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**BOOK WORKS (UK) LTD**

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**MANAGEMENT COMMITTEE REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2005**

**Company Number: 03190880**



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**BOOK WORKS (UK) LTD**

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**Company Information**

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<b>Management Committee</b>	Stephen Bury David Dibosa Ben Hillwood-Harris Marysia Lewandowska Sharmini Pereira Jo Stockham
<b>Secretary</b>	Jane Rolo
<b>Company Number</b>	03190880
<b>Charity Number</b>	1104148
<b>Registered Office</b>	240 High Holborn London WC1V 7DN
<b>Business Address</b>	19 Holywell Row London EC2A 4JB
<b>Auditors</b>	John Ellis & Company Chartered Accountants 240 High Holborn London WC1V 7DN
<b>Bankers</b>	Lloyds Bank plc Moorgate Branch 34 Moorgate London EC2R 6PL

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## BOOK WORKS (UK) LTD

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## **BOOK WORKS (UK) LTD**

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### **MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 MARCH 2005**

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The management committee present their report and the financial statements for the year ended 31 March 2005.

#### **Principal activities and review of activities**

The company is established to advance education of the public in the visual arts and in particular in the context of books, through printing, publishing and exhibitions of artists' books.

The company commissions new work in collaboration with artists and writers, publishing, producing and printing books, multiples, limited editions, and new media projects. It also organizes exhibitions, installations, time-based and performance works, workshops and educational events in a variety of different locations including galleries, libraries, museums, retail spaces and on the internet. It acts as a national resource for artists' books and those involved in publishing in the arts, and aims to distribute its work to a wide and varied audience. It receives fixed term funding from Arts Council England towards its core publishing programme.

#### **Activities**

Book Works celebrated its twentieth anniversary in 2004 with the completion of two major projects *Infra thin* and *What is Publishing/Put About*, and the initiation of a new project *Scape Specific* with guest editor Sara Wajid, as well as continuing with our core programme of commissioned books, events and related activities. We fulfilled nearly all our objectives for the year, delivering an ambitious programme.

#### **Published Works for 2004/05:**

9 new titles, 2 reprints

Cover Version by Jonathan Monk

Ring Mechanism by Neil Chapman

Urban/Wild by Nathan Coley

Airdop by Jennifer Gabrys

Why and Why Not by Mark Titchner

You Hear A Joke About Yourself and You Join in the Laughter by Mark Titchner (edition, digital print)

Remixed Water by Lawrence Weiner & Ned Sublette with various remixers (CD)

Voicing the Vagina by John Russell and Fabienne Audeoud (set of posters)

Put About: A Critical Anthology on Independent Publishing edited by Maria Fusco with Ian Hunt

Uses of Literacy by Jeremy Deller (reprint edition 2)

Err by David Shrigley (reprint edition 5)

All these titles were launched at our anniversary party in February 2005 in the Water Rats, Kings Cross.

#### **New commissions/ongoing**

Chap Books Series second round (selected by open submission): Eva Weinmayr and Andrew Dodds have been commissioned, and these two titles will be published in Autumn 2005. This project is proving very popular with large numbers of artists applying to Book Works with their proposals.

Opus Projects - Two new titles were commissioned for this series:

Bureau of the Centre for the Study of Surrealism and its Legacy by Mark Dion (co-published with Surrealist Centre and Manchester University)

and Folk Archive by Jeremy Deller and Alan Kane (published with Bruce Haines as part of touring exhibition).

Scape Specific guest curated by Sara Wajid has commissioned two new artists' publications with Yara El-Sherbini and Usman Saeed & Sukhdev Sandhu and will also co-host a study day at Tate Britain in July 2005.

#### **Infra thin Projects -guest curator Mark Beasley.**

This has been a stimulating and exciting project, and Mark has introduced Book Works to a generation of younger artists working across different media, touring the artists' work to new diverse audiences -

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## BOOK WORKS (UK) LTD

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### MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 MARCH 2005

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especially in Birmingham and Manchester.

