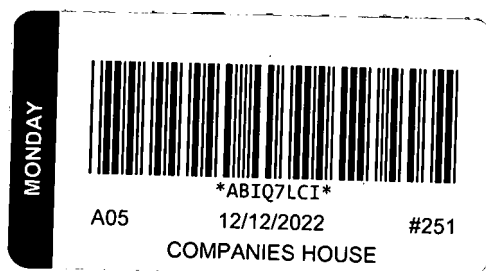


BOOK WORKS (UK) LTD
(Company limited by guarantee no. 03190880
registered charity no. 1104148)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022



BOOK WORKS (UK) LTD

(Company limited by guarantee no. 03190880, registered charity no. 1104148)

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2022

CONTENTS

	Page
Legal and administrative information	1
Management Committee's report	2
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Cash flow statement	14
Notes to the financial statements	15

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY,
ITS TRUSTEES AND ADVISERS**
For the year ended 31 March 2022

Management Committee	Teresa Drace-Francis (Chair) Maria Amidu (appointed 15 August 2022) Nicholas Brown (appointed 28 June 2021) Season Butler (resigned 27 September 2021) Aliya Gulamani (appointed 15 August 2022) Michael Mack Claire Malcolm (appointed 27 September 2021) Gerrie van Noord
Secretary	Gavin Everall
Co-Directors	Rob Hadrill Gavin Everall
Company reg. no.	03190880
Charity reg. no.	1104148
Registered office	19 Holywell Row London, EC2A 4JB
Independent Examiner	Delta Accountancy Advice Ltd 8 Margaret Avenue St Albans, AL3 5TE
Bankers	Lloyds Bank plc Finsbury Square Branch PO Box 1000 BX1 1LT

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

Management Committee Report – year end March 2022

The Management Committee, who are also directors of the Company for the purposes of the Companies Act, and trustees for charity law purposes, submit their annual report and the financial statements of Book Works (UK) Ltd for the year ended 31 March 2022. The Management Committee confirms that the annual report and financial statements of the Company comply with the Charities Act 2011, the Companies Act 2006, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (FRS 102)'.

Principal activities and review of activities

The company is established with the object 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. As an arts organisation, we aim to benefit the public through our programme of publishing and educational events, and through the distribution of our books to a wide cross section of the public. The Management Committee have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken during the year.

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 organises 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 has completed the fourth year of our current four-year programme (2018-2022), with funding from Arts Council England as a National Portfolio Organisation, to deliver stimulating and challenging publications and projects and to establish a coherent, nationwide approach to the development of artistic talent. Our ongoing commitment is to work with and benefit artists, from diverse backgrounds, at all stages of their career, and to promote and distribute the work we produce to a wide and varied readership/audience as outlined in our business plan 2021-22.

The challenges caused by the COVID pandemic for Book Works have been significant, and ongoing, affecting all aspects of our work. Lockdown, and COVID safety have meant home working, limited or restricted access to the building, loss or delays to commissions for the Studio and delays to the Publishing commissioning programme.

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

Despite this, the main focus has been on financial planning, rebuilding customers, clients and audiences, income generation and a return to work for all staff, with a minor use of the government Job Retention Scheme. At the beginning of the crisis, we were in a financially sustainable position. Our last annual accounts showed that our income and surplus was over-budget, and that we had a robust programme of commissions and projects, supported by Co-Series partnerships, grants, and sales. At the end of this financial year, lockdown and the impact of the pandemic (severe delays to planned projects, notably *Dark Room* by Phyllis Christopher), have resulted in a loss and recourse to our reserves, in line with our agreed and revised Reserves policy.

Publishing

The following titles were published, in the process of development and production or newly commissioned, for publication in 2023 onwards.

Single Titles – Published

- *Dark Room* by Phyllis Christopher. Following the success of the Kickstarter campaign in 2020-21, severe delays occurred due to Covid (illness, and paper shortages). The book was finally delivered in January 2022, was present for the last weeks of 'Contacts', the solo exhibition initiated by our commission at BALTIC in Gateshead, and we launched the publication in March at Grand Union, Birmingham, as part of 'Heads and Tails', a second exhibition of Phyllis Christopher's (film) work initiated by our commission. Both BALTIC and Grand Union contributed grants to the publication.

