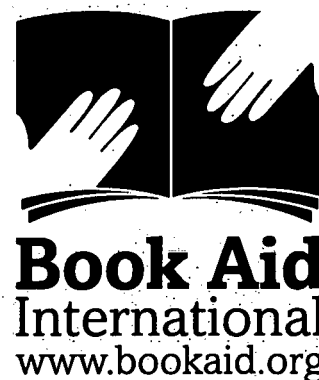


Books change lives



Trustees' Report and Accounts

For the year ended 31 December 2013

Limited company registered in England and Wales number 880754
Registered charity in England and Wales No 313869

Registered office
39-41 Coldharbour Lane, Camberwell, London SE5 9NR, United Kingdom

tel: 020 7733 3577 fax: 020 7978 8006 website: www.bookaid.org

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COMPANIES HOUSE

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Book Aid International was founded in 1954 by Lady Hermione Ranfurly. Originally known as the Ranfurly Library Service, it provided books, initially in the Bahamas and later to other parts of the developing world. For 30 years Lady Ranfurly drove the organisation and Book Aid International as it became known in 1994 remains a tribute to her energy and inspiration.

1. Public benefit

The Board has given regard to the legislative and regulatory requirements for disclosing how its charitable objectives have provided benefit to the public. Book Aid International has complied with the duty set out in Section 17 of the Charities Act 2011. This report outlines how our achievements during 2013 have benefited the public, either directly or indirectly.

2. What we do

The Book Aid International vision is one of vibrant libraries, inspired readers and empowered communities. Our mission is to work in partnership with libraries in Africa, providing books, resources and training, to support an environment in which reading for pleasure, study and lifelong learning can flourish.

We work with local partners to support the development of library services by providing new books donated by UK publishers, training library staff, particularly in children's services, purchasing and enabling the supply of locally published books, facilitating knowledge exchange and, where appropriate, supporting buildings refurbishment.

Delivering our programme depends on three key relationships: with UK publishers, with local library and education partners, and with our funders and supporters.

Publishers: We have built long-term relationships with a wide range of UK publishers who donate nearly all the books we send. We send only brand-new books to our partners, selected according to their specific requirements.

Local partners: Our local partners ensure that the books we send reach those who will most benefit from them. We also work with these partners on projects to develop effective library services in our twelve partner countries in Africa and in the Occupied Palestinian Territories. The books that we send contribute to library collections in schools and universities, in resource centres in rural areas, in public institutions in cities and towns, in refugee camps and in prisons and orphanages.

In 2013 we sent 563,310 books to over 3,300 libraries in Africa and the Occupied Palestinian Territories. We achieved this against a target of 550, 000 books to be sent to our partners.

In 2014 our objective is to send 600, 000 books to our library partners.

We secured funding for projects that provided training for 143 librarians and teachers and funds for our partner organisations to purchase 17,573 books locally, including books in local languages.

In 2014 our target is to raise over £25, 000 specifically to purchase books locally and to train 150 librarians.

The training resources we provided are equipping staff with skills and confidence in developing effective library services - so the books we provide will be used, valued and enjoyed.

Supporters: Our large number of supporters continue to generously provide the funds which enable us to carry out our work.

A range of **trusts, foundations and companies** give grants both to process and ship books from our Camberwell warehouse and to finance projects to improve libraries and the services they offer. Thousands of **individuals** make regular donations or send us single gifts, including legacies; others participate in community fundraising and events which support our work.

Together our supporters gave £1,413,552 in 2013.

In this report we set out how we have brought together the generosity of our supporters, who believe in the value of the work we do, and the skills and knowledge of our partners to provide a crucial service for libraries in 13 countries to enable them to support reading, education, literacy and development.

3. 2013 Summary

In 2013 we continued to build on the strong foundations established in previous years. In total we raised £1,413,552 (2012 £1,419,129) in voluntary income and sent 563,310 (2012 548,018) books to 13 partner countries. We also expanded our programme of library development projects in Kenya, Uganda and Tanzania into Cameroon and Ethiopia.

The findings from the five-country review of our work, published as *Talking to Users* in mid-2013, underpin the new 2014-2016 programme strategy. The importance of the books we donate in our partner collections was universally acknowledged. We will increase the volume of books sent but also undertake further work to ensure the books reach those who will benefit most, especially in the Higher Education sector. In the schools sector we will identify new partners to work with and from 2015 books will be distributed to schools only through partner organisations that have capacity to monitor projects and provide training alongside the books. A large part of our new programme strategy is also built around capacity development, with a new suite of training resources for children's public library services and school libraries. In recognition of the increasing influence of digital we are also undertaking a tablet computer-based pilot project in Children's Corners in three public libraries in Kenya which will be evaluated and will help shape our digital strategy for the future.

Finances

Total resources expended decreased by 11% on 2012. This was mainly due to the lower value but increased number of books shipped to our partners. The lower value of donated books relative to 2013 was mainly due to lower priced secondary schools' revision guides generously provided by one educational publisher. There was a growth of 9% in cash expenditure on our core charitable activities during the year.

Cash income was stable, and actually increased by 14% if we exclude legacy donations (2012 benefited from an exceptional legacy of £206,000). Income from our individual donors continues to grow, and this year, accounted for 53% of our total cash income. We increased our investment in direct marketing, in order to achieve further income growth in future years; returns on such investment are carefully monitored.

Unrestricted expenditure exceeded unrestricted income by £146,634 while restricted income exceeded restricted expenditure by £12,947 giving an overall deficit for the year of £133,687.

In the year-end balance sheet, total unrestricted funds were down by £37,827 on the level at the end of 2012 and stood at £1,397,386, of which £889,400 is the value of our freehold premises in Camberwell in South London.

In 2013, the Trustees again reviewed the reserves policy, taking into account changes in the charity's income streams in recent years. Of particular significance is the steady growth in the number of committed regular individual donors who presently account for over half of total income. The conclusion was that the unrestricted free reserves should continue to represent at minimum represent three months of expenditure and a minimum level of £400,000 was confirmed. The level of free reserves at 31 December 2013 was £434,407.

In the 2012 accounts, the Trustees designated £150,000 to invest in a range of new programmes. Because some of the proposed projects are being re-thought and others have been overtaken by timing differences, the Trustees decided to redesignate £110,000 to general reserves this year. The balance of £40,000 on the fund will part-fund Children's Corners libraries refurbishment in Tanzania, and consultancy work to develop training packs for school librarians.

