S BOOK GROUPS****NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020****8. CREDITORS – amounts falling due within one year**

	2020 £	2019 £
Deferred Income		
2020 Delegates	-	9,249
2020 Publishers	-	1,415
	-	10,664
Accruals	4,048	-
Independent Examiners Fee	850	770
	4,898	770
TOTAL	4,898	11,434

**9. TOTAL FUNDS**

	At 1st Jan 2020 £	Income £	Expenditure £	Transfers £	At 31st December 2020 £
<b>Restricted Funds</b>					
The Children's Book Award Fund	(12,374)			12,374	-
Booklife	4,000			(4,000)	-
National Year of Reading Fund	1,735			(1,735)	-
Jean Russell Storyteller Project Fund	(1,494)			1,494	-
Carousel	(80)			80	-
Publicity	-			-	-
Books and Testers Misc	(2,558)			2,558	-
<b>Restricted Funds</b>	(10,771)	-	-	10,771	-
<b>Unrestricted Funds</b>					
General Fund	65,601	31,567	(28,759)	(10,771)	57,638
	54,830	32,104	(28,759)	-	57,638