#### **What is Publishing/Put About**

This project delivered an ambitious international publication, symposium and new web site for Book Works. A particular notable feature was our main aim to create a critical framework around our existing practice and building upon national and international links with peer publishers and organisations. Both the symposium and accompanying four week course in collaboration with Tate Modern were sold out, and book sales have been doing well.

Book Works has continued to offer artists' surgeries and workshops to artists, students, designers and curators, as well as giving talks and workshops throughout the UK. We have also taken part in a number of different exhibitions and book and art fairs both in the UK and abroad.

The studio has again had a very busy year attracting commissions from a huge range of artists, designers, gallerists and students. In addition the studio has undertaken several workshops here at Book Works, as well as continued in-house training for studio assistants.

#### **Financial review**

The company had net outgoing resources on unrestricted funds, a deficit, of £6,206 for the year. Together with the accumulated *surplus* brought forward from previous years, the company now has an accumulated surplus on unrestricted funds of £90,142 (2004, *surplus* of £96,348). Restricted funds carried forward at 31 March 2005 amounted to £33,289 (2004, £48,861). This is sufficient for the activities for which the funds were provided.

#### **Reserves Policy**

The management committee have decided that it would be prudent to hold the equivalent of three months expenditure excluding direct costs of services. This amounts to approximately £70,000. The free reserves, the unrestricted funds carried forward less the designated funds and the unrestricted fixed assets, are currently £12,619 and the management committee plan to increase this figure over the next five years.

#### **Risk Management**

The major risks to which the charity is exposed, as identified by the management committee, have been reviewed by the staff and at meetings of the management committee and systems have been established to mitigate those risks.

#### **Company status**

The company is limited by guarantee and registered at Companies House. The Charity Commissioners have registered the company as a charity.

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## BOOK WORKS (UK) LTD

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### MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 MARCH 2005

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#### Management committee

The members of the management committee are the directors of the company for the purposes of the Companies Act 1985 and are the trustees of the charity for the purposes of charity legislation. Those who served during the year, except where indicated, were :

Stephen Bury  
David Dibosa  
Ben Hillwood-Harris resigned 11 April 2005

Marysia Lewandowska  
Sharmini Pereira  
Jo Stockham

#### Statement of the management committee's responsibilities

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the management committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The management committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

The auditors, John Ellis & Company, will be proposed for reappointment in accordance with section 385 of the Companies Act 1985.

This report was approved by the management committee on 3 October 2005 and signed on its behalf by:



Jane Rolo

Secretary

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## BOOK WORKS (UK) LTD

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BOOK WORKS (UK) LTD

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We have audited the financial statements of Book Works (UK) Ltd for the period ended 31 March 2005 set out on pages 5 to 13. These financial statements have been prepared under the historical cost convention and the accounting policies set out on pages 7 to 8.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of management committee and auditors**

As described in the Statement of Management Committee's Responsibilities the company's management committee is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Management Committee's Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding the management committee's remuneration and transactions with the company is not disclosed.

We read the Management Committee's Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the management committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

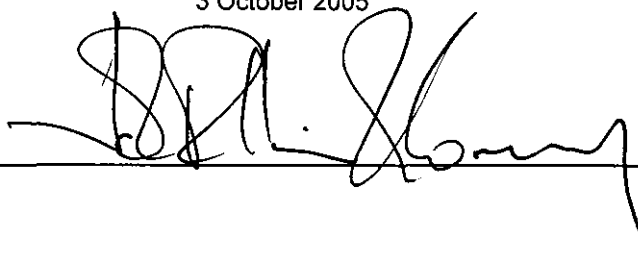
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2005 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