Income generation

The strength of our fundraising programme lies in its diversity and lack of reliance on funding from a single source. Individual giving, through the Reverse Book Club and one-off donations in response to appeals is the largest source of income, raising £608,654 plus gift aid of approximately £105,000 for the organisation in 2013. Income from trusts and foundations (including from some regular and long term supporters of our work) totalled £357,071 in 2013, and corporate sponsors gave the organisation £209,899. All in all this was an excellent achievement and one on which we will continue to build for the future.

Publisher support

Generous donations from UK publishers enabled us to send 563,310 books to our partners in 13 countries in 2013.

As we support a very wide variety of libraries, from large public institutions to specialist medical collections in hospitals, small rural resource centres, university faculty libraries and a huge range of school libraries we are pleased to receive donations from a range of publishers, from small specialist imprints to the largest multinational organisations. We are particularly grateful, however, to five publishers, each of whom in 2013 supported us with donations well in excess of 25,000 volumes in 2012: CGP, Hachette Pearson, Nelson Thornes and Hodder Education.

Our work would simply not be possible without this essential 'gift in kind', valued at approximately £6.8m in 2013 and which is the core of all our work. The books we send are very highly valued indeed by all our partners for the quality, appropriacy and relevance of the content, and for the unique way this printed word connects them to the global community of learning.

We have continued to build closer relationships with national publishers in Africa, who have supplied us with their published books (often in local languages) at preferential discounts this year. We were also successful in facilitating the donation of approximately 100, 000 school textbooks from Cosmos Publishers to ELSERVI our partner organisation in Cameroon, a capacity-building initiative which we will aim to build on further in 2014.

We also launched our first children's project with a digital component in 2013, and we will be looking to source digital content from UK -based as well as local publishers, who donated the content for this first pilot project in Kenya, in 2014.

Partners

Our distribution partnerships ensure the efficient and effective dissemination of the books provided by Book Aid International to a very wide range of libraries. The bulk of our books are sent to these main distribution partners. In addition to this, we support specialist institutions and organisations, including universities and NGO partners, with selections that we make in the UK based on their requirements. We are now beginning the process of transferring some of these direct partnerships with higher educational institutions to our major country distributors to ensure equitable distribution based on in-depth knowledge of local institutions.

Highlights of 2013 by country

Cameroon Education Information Services International (EISERVI) distributed over 46,000 books to 32 community and council libraries, to more than 150 schools, NGOs, orphanages and prisons throughout Cameroon. In 2013 we also secured additional funds from Reed Elsevier to train 32 community librarians in providing improved children's services in their libraries.

Kenya Approximately 80,000 books were sent to Kenya in 2013, distributed by the Kenya National Library Service to branch libraries and schools, and with selections sent directly to partners. 2013 was the first year of the children's books and e-learning pilot project to set up ten new Children's Corners in selected KNLS libraries, three with a pilot digital component delivering content on Samsung tablets, and also supplying additional books to twelve established Children's Corners.

Malawi Malawi National Library Service received just under 39,000 books in 2013 for distribution to its network of 17 branch libraries and also to primary and secondary schools and community libraries through its outreach programme.

Eritrea We provided the Ministry of Education and the Library and Information Association of Eritrea with over 13, 000 books in 2013. Many new junior and senior schools and school libraries have been built in the last two or three years and books from Book Aid International are reaching young readers in even the most remote parts of Eritrea.

Ethiopia We provided over 31,000 books through 3 organisations in 2013: a local NGO, Ethiopia Knowledge and Technology Transfer (EKTTS), the British Council, and CODEEthiopia. In 2013 we signed a project agreement with EKTTS to support the establishment of six new public libraries, with the provision of 10,000 new general and children's books for the first two libraries in Mekele and Jimma.

Namibia The bulk of the 29,000 books distributed to Namibia's 2,200 government-run primary and secondary schools are donated by Book Aid International. These books are well used

throughout the year but particularly during the annual readathon events held every September in primary schools across the country.

Occupied Palestinian Territories We provided a total of over 23,000 books to the Occupied Palestinian Territories, including books for the British Council and Tamer Institute of Community Education.

Somalia and Somaliland We supported the Africa Educational Trust (AET) as they continued to help rebuild the educational infrastructure in Somaliland and the region of Puntland in Somalia, distributing 25,000 Book Aid International books to primary and secondary school libraries, universities and training colleges and to the network of community libraries.

South Sudan We worked with the Africa Educational Trust (AET) in South Sudan providing over 10,000 books to stock four Resource and Open Learning Centres in Rumbek, Juba, Yambio and Panyagor, along with additional mobile library and book box schemes serving 40 schools in these areas.

Tanzania We provided 78,425 books in total: 35,168 through the Tanzania Library Services Board and 43, 257 to direct partners. Through our "school library in a box" project we have provided small portable libraries filled with books in English and Swahili to primary schools on Zanzibar and Pemba and to the Kagera region of mainland Tanzania.

Uganda We provided 88,753 books in total: 28,584 to public libraries through the National Library of Uganda and 23,000 through Kyambogo University for schools throughout the country. We also worked with the Uganda Community Libraries Association (UgCLA) to transform 10 libraries in their 100-strong network, providing a collection of new books from the UK, along with small grants for library refurbishment and local book purchase.

Zambia We supplied 37,690 books through the Zambia Library Service in 2013. We also provided books for three universities, including Copperbelt University (CBU) for whom we have been the largest book donor for the past 22 years. We also supported a number of NGOs including the Forum for African Women Educationalists of Zambia (FAWEZA), which provides a very effective mobile library service for 46 secondary schools.

Zimbabwe We supplied 23, 980 books via the Harare Distribution council and 26, 520 through Bulawayo Distribution Council in 2013 for onward distribution to a range of partners and for primary and secondary schools throughout the country.

Target groups

Public and community libraries

We provide substantial numbers of books through national library services which have a network of libraries countrywide. We also reach many community libraries by providing books through organisations such as the Uganda Community Libraries Association (UgCLA) and Education Information Services International (EISERVI) in Cameroon.

In Kenya and Tanzania we work primarily through the national library services and a large number of donated books are sent to support the Children's Corners projects in selected libraries. In Uganda we support both the national library network and the community libraries. We have increased the number of books going to Zambia as a result of our renewed partnership

with the Zambia Library Service and ongoing relationships with the Lusaka City Library and the Lions Club of Makuba. Our programme in Zimbabwe continues to work efficiently thanks to our two partner distribution committees in Bulawayo and Harare. We send books to South Sudan and Somalia through the Africa Educational Trust (AET). We continue to support libraries in Namibia, Cameroon, Ethiopia, Eritrea and the Occupied of Palestinian Territories through long-established local partnerships.