Single Titles – Forthcoming

- *Lucy Skaer* – a new project designed by Sara de Bondt, with grant funding from Grimm Gallery and Peter Freeman Gallery. To be published in 2023-24.
- *Sofia Niazi* – commissioned for a new work exploring domesticity, homes, and housing. To be published in 2022-23.
- *Prem Sahib* – commissioned for a new project exploring queer activism, suburbia, and British Bangladeshi political culture and anti-racism through family archives. Part funding to be secured from Southard Reid gallery in 2022-23.
- *Jesse Darling* – commissioned for a new work based on collected writings, guest edited by Stewart Home, and to be published in 2022-23.
- *Huw Lemmey, with Onyeka Igwe* – commissioned by Book Works to follow a film/exhibition at Studio Voltaire, exploring histories and geographies of homosexual life in the British secret services. To be published in 2023-24.

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

Open Submission

- *Arrhythmia* – The new Open Submission project, guest edited by Katrina Palmer was launched in July, and four artists selected and commissioned in Feb 2022: Kamwangi Njue, Andrew E. Colarusso, Roy Claire Potter, and Alice Walter.

Co-Series

- *Practice Makes Perfect* by Rosa-Johan Uddoh was delayed due to the impact of Covid. A new commission with The Bower created an opportunity to further develop the project and launch in 2022-23 at The Bower. The project was designed by Rose Nordin, with funding secured from Focal Point Gallery, Bluecoat, and The Bower.
- *Battles, Vol 1* by Francesco Pedraglio was commissioned with the support of Parallel//Oaxaca, Mexico, and designed by Santiago da Silva. Delays to this project were extended due to shipping and customs difficulties. Delivery expected in April 2022.

The Happy Hypocrite

- 'I had a lovely time working with Book Works as a contributor to *The Happy Hypocrite-Without Reduction*, issue 12; my work was attended to with much care, and I was also paid a fair artist fee. The opportunity to publish work in the UK, as an artist based in Canada, was also invaluable.' – Amy Lam

The final issue of *The Happy Hypocrite-Without Reduction*, issue 12, was published in September. Designed by the Happy Hypocrite, it commissioned 33 artists from open submission to contribute new work. It was launched with a 12-hour radio show, on 25 September hosted by Resonance EXTRA.

Reprints

- We reprinted new editions of *Shy Radicals* by Hamja Ahsan (fifth edition) and *small white monkeys* by Sophie Collins (second edition), and commissioned Sophia Al-Maria for a new edition of *Sad Sack* due 2022-23.

Outreach and educational programme/national resource

In addition to the 12-hour radio show for *The Happy Hypocrite*, we organised the following events related to our commissions:

- To mark the publication of *Guitar!* by Sarah Tripp, we commissioned Debi Banerjee, Helen McCrorie, Sarah Forrest, Chloe Reid, Aman Sandhu, and Lizzie Homersham, for responses in the form of images, sound, writing. This was designed by Jamie Sterling and launched online in June 2021: <https://guitar.sarahtripp.com/bookworks>

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

- Two commissions were made for the public programme to accompany the exhibition 'Contacts' by Phyllis Christopher at BALTIC:
 1. A live discussion between Lizzie Homersham, Laura Guy and Phyllis Christopher.
 2. A series of three 'digital noticeboard' commissions with: Ariel Goldberg, Languid Hands, and Sam Dolbear, who produced texts connecting their respective interests in queer photographic archives with the work of Phyllis Christopher.
- *Graphic Negotiations*: we launched a new series exploring the role of designers in creating artists' books. The series launched with a presentation by James Langdon, in March 2022.
- A launch event for *Dark Room* was held at Grand Union in Birmingham, coinciding with the closing of their exhibition *Heads and Tails* with Phyllis Christopher.

Exhibitions and other publicity

A number of artists that we are currently working with had exhibitions including Phyllis Christopher, 'Contacts', BALTIC, Gateshead, 'Heads and Tails', Grand Union Gallery, Birmingham, Hamja Ahsan, 'I don't belong here', ZVKDS Gallery, Ljubljana, Inventory, 'A Doctrine of Scattered Occasions', Giselle's Books, Marseille, Multiple artists, 'Concealed in the half-light', Catalyst Arts, Belfast, as part of Banner Repeater's archive of artists' publishing. Derica Shields, 'Like all waiting seeds', Fungus Press residency, Croydon, Harun Morrison, 'Experiments With Everyday Objects', Eastside Projects and Rosa-Johan Uddoh, 'Practice Makes Perfect', Focal Point Gallery, Southend, Bluecoat, Liverpool, and The Bower, London. Hamja Ahsan was selected to participate in Documenta 15, in 2022.