**John Ellis & Company**  
Chartered Accountants  
and Registered Auditors  
240 High Holborn  
London WC1V 7DN

3 October 2005



**BOOK WORKS (UK) LTD**

**STATEMENT OF FINANCIAL ACTIVITIES**  
For the year ended 31 March 2005

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £	Total Funds 2004 £
<b>Incoming Resources</b>					
Activities in furtherance of the charity's objects:					
Grants receivable	3	126,980	81,521	208,501	175,018
Other income		218,567	19,729	238,296	285,350
Investment income		939	-	939	634
<b>Total Incoming Resources</b>	2	<b>346,486</b>	<b>101,250</b>	<b>447,736</b>	<b>461,002</b>
<b>Resources Expended</b>					
Costs of activities in furtherance of the charity's objects:					
Direct expenditure		346,340	118,774	465,114	457,690
Management and administration	5	4,400	-	4,400	4,000
<b>Total Resources Expended</b>	4	<b>350,740</b>	<b>118,774</b>	<b>469,514</b>	<b>461,690</b>
<b>Net Incoming/(Outgoing) Resources before transfers</b>		<b>(4,254)</b>	<b>(17,524)</b>	<b>(21,778)</b>	<b>(688)</b>
Transfers between funds		(1,952)	1,952	-	-
<b>Net Incoming/(Outgoing) Resources</b>		<b>(6,206)</b>	<b>(15,572)</b>	<b>(21,778)</b>	<b>(688)</b>
Fund balances brought forward at 1 April 2004		96,348	48,861	145,209	145,897
<b>Fund balances carried forward at 31 March 2005</b>		<b>£ 90,142</b>	<b>£ 33,289</b>	<b>£ 123,431</b>	<b>£ 145,209</b>

The balance on restricted funds represents the amount of funds available for specific projects or activities which were not finished at the year end. These funds are therefore necessary to complete the project or activity and are not a surplus available for other purposes.

There were no recognised gains and losses for 2005 or 2004 other than those included in the statement of financial activities. All the company's activities are classified as continuing.

The notes on pages 7 to 13 form part of these financial statements

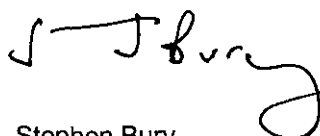


# BOOK WORKS (UK) LTD

## BALANCE SHEET As at 31 March 2005

	Note	£	2005 £	£	2004 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	9		22,523		28,671
<b>CURRENT ASSETS</b>					
Stocks	10	60,912		52,151	
Debtors	11	62,903		92,284	
Cash at bank and in hand		6,507		8,697	
		<u>130,322</u>		<u>153,132</u>	
<b>CREDITORS: amounts falling due within one year</b>	12	<u>(29,414)</u>		<u>(36,594)</u>	
<b>NET CURRENT ASSETS</b>			<u>100,908</u>		<u>116,538</u>
<b>NET ASSETS</b>			<u>£ 123,431</u>		<u>£ 145,209</u>
<b>RESERVES</b>					
Restricted funds	14		33,289		48,861
Unrestricted funds:					
Designated funds	15	55,000		55,000	
Other charitable funds		35,142		41,348	
		<u>90,142</u>		<u>96,348</u>	
	16		<u>£ 123,431</u>		<u>£ 145,209</u>

The financial statements were approved by the management committee on 3 October 2005 and signed on its behalf by:



Stephen Bury

Management committee member



Sharmini Pereira

Management committee member

The notes on pages 7 to 13 form part of these financial statements.

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## BOOK WORKS (UK) LTD

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### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2005

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#### 1. ACCOUNTING POLICIES

A summary of the principal accounting policies, all of which have been applied consistently throughout the year, is set out below.

##### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice "Accounting by Charities" published in October 2000 and with applicable accounting standards. The financial statements include the results of the company's operations which are described in the Management Committee Report and all of which are continuing.

The company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

##### 1.2 Turnover

Total incoming resources as shown in the Statement of Financial Activities is the turnover of the company. It represents the value of fees, grants and donations receivable in the ordinary course of activities. It includes the total amount of capital grants receivable in the year.

Voluntary income received by way of donations and gifts to the company is included in full in the Statement of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income together with the appropriate expenditure.

##### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Fixed assets costing more than £250 are capitalised. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold buildings	-	8%	Straight line
Plant & machinery	-	25%	Straight line
Office equipment	-	25%	Straight line
Fixtures & fittings	-	25%	Straight line

##### 1.4 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

##### 1.5 Restricted funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets this criteria is identified to the fund, together with a fair allocation of overheads and support costs. Fund balances carried forward are those necessary to complete the project or activities for which the funds were provided. In the event of insufficient funds being raised for the project or activity a transfer is made from the unrestricted funds of the amount of the shortfall.

# BOOK WORKS (UK) LTD

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2005

### 1.6 Unrestricted funds

Unrestricted funds are donations and other incoming resources received or generated for the company's purposes.

### 1.7 Staff costs and overheads

Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

### 1.8 Deferred grants

Government and local authority grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation on fixed assets purchased with such grants is charged against the restricted fund over the expected useful life of the asset.

Grants of a revenue nature are credited to incoming resources in the period in which they are receivable. Grants received in advance for specified future periods are carried forward as deferred income.

## 2. INCOMING RESOURCES

	Fees for services	Grants	Bank Interest	Total Funds 2005	Total Funds 2004
	£	£	£	£	£
Studio	178,715	-	389	179,104	214,425
Commissions of new work					
OPUS	6,614	13,000	-	19,614	30,228
Other	52,967	195,501	550	249,018	216,349
	<u>£ 238,296</u>	<u>£ 208,501</u>	<u>£ 939</u>	<u>£ 447,736</u>	<u>£ 461,002</u>

## 3. GRANT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2005	Total Funds 2004
	£	£	£	£
<b><u>Receivable in year</u></b>				
Arts Council of England				
Revenue	126,230	-	126,230	123,151
Commissions of new works	-	63,333	63,333	46,367
The Elephant Trust	-	-	-	3,500
The Henry Moore Foundation	-	-	-	2,000
Nathan Coley/Scottish Arts Council	-	5,188	5,188	-
The University of Manchester	-	12,000	12,000	-
Folk Archive	-	1,000	1,000	-
London Institute	750	-	750	-
	<u>£ 126,980</u>	<u>£ 81,521</u>	<u>£ 208,501</u>	<u>£ 175,018</u>

# BOOK WORKS (UK) LTD

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2005

### 4. TOTAL RESOURCES EXPENDED

	Staff Costs	Other direct costs	Overheads & premises	Total Funds 2005	Total Funds 2004
	£	£	£	£	£
Studio	110,304	48,487	31,527	190,318	224,861
Commissions of new work					
OPUS	-	3,733	179	3,912	59,415
Other	105,887	131,057	38,340	275,284	177,414
	<u>£ 216,191</u>	<u>£ 183,277</u>	<u>£ 70,046</u>	<u>£ 469,514</u>	<u>£ 461,690</u>

### 5. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds	Restricted Funds	Total Funds 2005	Total Funds 2004
	£	£	£	£
Auditors remuneration	4,000	-	4,000	4,000
Trustee expenses	400	-	400	-
	<u>£ 4,400</u>	<u>£ -</u>	<u>£ 4,400</u>	<u>£ 4,000</u>

### 6. NET INCOMING/(OUTGOING) RESOURCES

Net incoming/(outgoing) resources is stated after charging:

	2005 £	2004 £
Depreciation of tangible fixed assets		
- owned by the company	7,255	7,280
Auditors' remuneration	4,000	4,000
Auditors' remuneration - non audit services	2,189	3,600
	<u>13,444</u>	<u>14,880</u>

No member of the management committee received any emoluments (2004 - £Nil)

### 7. STAFF COSTS

Staff costs were as follows:

	2005 £	2004 £
Wages and salaries	198,035	180,561
Social security costs	18,156	16,692
	<u>£ 216,191</u>	<u>£ 197,253</u>

# BOOK WORKS (UK) LTD

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2005

### 7. STAFF COSTS continued

No employee received emoluments of £50,000 or more. During the year, no management committee member received any remuneration, benefits in kind or reimbursement of expenses.