Schools

Approximately 35% of our total book donations in 2013 were sent on to school libraries via our local distributing partners. Secondary textbooks, particularly in sciences and mathematics, remain very popular. Primary readers, including non-fiction titles, are also in high demand in primary schools. In 2013 we also began to implement our strategy of seeking additional NGO partners (we already work in partnership with the Africa Educational Trust and Voluntary Service Overseas to deliver project work to develop school libraries and train teacher librarians).

Universities

In 2013 we distributed over 130,000 books to higher education institutions including teacher training, medical and technical colleges. The university sector is expanding rapidly in Africa. However, there are rarely adequate funds for collection development and our books comprise a core and valuable resource for many university libraries where they are frequently found in the reserve section because they are in such high demand.

Teaching, nursing and technical colleges also benefit from our support. These institutions provide important training and skills development for a large number of students in areas such as education and front-line health, all crucial for successful development.

In 2013 we began a review of our strategy for higher education materials provision. In 2014 we will work through local distribution partners who can determine distribution based on a more specialised knowledge of the university sector and needs.

Systems development

In 2013 we completed the development phase of our new warehouse inventory database, SWIFTbooks, which we will pilot and roll out in 2014. This system will greatly facilitate logistics and reporting on final book destinations to our publisher supporters and, in advance, to our partners on shipments expedited.

4. Programme and project development

In 2013 we continued to develop our children's services programme in conjunction with national library services and other partners. In recent years these projects have been focussed on Kenya, Uganda and Tanzania. However, in late 2013 and to mark our 60th anniversary in 2014 we launched a new initiative for 2014-16, the Open Doors appeal. The aim of this project is to raise funds to develop 60 Children's Corners in six countries, including four new project countries: Malawi, Cameroon, Zambia, and Zimbabwe, in addition to opening new children's corners in the two current project countries of Tanzania and Uganda.

1. Children's services

Children's Corners

By the end of 2013, we had provided a total of 42 libraries with bright and welcoming Children's Corners: 17 in Kenya, 12 in Uganda and 12 in Tanzania, and one in Namibia. From 2009-2013, these projects have been generously supported by Vitol Charitable Foundation, the Stavros Niarchos Foundation and Aggreko. Training is an essential part of these projects and librarians took part in workshops to develop skills and confidence in working with children, followed by on-site support visits from project staff.

Kenya

In Kenya, the Children's Corners projects have led to an impressive increase in children's use of the library and the development of new outreach programme to schools and children's homes. Children are demonstrably more enthusiastic and eager to read. KNLS former project manager Omar Abdi, commented in his report on three libraries in the Stavros Niarchos-funded project:

"The most exciting activities in the project libraries is the new much younger users and parents who have started using the corners as a result of the new games, furniture, interesting books and interesting programmes that come with the project. Each library has a knowledge tree that children will write down the title of the books they have read and their names. These trees have grown in sizes and are important motivation factor for the children."

Thanks to the Stavros Niarchos Foundation, from 2013-2015 we are continuing to work with KNLS to build on success by setting up Children's Corners work in an additional 10 libraries in Kenya as well as providing top-ups of books and training for Children's Corners established in libraries in previous years. Additionally, three of the new libraries have a pilot digital component: Meru library is the first to receive 30 tablets with pre-loaded content donated by local publishers, and the first training session for librarians and children was conducted in December 2013.

"I am very happy, it is my first time to touch a tablet, I will reach my friends how to use the tablet"
Sherlene from Meru Primary School, Class 7.

Uganda

The Children's Corners project with the National Library of Uganda, begun in 2013 and building on the successes of the programme in Kenya and Tanzania, added another six libraries in 2013-14. Training has been provided to library staff using the training manual developed for Kenya and Tanzania which provides basic information on child development and practical advice on the types of activities to run in libraries for children of all ages.

Tanzania

Book Aid International has, since 2010, supported the development of a School Library in a Box for total of 70 primary schools on mainland Tanzania and the Zanzibar island archipelago. The project provides a portable collection of books in English and locally purchased books in Kiswahili and is, benefitting over 40 primary schools and some 30,000 school students in some of the poorest districts on Zanzibar (Pemba and Unguja islands) alone. In 2013 ten schools on Zanzibar were provided with libraries in a box funded by the Tauheedul Relief Trust, which included the innovative approach of providing boxes on wheels to enable moving the resource between classrooms.

2. Community libraries

Cameroon

In Cameroon a grant from Reed Elsevier funded the training of 32 community librarians to provide basic skills and competences in librarianship and customer service to community librarians. Many of these librarians were new to the role and had few skills in library management.

In Cameroon we also facilitated the distribution of a gift in kind of 100,000 textbooks from local publisher Cosmos, through funds provided by the Mace Legacy, a model which we hope to replicate in the future.

Uganda

Ten community libraries in Uganda were supported by Pearson in 2013, bringing to twenty the libraries supported through this project. These ten libraries were selected from the 103 members of the Uganda Community Library Association to receive books; refurbish their library and received training on basic library management and community engagement.

3. School libraries

Uganda

We began a pilot project to set up primary school libraries in rural Uganda in partnership with the Africa Educational Trust (AET) in 2013. Lessons learned from this pilot informed a Pearson-funded project to work with 20 schools beginning in 2014.

5. Fundraising activities

Individual Giving

2013 saw our most successful year to date for individual giving with an 8.6% increase on donations from our individual donors. Total income from individual sources was £747, 337, or 53% of our 2013 voluntary income.

Following an unusually large legacy of £206,000 in 2012, our legacy income returned to a more predictable level in 2013 with legacies received totalling £33,000. This very large difference in legacy income accounts for the overall drop in individual giving but in reality our active donor base continues to grow. With over half of all individual giving now coming through regular donations via direct debit this income stream provides a strong, sustainable source of unrestricted income for the organisation.

In 2013 we also held two regular fundraising events: our increasingly successful annual Book Trade Golf Day, now in its eighth year, continued to grow in participation and fundraising, and is a recognised event in the publishing sector. Our more informal pub quiz in October, this year hosted by Damian Barr, also helped to raise our profile among some of our key publisher supporters. In addition we raised over £78,000 through schools fundraising for World Book Day, and we hope to build on this record in 2014.

Grant making Trusts

In 2013 grants from trusts and foundations comprised 25% of our cash income, at £357, 071.