During this financial year, most book fairs were cancelled and we only participated in the Dublin Bookfair.

The Studio

Recovering from the pandemic, the Studio has secured a range of new projects, and restarted its education work with both online and in person bookbinding courses.

A selection of recent projects that have gone through the Studio include:

- Katie Paterson – Ideas multiples made for Ingleby Gallery.
- Miranda July – The first 10 copies of *SERVICES*, an artist's book made for Mack Books.
- Dieter Roth – *Book T1* produced as a facsimile edition of 50 copies for Zucker Art Books.
- Riccardo de Bruce – *Architect of Hope*, an editioned book related to Stephen Lawrence produced for his exhibition at Light House Gallery, Wolverhampton.

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

- Rathbone Folio Prize – a special presentation box made for this year's winning entry by Colm Tóibín.
- Wellcome Trust – a custom made braille book created for their current exhibition.
- Norman Foster – *Works and Networks*, completion of the fourth prototype involving two large books and a specially designed slipcase that unfolds to become a book stand.
- Presentation boxes for Jamie Hawkesworth's photographs of Antarctica.
- Completion of the latest series of *Modern Magic* print boxes for Yinka Shonibare.
- Print boxes for South London Gallery's 130 years celebration.
- Thomas Ruff – *Flowers*, an artist's book published by Juxta Press.
- Future projects include a series of photographic print portfolios celebrating the work of Boris Savalev, and a twenty-volume facsimile edition of the French Crown Jewels for Symbolic & Chase.

Education

During this year we held a number of online bookbinding courses, with students from the Royal College of Art (RCA), and The Ruskin School of Art. Since January 2022 we have welcomed bookbinding workshops back into the building, with workshops organised for University of Westminster, City & Guilds and RCA.

Risks

The management committee has considered the risks to which the charity is exposed and has taken steps to mitigate those risks, with the introduction of a risk register and policy review schedule. Risks include fluctuation in book sales and studio income, applications to public funds and trusts and foundations, and are included in our business plan, as well as a decline in funding being mitigated in our reserves policy. The management committee reviews the risks on a quarterly basis and the Risk Management Register is updated as necessary. During 2021-22 the Risk Register is being monitored on a quarterly basis.

Our work has continued to create significant opportunities for artists, and we have been able to nurture new talent to be realised in projects in the future. We have provided opportunities for more people to experience and participate in art publishing, through a programme that gives opportunities to artists often socially or historically marginalised. Our engagement also offers opportunities to audiences and readers.

However, as we conclude this year and look forward to the next, we are committed to do more, to build on this work, and ensure that our charitable role – 'to advance education for the benefit of the public in the visual arts, particularly books...' as well as the opportunities that we give, the quality and relevance of our work, our environmental impact, and the inclusivity of our work, are considered at every level of the organisation, through all those

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

that we work with: from our board of trustees, the artists and designers we commission, to the communities, audiences and readers that give our work meaning.

Financial Review

The company had a deficit on unrestricted funds, of £70,464 (2021 Surplus £40,143) for the year. Together with the accumulated surplus brought forward from previous years, the company now has an accumulated surplus on unrestricted funds of £312,419 (2021 £382,883). Restricted funds carried forward at 31 March 2022 amounted to £21,000 (2021 - £2,000).

Reserves Policy

Book Works now have free reserves of £140,330. These are the unrestricted funds less the designated funds and the unrestricted fixed assets. The management committee has established a reserves policy based on the need to hold funds as identified in Book Works' risk reviews. The reviews identified that it would be prudent to hold the equivalent of four months expenditure on salaries and support costs in reserves. This amounts to approximately £150,000 and the charity is working to reach that level. The charity reviews the reserves policy on a yearly basis and agreed to amend its policy in May 2020 to add that 'In response to the COVID-19 pandemic, Book Works has reassessed its policy and has agreed that redundancy costs of approximately £70,000 should be earmarked in reserves, and that a percentage of the remaining sum should be accessed for cashflow purposes from September, to the value of £70,000, divided between Studio and Publishing as 60% and 40% respectively, unless Book Works secures an emergency grant from Arts Council England, in which case the reserves will be used to balance loss of income for the Studio. The remaining to act as contingency for liabilities and running down costs.'