The average monthly number of employees during the year was as follows:

Direct costs	10	10
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### 8. TAXATION

The company is a charity and claims exemption from taxation under s505(1) ICTA 1988.

### 9. TANGIBLE ASSETS

	Land & Buildings £	Plant & Machinery £	Office Equipment £	Fixtures & Fittings £	Total £
<b>Cost</b>					
At 1 April 2004	29,227	1,142	18,532	541	49,442
Additions	-	-	842	265	1,107
Disposals	-	-	(1,203)	-	(1,203)
At 31 March 2005	29,227	1,142	18,171	806	49,346
<b>Depreciation</b>					
At 1 April 2004	5,461	571	14,198	541	20,771
Charge for year	2,436	285	4,468	66	7,255
On disposals	-	-	(1,203)	-	(1,203)
At 31 March 2005	7,897	856	17,463	607	26,823
<b>Net Book Value</b>					
At 31 March 2005	£ 21,330	£ 286	£ 708	£ 199	£ 22,523
At 31 March 2004	£ 23,766	£ 571	£ 4,334	-	£ 28,671

Land and buildings comprises expenditure on fitting out the company's leasehold premises.

### 10. STOCKS

	2005 £	2004 £
Raw materials	7,865	6,926
Finished goods	53,047	45,225
	£ 60,912	£ 52,151

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**BOOK WORKS (UK) LTD**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2005**

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**11. DEBTORS**

	2005 £	2004 £
<b>Due within one year</b>		
Trade debtors	44,600	55,142
Other debtors	3,650	11,996
Prepayments and accrued income	653	2,420
Grants in arrears	14,000	22,726
	<u>£ 62,903</u>	<u>£ 92,284</u>

**12. CREDITORS:****Amounts falling due within one year**

	2005 £	2004 £
Bank loans and overdrafts	-	3,416
Trade creditors	9,795	11,795
Social security and other taxes	5,891	-
Other creditors	4,073	4,027
Accruals	6,355	6,356
Deferred income	3,300	11,000
	<u>£ 29,414</u>	<u>£ 36,594</u>

**13. DEFERRED INCOME**

	2005 £	2004 £
At 1 April 2004	11,000	-
Incoming resources deferred in the current year	3,300	11,000
Amounts released to statement of financial activities	(11,000)	-
	<u>£ 3,300</u>	<u>£ 11,000</u>
At 31 March 2005		

# BOOK WORKS (UK) LTD

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2005

### 14. RESTRICTED FUNDS

The funds of the company include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	Balance 1 April 2004 £	Movement in Resources			Balance 31 March 2005 £
		Incoming £	Outgoing £	Transfers £	
Commission of New Works					
OPUS	4,146	7,614	(2,833)	-	8,927
Other	44,715	93,636	(115,941)	1,952	24,362
	<u>£ 48,861</u>	<u>£ 101,250</u>	<u>£ (118,774)</u>	<u>£ 1,952</u>	<u>£ 33,289</u>

### 15. DESIGNATED FUNDS

The funds of the company include the following designated funds which have been set aside out of unrestricted funds by the management committee for specific purposes:

	Balance 1 April 2004 £	Movement in Resources		Balance 31 March 2005 £
		Incoming £	Outgoing £	
Office and studio	45,000	-	-	45,000
Equipment	10,000	-	-	10,000
	<u>£ 55,000</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 55,000</u>

### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £
Fund balances at 31 March 2005 are represented by			
Tangible fixed assets	22,523	-	22,523
Current assets	93,733	36,589	130,322
Current liabilities	(26,114)	(3,300)	(29,414)
	<u>£ 90,142</u>	<u>£ 33,289</u>	<u>£ 123,431</u>

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**BOOK WORKS (UK) LTD**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2005**

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**17. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES**

At the end of the period there were no capital commitments, contingent liabilities or other financial commitments for which full provision has not been made in these financial statements (2004 £Nil).