We maintained good relationships with all funders and secured funding for new projects. Major donors include the Beit Trust who have for many years funded a very large proportion of our programmes in Malawi, Zambia and Zimbabwe.

We were delighted that a number of funders supported our increasingly important work with children's services, including the pilot project utilising tablets to access digital content in Kenya. Our thanks go to Stavros Niarchos, Fresh Leaf Foundation, The Headley Trust, Bernard Sunley Charitable Foundation and Beatrice Laing Trust. Tauheedul Relief Trust also supported our School Library in a Box project with Zanzibar Library Services, and book provision for the Tamer Institute for Community Education in the Occupied Palestinian Territories. Support for the Tamer Institute was also provided by the Sobell Foundation. Phyllis Little Memorial Trust supported our medical and teacher training book provision. The Law Society Charity gave a grant to support law book provision. Mercury Phoenix Trust supported provision of HIV/AIDS and related health titles. Unwin Charitable Trust supported the production of our BookLinks networking newsletter. We received grants from Peacock Charitable Trust and Zochonis Charitable Trust for our book provision programmes in Sub-Saharan Africa and, we received grants from a number of smaller trusts to support our book provision work.

Corporate support

Corporate support in 2013 totalled £209,899, or 15% of our total cash voluntary income. Of specific note was the very strong support from Pearson, who funded the development of book clubs in Garissa with Kenya National Library Services, community library development with the Uganda Community Libraries Association, book giveaways in Kenya and sponsorship of World Book Day. Aggreko also sponsored the establishment of a children's corner in a library in Namibia and Reed Elsevier supported book provision and training in Cameroon with our local partner.

We remain enormously grateful to the very wide range of people and organisations who support our work, and very much hope they this support will continue into our 60th anniversary year and beyond.

6. Press and PR

With increased efforts being made in providing good content for our website – in particular amateur video footage gained by staff on in-country monitoring visits – our social media presence continues to strengthen. We now have over 3,800 followers on Twitter and 1,200 likes on Facebook. We continue to seek opportunities to gain coverage in the wider press, with an emphasis on raising our profile in the publishing sector.

In 2013 we increased the use of content from our partners and library users in Africa and engaged a local cameraman in Kenya to shoot a short film for our 60th anniversary appeal, Open Doors. Online we grew audiences through our website, enews, YouTube, Twitter and Facebook. On YouTube we broadcast six short films about our work, which gained up to 1,500 views each and contributed to efforts to connect supporters more closely with beneficiaries. On Twitter, followers grew to over 4,800 and on Facebook to over 1,800 likes, with high levels of engagement on both.

Book Aid International's profile was boosted in local media across the UK with extensive

coverage of World Book Day 2013 fundraising activities by schools. We also received coverage in the Kenyan and Tanzanian press, as well as an interview with Director Alison Hubert which was broadcast on Kenyan television.

An application for BBC Radio 4 Appeal was successful and will be broadcast in early 2015.

7. Governance and management

The Trustees of Book Aid International together bring a range of experience from both the corporate and the not-for-profit sectors and individual members contribute expertise from the world of publishing, finance, fundraising, librarianship, administration and international development. The Trustees are actively engaged with strategic direction and policy. A three year strategic plan and an annual budget are discussed and approved by the Board each November and reports are presented quarterly on progress against the plan.

Risk management

Risks are regularly and systematically assessed according to Charity Commission guidelines and mitigating steps are identified and actioned. A thorough review was conducted in 2011, updated in early 2012 and reviewed again and approved by the Board in 2013. Major risk areas have been addressed as follows: to ensure a continued supply of books we have strengthened relationships with UK publishers and have begun to diversify into other forms of content provision; we have further developed our project work to offer support and capacity building as well as high-volume book provision; reserves are being managed to protect against any short-term fluctuations in income but also to ensure we invest at the right level in delivering our charitable objectives; the contingent liability in the pension fund is seen as a significant risk and action has been successfully taken to limit it; we are tightening internal controls and our systems and processes in general.

The Trustees are satisfied that appropriate measures to manage these are in place, taking into consideration the charity's size and financial resources.

GOVERNANCE

Book Aid International is a Company Limited by Guarantee and is governed by its Memorandum and Articles of Association.

A Board of Trustees of between five and 15 members meets four times annually. The Chair meets regularly with the Director between meetings, and the Honorary Treasurer meets with the Director and Head of Finance to review the management accounts. Ad hoc working groups are established to address areas of particular concern.

By custom, the members of the charitable company are also the members of Council, which itself appoints new members from time to time. The appointment of members is subject to ratification by election at the next annual general meeting (AGM) following their appointment, and they serve until the third next AGM, whereupon they may be re-elected to serve for another three years; the length of service of trustees is limited to a maximum of nine years. New trustees are given a thorough induction, which includes provision of an information pack and spending time in the offices and warehouse in London.

Day-to-day management of Book Aid International is delegated by the Board to the Director, who is supported by a management team. The full management team attends Board meetings.

8. Building volunteer support

Support from volunteers in terms both of fundraising and operations is an integral part of the work of Book Aid International and central to our philosophy, as well as being crucial in helping us keep our costs as low as possible. Without the contribution of our volunteers the organisation would not operate as effectively as it does and we are very grateful to them for their support.

Weekday volunteers and volunteer evenings

We have a rota of 12 daytime volunteers who, alongside our regular staff, help collect, stamp and pack books. In 2013 volunteers packed 386,000 books, with our 'top three' volunteers each packing 75,000 books.

In addition to this, once a month we hold a volunteer evening, an event which attracts 12 - 14 volunteers, many of whom come from the publishing industry and who are keen to learn more about our work and to contribute their time. As well as providing a unique volunteering experience, the events are important in helping us to maintain sound, long term relationships with our supporters and to find ways in which some might become involved in fundraising.

Community Ambassadors

We now have 15 volunteer Community Ambassadors around the country who champion our work and attend events and activities in their local communities on our behalf. The Community Ambassadors' key objectives are to support our individual giving programme by raising our profile among appropriate target audiences and to support our schools fundraising programmes. In early 2013 we held a training workshop for our Community Ambassadors and aim to repeat this event in the future.

All the support provided to us by volunteers helps us further our overall aims to send more books and to provide more support to the library sector in Africa.

9. Programming for the future

In November 2013 the Board of Trustees approved the 2014-16 strategy, which encapsulated new vision and mission statements and expressed a more integrated approach to the two major aspects of our work: book provision and project interventions.