Principal funding sources

Book Works generates funding from its own sources and also receives core revenue funding from the Arts Council England. Its own sources include earned income through studio bookbinding/printing sales, book sales from our published titles, support from trusts and foundations, crowdfunding and other fundraising initiatives.

As a National Portfolio Organisation, Book Works receives core revenue funding from Arts Council England. So as not to become dependent on any one source of funding we recognise the need to build a fundraising strategy and the necessity to diversify our funding streams to build on this core funding, so as to remain viable and resilient into the future. Through our income generation, and fundraising strategy, we raise awareness and the profile of the organisation within the art world. We also reach new audiences and supporters, allowing us to continue to present and expand our experimental and innovative programme.

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

Our fundraising strategy has had to adapt to changes caused by the pandemic. We continue to aim to secure support from a variety of sources, listed below, but the main focus of this year has been to raise funds from co-publishers and galleries through our Co-Series, and through two new initiatives: The Readers Club, and Supporter's Scheme, and through donations facilitated through the website.

Other funding sources 2021-22

- Co-Publishing partnerships, through which new projects are developed with artists via funding from third party art institutions or organisations – funding secured from:
 1. Focal Point Gallery, Southend, Bluecoat, Liverpool and The Bower, for *Practice Makes Perfect* by Rosa-Johan Uddoh.
 2. Parallel Oaxaca, Mexico for *Battles, Vol 1* by Francesco Pedraglio.
 3. Grimm Gallery and Peter Freeman Gallery for a new project with Lucy Skaer.
- The selling of special editions and prints donated to the organisation for this purpose by artists.

New initiatives

During 2021-22 we researched, developed and launched a new support scheme in the form of a Readers Club, and a targeted Supporter's Scheme focused on our Open Submissions. The Readers Club offers all new titles to subscribers for a monthly, or annual rate (£5pcm, or £50pa). Supporters donate monthly or annually (£10pcm, or £100pa) to participate and support the investment, time, care and nurture we offer to artists, particular those commissioned through open submission. Through these schemes we are developing a core audience of support and readers, and building a new regular source of income.

We publish a privacy policy on our website and are GDPR compliant. We have received no complaints about our fundraising and all funds raised support our programme, education activities and charitable aims.

Plans for future periods

Book Works key objectives over the next year will be in line with our charitable aims – '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' – and with our extension funding agreement with Arts Council England. Our objectives, programme and strategy are defined in our business plan (updated on an annual basis), and in our recent NPO submission for core funding 2023-26.

Structure, governance and management

Book Works (UK) Ltd is a company limited by guarantee and a registered charity. It is established with the objects as noted above. These objects are set out in its governing instrument, which is its Memorandum and Articles of Association.

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

The governing body is the management committee whose members are non-executive and unpaid. Members perform the role of directors in company law and trustees in charity law. The management committee meets regularly, retains full and effective control over the company and monitors the Co-directors. The management committee is involved in major strategic decisions and has ultimate responsibility for the conduct and financial stability of Book Works.

The management committee appoints and delegates to the Co-directors the artistic control of Book Works. 'Director' is the traditional title used for this post though the holders are not directors under the Companies Act.

The management committee regularly reviews its composition to ensure it has the skills necessary for its continued good management, cultural diversity and gender balance. In light of the review, potential new members are invited to join. A co-director provides appropriate induction and training.

Statement of Management Committee's responsibilities

The Management Committee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company and charity law applicable to charities in England/Wales 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 Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Management Committee has:

- selected suitable accounting policies and applied them consistently,
- observed the methods and principles of the Charities SORP (FRS 102)
- made judgements and estimates that are reasonable and prudent,
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Management Committee is responsible for keeping proper accounting records which 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 Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

MANAGEMENT COMMITTEE'S REPORT
For the year ended 31 March 2022

Small company exemptions

This report has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

This report was approved and authorised for issue by the Management Committee and signed on its behalf by



Gavin Everall, Secretary

Date: 29. 11. 2022

**Independent examiner's report to the Management Committee of
Book Works (UK) Ltd**

I report on the financial statements for the year ended 31 March 2022 set out on pages 12 to 24.

