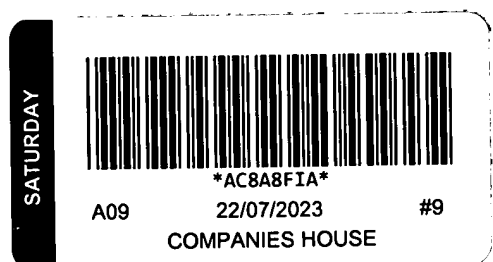


**REGISTERED COMPANY NUMBER: 10016211 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1171761**

**The Appledore Book Festival**  
**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 December 2022**

R T Marke & Co Ltd  
Chartered Accountants  
69 High Street  
Bideford  
Devon  
EX39 2AT



# **The Appledore Book Festival**

## **Contents of the Financial Statements for the Year Ended 31 December 2022**

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# **The Appledore Book Festival (Registered number: 10016211)**

## **Report of the Trustees for the Year Ended 31 December 2022**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

To advance the education of the public in the subject of literature, reading and the local history of Appledore and its surrounding area.

To advance any purpose that is charitable according to the laws of England and Wales and for the benefit of the public.

To provide opportunities for all ages and abilities to increase their enjoyment of reading and engage in creative writing by having access to high quality book-related events.

To raise money to supplement Schools' Outreach Programme.

To support local charities, as determined by the trustees.

To encourage the continued use and sustainability of libraries within North Devon

To raise the profile of Appledore and the surrounding area through an annual book festival and related activities.

#### **Grantmaking**

Grants are made to other charities based on available surplus and at the Trustees' discretion, ensuring at all times that the charity's objects are complied with.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

Since its foundation in 2006 the Appledore Book Festival has set out to provide access to book-related events to the residents of Appledore in particular, and a wider public in general, to increase the enjoyment of books and reading in the community.

The board of ten trustees met seven times during the year to ensure that The Appledore Book Festival complied with its Articles of Association, charity law, company law and any other relevant legislation or regulations and that it pursues its aims and objectives.

The trustees worked closely with the Festival Director and other key personnel providing support and guidance where necessary. They took the decision to continue with the hybrid model held in 2021 with events held in Appledore village venues, Kingsley school and a marquee at Skern, but availability of two of our Patrons meant that the order was reversed with the Skern events at the end of the week. 119 events were scheduled comprising 53 author events plus non-book related walks, workshops, exhibitions, and talks with an emphasis on learning new creative skills and education in the local seafaring history. 7,253 tickets were purchased in total but all events on the day of the Queen's Funeral were cancelled by the trustees as a mark of respect, necessitating refunds where events could not be rescheduled. Attendees purchased some 1,420 books and enjoyed an array of cultural events not otherwise available to them. The trustees once again took a very active role during the festival, interviewing and introducing authors, looking after and transporting when required and serving canapés and drinks etc. The festival has a strong reputation for its superior author care which was upheld.

An expanded fringe element of the festival focussed strongly on local history and the village's shipbuilding and fishing heritage together with a celebration of local art and artmakers.

As a trial a one-off event with Jack Dee at Kingsley school was held in the first half of the year and will be included in an ongoing strategy to maintain the festival's profile year-round.

# **The Appledore Book Festival (Registered number: 10016211)**

## **Report of the Trustees for the Year Ended 31 December 2022**

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### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities (continued)**

2022 also saw the expansion of Schools Week with over 70 schools participating, resulting in visiting authors providing 200 events to reach pupils across a range of ages and abilities, exciting and inspiring the readers and writers of the future. Many schools received subsidised events which were only possible due to generous support from The Charlotte Aitken Trust, local Rotary clubs, Friends of Appledore Library and ABF.

A new initiative saw the creation of a Benefactor scheme known colloquially as AppleFactors. Five AppleFactors were recruited (three individuals and one couple) providing much needed and much appreciated support for the Festival. Four benefactors signed up for 2023 and 2024 as well. The Friends annual membership was increased to £25.

The increased size and reach of the Festival necessitated greater investment in its infrastructure and a freelance part time administrative assistant was contracted to support the Festival Director. A new Tech trustee joined the board to provide IT and Technology specialist knowledge, and the trustees took the decision to invest in Zettle card readers.