The programme strategy for 2014-16 has four major components:


Children's services, recognising that children are the future of this region and that over 40% of the population of sub-Saharan Africa is under the age of 15; **schools**, recognising that our research indicates that simply donating books to schools is not sufficient to generate a library promoting a reading culture, and that there also needs to be training of teacher-librarians on managing the library resource; **communities**, recognising the potential of community libraries to empower and drive change, and **health**, recognising that the availability of relevant, up to date health information is a contributor to better health outcomes.

The full strategy document is available on our website: www.bookaid.org

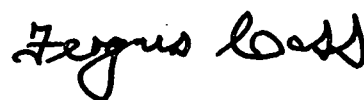
Conclusion

We are very proud of the difference that, thanks to the support of all our well-wishers, we were able to make in 2013.

Just one book can change a life. Imagine what a whole library could do.

A handwritten signature in black ink that reads "Philip Walters". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Philip Walters
Chair

A handwritten signature in black ink that reads "Fergus Cass". The signature is cursive and compact, with the first letters of each name being capitalized and prominent.

Fergus Cass
Treasurer

Reference and administrative details

Patron: HRH The Duke of Edinburgh KG KT OM

President: Nigel Newton

Vice President: Professor Kingo Mchombu

The following served as members and Council members throughout 2013

Chair

Philip Walters MBE

Honorary Treasurer:

Fergus Cass

Julie Brittain

Ed Bowers

Rosie Glazebrook

Kate Phillips OBE

Shoba Ponnappa

Tony Worthington

Alec Russell (resigned June 2013)

Director

Alison Hubert

Company Secretary

Alison Hubert (from 22/11/2013)

Anthony Campbell (resigned
22/11/2013)

Address and Registered Office

39-41 Coldharbour Lane

Camberwell,

London SE5 9NR

Charity Number

313869 (England and Wales)

Company Number

880754 (England and Wales)

Bankers

Barclays Bank Plc

Camberwell Branch, London SE5 8RW

CAF Bank Ltd

Kings Hill, West Malling, Kent ME19 4JQ

Auditors

BDO LLP

55 Baker Street,
London W1U 7EU.

Solicitors

Lewis Silkin

12 Gough Square, London EC4A 3DW

Directors and Members

The directors and members of the company are the Council members named on the preceding page.

Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' annual report 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. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year. 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 Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the requirements of 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements and other information included in annual reports may differ from legislation in other jurisdictions.

Auditors

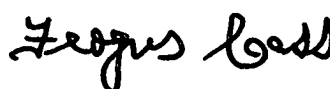
All of the current directors have taken all of the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purposes of their audit and to establish that the auditors are aware of that information. The directors are not aware of any relevant audit information of which the auditors are unaware.

In preparing this trustees' report advantage has been taken of the small companies' exemption.

Signed on behalf of the Board



Philip Walters
Chair



Fergus Cass
Honorary Treasurer

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BOOK AID INTERNATIONAL

We have audited the financial statements of Book Aid International for the year ended 31 December 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made;
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements and trustees' report in accordance with the small companies' regime and to the exemption from the requirement to prepare a strategic report.

BDO LLP

Karen Thompson, Senior Statutory Auditor
for and on behalf of BDO LLP, Statutory Auditor
London
United Kingdom

2 July 2014

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

Statement of Financial Activities
for the year ended 31 December 2013
Incorporating an Income and Expenditure Account

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2013 Funds £	Total 2012 Funds £
INCOMING RESOURCES					
Voluntary income					
Voluntary income	2	890,235	523,317	1,413,552	1,419,129
Gifts in kind	4	6,816,721	-	6,816,721	8,127,000
Activities for generating funds		12,224	-	12,224	15,555
Investment income		4,877	-	4,877	5,551
Other incoming resources		11,192	-	11,192	2,196
TOTAL INCOMING RESOURCES		7,735,249	523,317	8,258,566	9,569,431
RESOURCES EXPENDED					
Costs of generating funds					
Voluntary income		486,229	84,992	571,221	447,901
Activities for generating funds		21,704	-	21,704	16,151
Charitable activities					
Access to information		436,250	378,760	815,010	786,001
Gifts in kind	4	6,816,721	-	6,816,721	8,127,000
Training & Learning		63,888	26,549	90,437	63,278
Advocacy		35,712	12,554	48,266	28,716
Governance costs		21,379	7,515	28,894	23,939
TOTAL RESOURCES EXPENDED		7,881,883	510,370	8,392,253	9,492,986
Net income/(expenditure) for the year		(146,634)	12,947	(133,687)	76,445
Transfer between funds		4,807	(4,807)	-	-
Net incoming resources before other recognised gains or losses		(141,827)	8,140	(133,687)	
Gain on Property Revaluation		104,000	-	104,000	-
RECONCILIATION OF FUNDS					
Total funds brought forward		1,435,213	203,661	1,638,874	1,562,429
Total funds carried forward	11	1,397,386	211,801	1,609,187	1,638,874

All activities reported above, in both current and preceding year, relate to continuing activities.

Balance Sheet
at 31 December 2013

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 31-Dec-2013 £	Total Funds 31-Dec-2012 £
FIXED ASSETS					
Tangible assets	8	922,979	-	922,979	815,295
TOTAL FIXED ASSETS		922,979	-	922,979	815,295
CURRENT ASSETS					
Debtors	9	112,234	-	112,234	53,193
Cash at bank and in hand		427,570	211,801	639,371	862,865
TOTAL CURRENT ASSETS		539,804	211,801	751,605	916,058
LIABILITIES					
Creditors: Amounts falling due within one year	10	(65,397)	-	(65,397)	(92,479)
NET CURRENT ASSETS		474,407	211,801	686,208	823,579
TOTAL ASSETS LESS CURRENT LIABILITIES		1,397,386	211,801	1,609,187	1,638,874
NET ASSETS		1,397,386	211,801	1,609,187	1,638,874
THE FUNDS OF THE CHARITY					
Restricted income funds					
Restricted funds		-	211,801	211,801	203,661
TOTAL RESTRICTED INCOME FUNDS		-	211,801	211,801	203,661
Unrestricted income funds					
Fixed assets		203,979	-	203,979	200,295
Revaluation reserve		719,000	-	719,000	615,000
Designated fund		40,000	-	40,000	150,000
Free reserves		434,407	-	434,407	469,918
TOTAL UNRESTRICTED INCOME FUNDS	11	1,397,386	-	1,397,386	1,435,213
TOTAL CHARITY FUNDS	11	1,397,386	211,801	1,609,187	1,638,874

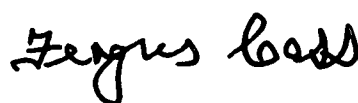
These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on: 2014

Signed on behalf of Council:



Philip Walters
Chair



Fergus Cass
Honorary Treasurer

Notes to the Accounts

1) Accounting Policies

a) Basis of preparation of accounts

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005), applicable accounting standards, the Companies Act 2006, and on the historical cost basis of accounting except for certain fixed assets which have been included at revalued amounts.

b) Incoming Resources Policy

All monetary incoming resources are included on a receivable basis unless donor imposed conditions specify use in a future accounting period in which case the incoming resources would be accounted for as deferred income.