This report is made solely to the Management Committee, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. My work has been undertaken so that I might state to the Management Committee matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Management Committee for my independent examination work, for this report, or for the statement I have given below.

Responsibilities and basis of report

As the Management Committees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

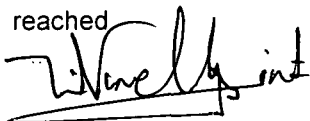
Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's income exceeded £250,000, I confirm that I am qualified to undertake the examination because I am a member of the Chartered Association of Certified Accountants, which is one of the listed bodies. I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act;
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Tin Myint FCCA
Delta Accountancy Advice Ltd

8 Margaret Avenue
St Albans, AL3 5TE
Date: 2/12/2022

STATEMENT OF FINANCIAL ACTIVITIES

(incorporating Income and Expenditure Account & Statement of Total Realised Gains and Losses)
For the year ended 31 March 2022

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM:					
Donations and legacies	2	180,197	-	180,197	180,319
Charitable activities	3	389,580	26,285	415,865	380,641
Investments	5	266	-	266	277
TOTAL INCOMING RESOURCES		570,043	26,285	596,328	561,237
RESOURCES EXPENDED					
Charitable activities		640,507	7,285	647,792	526,544
TOTAL RESOURCES EXPENDED	6	640,507	7,285	647,792	526,544
NET INCOME/(EXPENDITURE)		(70,464)	19,000	(51,464)	34,693
Reconciliation of funds:					
TOTAL FUNDS AT 1 APRIL 2021		382,883	2,000	384,883	350,190
TOTAL FUNDS AT 31 MARCH 2022		£ 312,419	£ 21,000	£ 333,419	£ 384,883

The annexed notes form part of these financial statements

BOOK WORKS (UK) LTD (company limited by guarantee)
(Company limited by guarantee no. 03190880)

BALANCE SHEET
As at 31 March 2022

	Notes	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible assets	11		719		984
CURRENT ASSETS					
Stocks	12	58,092		62,074	
Debtors	13	79,251		64,269	
Cash at bank and in hand		233,343		294,109	
		<u>370,686</u>		<u>420,452</u>	
CREDITORS: amounts falling due within one year	14	(37,986)		(36,553)	
NET CURRENT ASSETS			332,700		383,899
NET ASSETS			<u>£ 333,419</u>		<u>£ 384,883</u>
FUNDS					
Restricted funds	15		21,000		2,000
Unrestricted funds:					
Designated funds	15	171,370		202,285	
General fund	15	<u>141,049</u>		<u>180,598</u>	
			312,419		382,883
			<u>£ 333,419</u>		<u>£ 384,883</u>

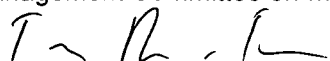
For the year ended 31 March 2022 the charity was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The Management Committee member's responsibilities:

The members have not required the charity to obtain an audit if its accounts for the year in question in accordance with section 476;

The Management committee acknowledges its responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime. They were approved, and authorised for issue, by the Management Committee on 29.x.22 and signed on their behalf by:



Teresa Drace-Francis, Trustee

The annexed notes form part of these financial statements

BOOK WORKS (UK) LTD**STATEMENT OF CASH FLOWS**
For the year ended 31 March 2022

	Notes	2022 £	2021 £
Net cash flow from operating activities	19	(60,074)	43,243
Cash flows from investing activities			
Interest received		267	277
Purchase of tangible fixed assets		(959)	-
Net cash provided by (used in) investing activities		<u>(692)</u>	<u>277</u>
 (Decrease)/Increase in cash and cash equivalents in the year		 (60,766)	 43,520
Cash and cash equivalents at the beginning of the year		294,109	250,589
Total cash and cash equivalents at the end of the year		<u>£ 233,343</u>	<u>£ 294,109</u>

The annexed notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

1. ACCOUNTING POLICIES

General information and basis of preparation of financial statements

Book Works (UK) Ltd is a private company limited by guarantee, domiciled and incorporated in England and Wales. The registered office is 19 Holywell Row, London EC2A 4JB. The nature of the charity's operations and principal activities are described in the Trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006* and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Statutory grants which are given as contributions towards the Charity's core services are treated as unrestricted.