We continue to use Amazon.co.uk as a benchmark for current prices. Amazon, and its online marketplace in which new and used items are placed for sale from third parties, is extremely competitive so it is unlikely that books will be valued too highly. We use the Amazon definitions of "new" and "like new" to categorise and value our books. For each of our 12 subject categories, we value 25 typical books to establish an average 'brand new' and 'like new' price for a book in that subject area. Books donated from publishers are counted as 'new'. Books from non-publisher sources are counted as 'like new'.

The total valuation of donated books is derived from analysing our acquisitions and shipping statistics so that the valuation is in line with the number of books shipped in each subject, and proportionate to the numbers of books we consider to be in 'new' or 'like new' condition.

c) Resources Expended Policy

All expenditure is recognised on an accrual basis as a liability is incurred.

Most expenditure (including all salary expenditure) has been directly allocated to the activities appearing on the Statement of Financial Activity (SOFA) or to support costs; where this was not possible expenditure has been apportioned to the activities and support costs in line with staff salaries.

Costs of generating funds are costs incurred in attracting voluntary income and organising activities for generating funds. **Charitable activities** are resources expended in the delivery of goods and services, including programme and project work, which is directed at the achievement of the charity's aims and objectives. **Governance costs** are costs associated with constitutional and statutory requirements, eg the costs of Council meetings, insofar as they relate to the general running of the charity only, and the audit. All of the figures for these activities appear on the SOFA inclusive of directly allocated costs and support costs relating to these activities, except for the use of gifts in kind which is solely the value of donated books. Support costs are those costs that, whilst necessary to deliver the above activities, do not themselves produce the activities. **Support costs** have been allocated to the activities on a basis consistent with the use of resources: general management and finance costs have been allocated on the basis of usage, i.e. on the same basis as expenditure incurred directly in undertaking the activities. Information technology and human resources costs have been allocated on a per capita basis. Administration and facilities costs have been allocated on the basis of floor area in use.

d) Tangible Fixed Assets Policy

Freehold Land & Buildings

FRS15 Tangible Fixed Assets requires fixed assets which are carried at revalued amounts to be shown at their current value at the balance sheet date. To achieve this freehold land and buildings are subject to a full revaluation every five years with an interim valuation carried out in the third year of this cycle.

It is the charity's practice to maintain its freehold building in a continual state of sound repair. Provision will be made should any impairment in the value of the property occur. Trustees have adopted a policy to depreciate the freehold building over 50 years i.e. @ 2% annually.

Other Tangible Fixed Assets

All other tangible fixed assets costing £1,500 or more and having an expected useful life of more than three years are capitalised at cost. Depreciation is provided at rates calculated to write off the cost on a straight-line basis over their expected useful lives as follows:

Furniture 20% per annum on cost

Computer equipment 25% per annum on cost

Forklift truck 10% per annum on cost

Other plant and machinery 12.5% per annum on cost

e) Funds Structure Policy

Unrestricted income funds are available for use at the discretion of the trustees in furtherance of the charity's objectives. Unrestricted funds include fixed assets and a revaluation reserve representing the market value of the freehold building over the cost of acquisition. The remainder of unrestricted funds are the charity's free reserves.

Restricted income funds are subject to specific restrictions imposed by donors or by the purpose of an appeal. Details of all restricted funds held are in Note 11.

f) Pension Costs Policy

The charity contributes to defined contribution pension schemes administered by the Pensions Trust, an independent company. The pension cost charge indicated in Note 6 represents the contributions payable to the fund for the year.

g) Operating Leases Policy

Assets held under operating leases have their annual rental expenses charged to the SOFA as incurred.

h) Irrecoverable VAT Policy

The classification of the charity's activities for VAT purposes and apportionment method were agreed with HMRC which is being applied in calculating the VAT claim. The irrecoverable VAT has been charged as a cost to the SOFA against Training & Learning and Advocacy.

i) Cash Flow Statement

A cash flow statement has not been prepared, as the directors believe the company is a small entity as defined under section 382 of the Companies Act 2006.

2) Voluntary Income Analysis

	Other	2013	2012
Cash Income	Unrestricted	Restricted	Total
	£	£	£
Charitable Trusts and NGOs	162,072	195,000	357,072
Government Bodies	-	-	-
Companies	28,274	181,625	209,899
Community Sources	99,244	-	99,244
Individuals	600,645	146,692	747,337
TOTAL CASH INCOME	890,235	523,317	1,413,552
			1,419,129
Gifts in kind	6,816,721	-	6,816,721
			8,127,000
TOTAL VOLUNTARY INCOME	7,706,956	523,317	8,230,273
			9,546,129

3) Resources Expended Analysis

	Costs of Generating voluntary Income	Costs of Activities for Generating Income	Access to Information	Training & Learning	Advocacy	Governance	2013 Total	2012 Total
	£	£	£	£	£	£	£	£
Staffing costs	257,818	7,659	261,830	56,266	27,425	9,572	620,570	493,060
Travel & Workshop Costs	289	-	53,137	22,985	1,494	-	77,905	94,308
Book purchase	-	-	63,904	-	-	-	63,904	63,962
Overseas project expenditure	-	-	146,755	-	-	-	146,755	59,567
Shipping & book disposal	-	-	66,271	-	-	-	66,271	58,171
Fundraising, PR & design	249,063	11,696	-	-	5,050	-	265,809	212,290
Audit, bank, legal & irrecoverable VAT	-	-	-	1,020	9,180	16,605	26,805	21,015
Other costs	838	25	8,252	183	89	30	9,417	60,771
Use of gifts in kind	-	-	6,816,721	-	-	-	6,816,721	8,127,000
TOTAL DIRECT COSTS	508,008	19,380	7,416,870	80,454	43,238	26,207	8,094,157	9,190,164
Allocation of support costs to activities								
Management	10,633	406	12,562	1,664	905	550	26,740	29,722
Finance	29,505	1,126	34,857	4,673	2,511	1,523	74,195	66,787
Information technology	12,132	415	13,557	1,906	847	317	29,174	21,682
Human resources	7,289	249	8,146	1,146	509	191	17,530	12,239
Administration/facilities	3,654	127	145,740	575	255	106	150,457	172,392
TOTAL SUPPORT COSTS	63,213	2,323	214,862	9,984	5,027	2,687	298,096	302,822
TOTAL	571,221	21,703	7,631,732	90,438	48,265	28,894	8,392,253	9,492,986

Expenditure has been allocated to activity categories as described in Note 1c.

4) Value of Gifts in Kind

The table below shows the value of the 563,310 donated books distributed to partner organisations in 2013 (2012: 548,018). The process of valuation is described in note 1b) and the total value in 2013 was £6,816,721. In 2013 87% of the books were new from publishers while the remainder were like new from other sources, and in excellent condition.

At the end of the year there were approximately £2,692,595 (2012: £4,102,476) donated but not yet distributed books in our warehouse.

Value of donated books distributed in 2013	Value per book "new" £	Value per book "used" £	Number of books	2013 £	2012 Total value £
Children's & Teenagers'	7.45	4.74	167,755	1,190,041	692,000
Leisure reading (Fiction, Non-fiction & Literature	9.01	4.43	51,848	436,148	168,000
Reference	17.62	9.90	1,885	31,320	137,000
Primary Textbooks	4.87	2.98	90,329	417,537	1,166,000
Secondary Textbooks	12.63	8.63	113,149	1,369,985	1,811,000
Vocational Skills	23.52	15.54	16,026	360,342	490,000
Higher Education	28.11	19.75	61,548	1,663,257	1,467,000
Education & Teacher Training	20.27	14.46	16,238	316,843	283,000
English as a Foreign Language	14.80	11.94	10,640	153,449	539,000
Health & Medicine	27.52	15.48	30,071	780,405	1,198,000
Law	16.29	16.29	3,821	97,344	176,000
			563,310	6,816,721	8,127,000

5) Trustee Remuneration, Expenses and Related Party Transactions

Trustees received no remuneration during the year (2012 = £nil). No trustees received any payments for professional services during the year (2012 = £nil).

Travel and subsistence expenses reimbursed to one trustee who travelled to meetings of the Council totalled £137 in 2013 (2012 = £475).

All individual Trustees have confirmed that they had no interests in, nor are aware of any related party transactions with, the charity in 2013, other than those declared above.

6) Staff Costs and Emoluments

	2013	2012
	£	£
Wages and salaries	528,974	458,745
Employer's NI contributions	53,580	46,276
Pension contributions	21,949	13,806
	<u>604,503</u>	<u>518,827</u>

Average number of full time equivalent staff involved in:

Generating income		
Direct marketing income	0.4	0.3
Other voluntary income	5.3	4.6
Activities for generating funds	0.2	0.2
Charitable activities		
Access to information	6.4	6.8
Training & Learning	0.9	0.8
Advocacy	0.4	0.2
Governance	0.2	0.2
Support for all of the above	3.0	3.1
	<u>16.8</u>	<u>16.2</u>

Number of staff whose emoluments were over £60,000 pa	Nil	Nil
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7) Auditors' Remuneration

Auditors' remuneration (accrued as expenditure as at the balance sheet date) for the annual audit was £9,000 (2012 = £8,600).

8) Analysis of Movement of Fixed Assets

	Freehold Land & Building ^a £	Plant & Machinery £	Furniture & Equipment £	Totals £
Asset Cost/Valuation				
At 1 January 2013	845,000	34,194	53,621	932,815
Additions	-	-	32,575	32,575
Revaluation	50,000	-	-	50,000
At 31 December 2013	895,000	34,194	86,196	1,015,390
Accumulated Depreciation				
At 1 January 2013	43,200	29,469	44,852	117,521
Revaluation for year	(43,200)	-	-	(43,200)
Charge for the year	5,600	675	11,815	1,8090
At 31 December 2013	5,600	30,144	56,667	92,411
Net Book Value				
At 1 January 2013	812,600	6,711	6,735	826,046
At 31 December 2013	889,400	4,050	29,529	922,979

The original (1987) cost of the charity's freehold premises in Coldharbour Lane, Camberwell was £230,000. The premises have been revalued five times, most recently in June 2013 by Messrs Hindwoods Hunter Payne, Chartered Surveyors, London SE22. The revaluation on Existing Use Basis resulted in a value of £895,000; apportioned £560,000 for the Buildings, and £335,000 for Land.

9) Analysis of Debtors

	Total at 31-Dec-13 £	Total at 31-Dec-12 £
Income tax recoverable	64,629	28,295
VAT recoverable	13,767	14,066
Other debtors and prepayments	33,838	10,832
TOTAL DEBTORS	112,234	53,193

10) Analysis of Creditors

Amounts falling due:	within 1 year £	Total at 31-Dec-13 £	Total at 31-Dec-12 £
Trade creditors	31,331	31,331	44,869
Staff tax, social security & pensions	21,004	21,004	15,068
Other creditors and accruals	13,062	13,062	32,542
TOTAL CREDITORS	65,397	65,397	92,479