Income recognition

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Grants are recognised when the charity has entitlement after any performance conditions have been met. It is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Income received in advance of a book publication or other specified service is deferred until the criteria for income recognition are met.

No amount is included in the financial statements for volunteer time in line with the SORP.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

Investment income is recognised on a receivable basis.

Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties. It is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are included within support costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity.

Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leashold buildings	-	8%	Straight line
Fixtures and fittings	-	25%	Straight line
Office equipment, plant and machinery	-	25%	Straight line

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition. Cost is calculated using the first-in, first-out formula. Provision is made for damaged, obsolete and slow-moving stock where appropriate.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date.

Pensions

The charity operates a defined contribution scheme, which is open to all employees. Employer contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Judgements and key sources of estimation uncertainty

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies that have a significant effect on amounts recognised in the financial statements.

2. DONATIONS AND LEGACIES

	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Grants - Arts Council England	179,760	179,760
Donations	437	559
	<u>£ 180,197</u>	<u>£ 180,319</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Studio	304,762	1,310	306,072	273,260
Commissions of new work	84,818	24,975	109,793	107,381
	<u>£ 389,580</u>	<u>£ 26,285</u>	<u>£ 415,865</u>	<u>£ 380,641</u>

Restricted income from charitable activities in 2021 was £94,757.

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Studio	211,077	62,183	273,260
Commissions of new work	74,807	32,574	107,381
	<u>£ 285,884</u>	<u>£ 94,757</u>	<u>£ 380,641</u>

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

4. GRANT INCOME, DONATIONS AND CO-CONTRIBUTORS	2022 £	2021 £
Arts Council England	179,760	179,760
Arts Council England - Catalyst	-	-
London Borough Hackney	-	10,000
Bluecoat Gallery	2,000	-
Newnham College	2,000	-
Creative Scotland	1,000	-
Baltic Centre for Contemporary Art	2,000	-
Grand Union	1,000	-
Peter Freeman Inc	7,500	-
Grimm	7,500	-
University of Dundee	1,000	-
Coronavirus job retention	1,599	82,757
Mosaic Rooms	-	12,500
DACS	-	7,000
Other	686	2,559
	<u>£ 206,045</u>	<u>£ 294,576</u>

Of the £206,045 received in 2022 (2021 - £294,576) £26,285 was restricted funds (2021 - £94,757).

5. INVESTMENT INCOME	2022 £	2021 £
Bank interest receivable	266	277
	<u>£ 266</u>	<u>£ 277</u>

6. RESOURCES EXPENDED	Staff costs £	Activities undertaken directly £	Support Costs £	Total 2022 £	Total 2021 £
Studio	179,129	85,415	68,560	333,104	276,716
Commissions of new work	131,665	105,279	77,744	314,688	249,828
	<u>£ 310,794</u>	<u>£ 190,694</u>	<u>£ 146,304</u>	<u>£ 647,792</u>	<u>£ 526,544</u>

Restricted expenditure from resources expended in 2021 was £100,207.

	Staff costs £	Activities undertaken directly £	Support Costs £	Total 2021 £
Studio	144,896	65,198	66,622	276,716
Commissions of new work	120,004	62,640	67,184	249,828
	<u>£ 264,900</u>	<u>£ 127,838</u>	<u>£ 133,806</u>	<u>£ 526,544</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

6. RESOURCES EXPENDED continued

Resources expended include:

		2022	<i>2021</i>
		£	£
Operating lease rentals	- Land and buildings	32,837	<i>31,881</i>
Depreciation	- on owned assets	1,224	<i>2,288</i>
		£ 34,061	<i>£ 34,169</i>

7. SUPPORT COSTS

	Staff	Premises	Other	Total	<i>Total</i>
			Administration		
	£	£	£	£	£
Studio	19,060	27,665	21,835	68,560	<i>66,622</i>
Commissions of new work	18,425	26,397	32,922	77,744	<i>67,184</i>
	£ 37,485	£ 54,062	£ 54,757	£ 146,304	<i>£ 133,806</i>

	<i>Staff</i>	<i>Premises</i>	<i>Other</i>	<i>Total</i>
			<i>Administration</i>	
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Studio	<i>19,996</i>	<i>24,424</i>	<i>22,202</i>	<i>66,622</i>
Commissions of new work	<i>19,991</i>	<i>22,713</i>	<i>24,480</i>	<i>67,184</i>
	<i>£ 39,987</i>	<i>£ 47,137</i>	<i>£ 46,682</i>	<i>£ 133,806</i>

Support costs including governance have been allocated as follows: staff costs have been allocated to activities on a time basis; premises and other costs have been allocated on the basis of costs directly attributable to each activity; costs not directly attributable to an activity have been allocated on a 50:50 basis except for rent which has been allocated on the basis of floor space.