11) Analysis of Movements in Funds

	Balance 01-Jan-13 £	Incoming Resources £	Outgoing Resources £	Transfers	Balance 31-Dec-13 £
Restricted income funds					
Restricted by country/region					
Africa (other) ^a	-	19,400	(19,400)	-	-
Book Links ^b	5,010	5,500	(1,968)	-	8,542
Occupied Palestinian Territories ^c	-	18,210	(18,230)	20	-
Occupied Palestinian Territories Sobell ^d	3,647	6,150	(2,804)	-	6,993
Cameroon ^e	-	9,878	(9,410)	-	468
HIV/AIDS Books ^f	-	4,000	(3,934)	(66)	-
Kenya Health Project ^g	8,774	-	-	-	8,774
Community Library Ethiopia	500	-	-	(500)	-
East Africa Children Reading	841	-	(97)	(744)	-
Zambia/Malawi - BEIT ^h	5,034	75,000	(63,450)	-	16,584
Improving Children Service NLU Uganda ⁱ	9,505	25,000	(30,685)	-	3,820
Gulu Central Prison Library ^j	7,000	-	(1,071)	-	5,929
Pearson 2013 ^k	4,170	104,614	(57,962)	-	50,822
Nambi CRC Uganda ^l	-	4,213	(4,321)	108	-
Children's books Pilot Project ^m	-	95,000	(82,530)	-	12,470
Aggreko Namibia ⁿ	-	40,000	(38,652)	-	1,348
PEMBA ^o	-	20,695	(15,593)	-	5,102
Open Doors ^p	-	31,000	(20,076)	-	10,924
Restricted by subject/level					
Children's books ^q	-	25,638	(25,638)	-	-
Law books ^r	-	6,600	(6,600)	-	-
Medical and health books ^s	-	9,500	(9,500)	-	-
Vocational books ^t	-	500	(500)	-	-
Misc books ^u	-	1,000	(1,000)	-	-
Other restricted projects					
World Book Day ^v	3,055	21,420	(9,036)	-	15,439
Container Library – Kenya	3,201	-	-	(3,201)	-
Warehouse Systems	2,705	-	-	(2,705)	-
ZLS Blue Door Foundation ^w	390	-	(1,813)	1,424	-
Book Power ^x	42,695	-	(39,098)	-	3,597
Mace Legacy ^y	107,134	-	(46,145)	-	60,989
Other activities	-	-	(858)	858	-
Total restricted funds	203,661	523,317	(510,371)	(4,807)	211,801
Unrestricted income funds					
Fixed assets	200,295	-	3,685	-	203,980
Revaluation reserve	615,000	104,000	-	-	719,000
Designated reserve	150,000	-	-	(110,000)	40,000
Free reserves	469,918	7,736,508	(7,886,827)	114,807	434,406
Total unrestricted funds	1,435,213	7,840,508	(7,883,142)	4,807	1,397,386
Total charity funds	1,638,874	8,363,828	(8,393,515)	-	1,609,187

The notes on the following pages give details of the restricted funds shown above.

Restricted by country/region

- | | | |
|----|---|--|
| a) | Africa other | Funded by: Austin Bailey Trust, Tinsley Charitable Trust, Bower Trust, Anson Charitable Trust, Rhododendron Trust, Madeline Mabey Charitable Trust, Open Gate Trust, Phyllis Little Charitable Trust, Souter Charitable Trust and Roger & Sarah Bancroft Charitable Trust. |
| b) | Book Links | Our newsletter for stakeholders in African Librarianship, funded by the Unwin Charitable Trust. |
| c) | Occupied Palestinian Territories | Funded by Tauheedul Relief Trust for provision of books to Tamer Institute for Community Education. |
| d) | Occupied Palestinian Territories– Sobell | Books funded by Sobell Foundation. |
| e) | Cameron | Funds provided by Reed Elsevier plc. Training for Community Libraries in Cameron. |
| f) | HIV/AIDS books | Funded by Mercury Phoenix Trust for HIV/AIDS and related health books. |
| g) | Kenya Health Project | Funded by Elsevier Foundation and Cotton Trust "Innovative libraries in developing countries" programme. |
| h) | Malawi/Zambia/Zimbabwe Project | Funded by The Beit Trust - donated book provision and purchase and sending of books for Malawi, Zambia and Uganda. |
| i) | Improving Children Service NLU Uganda | Funding provided by The Headley Trust |
| j) | Gulu Central Prison Library | Funding provided by Evan Cornish Foundation and Reed Elsevier plc. |
| k) | Pearson 2013 | Funded by Pearson plc. |
| l) | Nambi Sseppuuya CRC Community | Funded by Bazar International - Nambi Sseppuuya Community Resource Centre in Uganda. |
| m) | Children's books and e-learning Pilot Project | Funding by Stavros Niarchos Foundation to children's library services in Kenya and Tanzania. |
| n) | Children's Corner in a Library in Namibia | Funded by Aggreko plc |
| o) | Pemba Project | Funding by Tauheedul Relief Trust for School Library in a Box, Pemba Island, Zanzibar, Tanzania. |
| p) | Open Doors | Various Libraries on-going development project and this year, partly funded by Jean Long, Beatrice Laing Trust and Bernard Sunley Charitable Foundation. |

Restricted by subject/level

- | | | |
|----|--------------------------|--|
| q) | Children's books | Funded by a number of grant making trusts including The Zochonis Charitable Trust, PF Charitable Trust, Fresh Leaf Charitable Foundation, Hachette and Dischma Charitable Trust. |
| r) | Law books | Funded by The Law Society Charity. |
| s) | Medical and Health books | Funded Commonwealth Pharmacist Association, The Galanthus Trust and Smith Group plc and Schroder Charitable Trust. |
| t) | Vocational books | Funded by Rainford Trust. |
| u) | Misc books | Development education books funded by Oxfam. |

Other Restricted Activities

- | | | |
|----|---|--|
| v) | World Book Day | Fundraising activities supported by Pearson Plc, enabling us to raise over £45,000 for World Book Day from schools and other community groups. |
| w) | Libraries in a Box - book boxes for schools in Zanzibar | Funded by Blue Door Foundation and The Equitable Charitable Trust. |
| x) | Book Power | Purchase of books in specified subject areas funded by BookPower. |
| y) | Mace Legacy | Legacy received from Robert Mace. |
| | Designated reserve | Designated for Children's libraries refurbishment in Tanzania |

12) Operating Lease Commitments

The amount payable for office equipment within the next 12 months on leases expiring:

	2013	2012
	£	£
1 to 5 years	3,026	3,026

13) Contingent Liability

The charity contributes to The Pensions Trust Growth Plan. This is a multi-employer pension plan, which is in most respects a money purchase arrangement, but it used to have some pension guarantees. Following a change in legislation in September 2005, there will be a liability due from employers in the event of either ceasing to participate in the plan or the plan being wound up at a time when it is not fully funded on a buy-out basis. Following the triennial plan valuation at 30 September 2008, the Scheme Actuary now provides an annual update of the buy-out funding position of the Growth Plan.

The Pensions Trust has indicated that it is not possible to analyse the on-going funding deficit by individual employer as suggested by FRS17 due to the nature of the Growth Plan Scheme. Growth Plan is a multi-employer scheme where: a) the scheme assets are co-mingled for investment purposes, and b) scheme benefits are paid from the total scheme assets.

As at 30 September 2013 the scheme was in deficit by £280.6m, using a Section 75 buy-out valuation basis. The estimated contingent liability on withdrawal for the charity as at 30 September 2013 was £503,507. Additional contributions of £16,425 are expected to be paid in the year ending 31 December 2013.

There is no intention at present either to cease participation in or to wind up the Growth Plan.