8. GOVERNANCE COSTS

	2022	<i>2021</i>
	£	£
Independent examiners remuneration	3,700	<i>3,700</i>
Trustee' expenses	199	<i>-</i>
	£ 3,899	<i>£ 3,700</i>

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

9. STAFF NUMBERS AND COSTS

	2022 £	2021 £
Wages and salaries	315,411	277,994
Social security costs	26,022	21,001
Pension costs	6,768	5,756
	<u>£ 348,201</u>	<u>£ 304,751</u>

The average monthly head count was 11 staff (2021 - 11 staff).

No employee received remuneration of more than £60,000.

10. MANAGEMENT COMMITTEE AND KEY MANAGEMENT PERSONNEL

During the year, no Management Committee member received any remuneration (2021 - £NIL). No member of the Management Committee received reimbursement of expenses (2021 - £NIL).

During the year, Key Management Personnel, defined as the management committee and the co-directors, received remuneration of £93,713 (2021 - £81,617).

11. TANGIBLE FIXED ASSETS

	Land and buildings £	Fixture and fittings £	Office equipment £	Total £
Cost				
At 1 April 2021	32,226	6,897	20,393	59,516
Additions	-	-	959	959
At 31 March 2022	<u>32,226</u>	<u>6,897</u>	<u>21,352</u>	<u>60,475</u>
Depreciation				
At 1 April 2021	32,226	6,897	19,409	58,532
Charge for the year	-	-	1,224	1,224
At 31 March 2022	<u>32,226</u>	<u>6,897</u>	<u>20,633</u>	<u>59,756</u>
Net book value				
At 31 March 2021	£ Nil	£ Nil	£ 984	£ 984
At 31 March 2022	<u>£ Nil</u>	<u>£ Nil</u>	<u>£ 719</u>	<u>£ 719</u>

12. STOCKS

	2022 £	2021 £
Finished goods	43,577	45,115
Raw materials	11,336	10,784
Work in progress	3,179	6,175
	<u>£ 58,092</u>	<u>£ 62,074</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

13. DEBTORS

	2022	2021
	£	£
Due within one year		
Accounts Receivable	59,658	39,244
Prepayments and accrued income	19,089	21,101
Other debtors	504	3,924
	<u>£ 79,251</u>	<u>£ 64,269</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	10,872	16,558
Social security and other taxes	7,778	32
Other creditors	58	58
Accruals	15,308	15,435
Deferred income	3,970	4,470
	<u>£ 37,986</u>	<u>£ 36,553</u>

Deferred income

Balance at 1 April 2021	4,470	19,500
Amount released to income	(500)	(19,500)
Amount deferred in the year - Fees	-	4,470
Balance at 31 March 2022	<u>£ 3,970</u>	<u>£ 4,470</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

15. STATEMENT OF FUNDS**Movements in funds (current year)**

	Brought Forward April 2021	Incoming Resources	Resources Expended	Transfers	Carried Forward March 2022
	£	£	£	£	£
DESIGNATED FUNDS					
Equipment and premises	94,000	-	-	-	94,000
Website	8,285	-	(915)	-	7,370
Redundancy	70,000	-	-	-	70,000
Development and Staffing	30,000	-	(30,000)	-	-
	<u>£ 202,285</u>	<u>£ Nil</u>	<u>£ (30,915)</u>	<u>£ Nil</u>	<u>£ 171,370</u>

RESTRICTED FUNDS

Commissions of new work	2,000	26,285	(7,285)	-	21,000
	<u>£ 2,000</u>	<u>£ 26,285</u>	<u>£ (7,285)</u>	<u>£ Nil</u>	<u>£ 21,000</u>

SUMMARY OF FUNDS

Designated Funds	202,285	-	(30,915)	-	171,370
General Funds	180,598	570,043	(609,592)	-	141,049
	<u>382,883</u>	<u>570,043</u>	<u>(640,507)</u>	<u>-</u>	<u>312,419</u>
Restricted Funds	2,000	26,285	(7,285)	-	21,000
	<u>£ 384,883</u>	<u>£ 596,328</u>	<u>£ (647,792)</u>	<u>£ Nil</u>	<u>£ 333,419</u>

Movements in funds (prior year)

	Brought Forward April 2020	Incoming Resources	Resources Expended	Transfers	Carried Forward March 2021
	£	£	£	£	£
DESIGNATED FUNDS					
Equipment and premises	94,000	-	-	-	94,000
Website	11,850	-	(3,565)	-	8,285
Redundancy	-	-	-	70,000	70,000
Development and Staffing	30,000	-	-	-	30,000
	<u>£ 135,850</u>	<u>£ Nil</u>	<u>£ (3,565)</u>	<u>£ 70,000</u>	<u>£ 202,285</u>

RESTRICTED FUNDS

Commissions of new work	7,450	94,757	(100,207)	-	2,000
	<u>£ 7,450</u>	<u>£ 94,757</u>	<u>£ (100,207)</u>	<u>£ Nil</u>	<u>£ 2,000</u>

SUMMARY OF FUNDS

Designated Funds	135,850	-	(3,565)	70,000	202,285
General Funds	206,890	466,480	(422,772)	(70,000)	180,598
	<u>342,740</u>	<u>466,480</u>	<u>(426,337)</u>	<u>-</u>	<u>382,883</u>
Restricted Funds	7,450	94,757	(100,207)	-	2,000
	<u>£ 350,190</u>	<u>£ 561,237</u>	<u>£ (526,544)</u>	<u>£ Nil</u>	<u>£ 384,883</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

15. STATEMENT OF FUNDS continued**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:

Equipment and premises fund

This fund was set up to replace printing and ancillary equipment, and to enable the charity to have necessary funds available to fund upkeep of the building and increase premises available for operations over the next 5 years.

Website fund

Set aside for ongoing work on the website and post-launch in 2020, maintenance and development of the site.

Redundancy fund

Book Works has set a fund aside to ensure that Book Works has the necessary funds to cover redundancy costs.

Development and Staffing fund

- Following the restructure of the staff in 2019, these funds are set aside to support Book Works fundraising initiatives in order to carry out our charitable aims, through either a new position or freelance contracts.
- To ensure the operations of the charity can continue in the event of either unexpected staff sickness and maternity or to allow time for the charity to find replacement funding should an existing source come to an end unexpectedly.

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:

Commission of new work – relates to contributions towards the costs of producing new book titles.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Current Year	Unrestricted Funds		Restricted Funds	Total Funds
	Designated Funds	General Funds		
	£	£	£	£
Tangible fixed assets	-	719	-	719
Net current assets	171,370	140,330	21,000	332,700
	<u>£ 171,370</u>	<u>£ 141,049</u>	<u>£ 21,000</u>	<u>£ 333,419</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS continued

<i>Prior Year</i>	<i>Unrestricted Funds</i>		<i>Restricted Funds</i>	<i>Total Funds</i>
	<i>Designated Funds</i>	<i>General Funds</i>		
	£	£	£	£
<i>Tangible fixed assets</i>	-	984	-	984
<i>Net current assets</i>	202,285	179,614	2,000	383,899
	<u>£ 202,285</u>	<u>£ 180,598</u>	<u>£ 2,000</u>	<u>£ 384,883</u>

17. OTHER FINANCIAL COMMITMENTS

	2022	2021
	£	£
At 31 March 2022 the Company had annual commitments under non-cancellable operating leases (all for land and buildings) as set out below:		
Operating leases which expire:		
within one year	<u>33,823</u>	<u>33,822</u>

18. RELATED PARTY TRANSACTIONS

During the year the charity incurred expenditure of £32,837 (2021 - £31,881) with the artistic co-director of Rob Hadrill for the rental of the property at Holywell Row.

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022	2021
	£	£
Net movement in funds	(51,464)	34,693
Depreciation charge	1,224	2,288
Bank Interest Received	(267)	(277)
(Increase)/decrease in stock	3,982	5,320
(Increase)/decrease in debtors	(14,982)	17,902
Increase/(decrease) in creditors	1,433	(16,683)
Net cash flow from operating activities	<u>£ (60,074)</u>	<u>£ 43,243</u>