Following the Festival the trustees attended a strategic planning session where they defined the volunteer roles and working structure which are needed to continue to operate the Festival successfully going forwards. A new role focussing on community outreach was identified and a committee member has since assumed this. The trustees also agreed to increase marketing and publicity resource with a particular emphasis on social media and reaching new audiences. A subgroup was formed to identify and pursue grant making bodies to try to restore the funding the Festival has relied on in previous years.

At the end of the year a new consultant Festival Director, Jane Beaton, was recruited to replace Ann Juby who had resigned her role.

#### **Benefits to the Village**

The Festival attracted many visitors to Appledore village and to the surrounding areas. The local shops, hotels, B&Bs and restaurants benefited from additional custom and the people were able to enjoy an array of cultural events. The Schools Programme brought renowned authors into schools across North Devon and Torridge and over 7000 young people from the age of 3 – 18 benefitted.

#### **Support**

All of the above was achieved thanks to the efforts of an amazing Festival team which included countless hours from volunteers. The total volunteer hours for the Festival and Schools week is estimated as being in excess of 6840 hours. Our thanks also go to all the businesses and individuals who have supported us financially either through sponsorship and donations, or in kind. We are extremely grateful for the grants received from the following grants providers:

For the main festival: Northam Town Council.

For the Schools Programme: The Charlotte Aitken Trust, The Spectris Foundation, and Friends of Appledore Library.

Without this support there would be no Festival and we are eternally grateful to everyone who contributed towards its success, including the authors and audiences, without whom we could not function.

#### **Financial effect of significant events**

There were no other significant financial events during the year.

# **The Appledore Book Festival (Registered number: 10016211)**

## **Report of the Trustees for the Year Ended 31 December 2022**

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### **FINANCIAL REVIEW**

#### **Reserves policy**

The net incoming resources for the year amounted to £8,641 (2021 - £57,473), of which a deficit of £10,359 (2021 - surplus of £57,473) was attributable to general reserves, which now stand at £90,634 (2021 - £100,993) and a surplus of £19,000 (2021 - £nil) in relation to restricted funds.

The Trustees have established a policy whereby sufficient free reserves are maintained as unrestricted funds to allow the charity to continue to operate in the event of a short-term drop in funding. The amount which the Trustees consider sufficient for this purpose has been raised to £70,000.

### **FUTURE PLANS**

The trustees are committed to improving the festival year on year whilst retaining the friendly, small festival atmosphere. Plans for 2023 retain our hybrid festival using village venues, Kingsley School and Skern, and to raise money to fund an additional smaller tent to host a more diverse range of authors and artmakers who may not command an audience large enough for the bigger venue. The trustees are continuing to support and advocate for Schools Week in its new expanded form and aim to achieve a surplus to ensure that we comply with the aims of the charity.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 19 February 2016. The company was established under a Memorandum of Association as amended on 8 December 2016, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

#### **Public benefit**

The trustees of the charity have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

In planning our activities for the year, the trustees kept in mind the Charity Commission's guidance on public benefit at our trustee meetings and will continue to do so.

#### **Recruitment and appointment of new trustees**

New trustees are nominated and appointed at the annual general meeting.

All new trustees are inducted and trained by the existing trustees.

#### **Organisational structure**

The board of Trustees met seven times during the year to ensure that The Appledore Book Festival complied with its governing document, charity law, company law and any other relevant legislation or regulations. This was done by making sure that all the correct policies and documents were in place and by reviewing them regularly. The trustees were supported by the Festival Committee, by the Festival Director and by the Schools Team.

#### **Key management remuneration**

The trustees, together with the Festival Committee, are the key management personnel in charge of directing and controlling the charity. All trustees and committee members give their time freely and no trustee received remuneration during the year. Details of trustees' expenses and related party transactions are disclosed in note 10 to the accounts.

#### **Patrons**

The patrons supported the Festival throughout the year including interviewing and hosting some author events.

# **The Appledore Book Festival (Registered number: 10016211)**

## **Report of the Trustees for the Year Ended 31 December 2022**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Risk management**

The Trustees of the Appledore Book Festival in recognition of their duty to manage appropriately the risks involved in carrying out the aims and objectives in the Book Festival Constitution, undertake as follows:

(i) to keep under regular review the major risks likely to affect the Festival in the areas of

governance

operations

finances

environmental and external factors

compliance with laws and regulations;

(ii) to ensure that major risks are identified, addressed, and reviewed; and

(iii) to establish control systems to manage such risks.

The Trustees have received regular reports on risk identification processes and their evaluation and monitoring. It was the duty of the Festival Director to make a risk assessment for the running of the Festival and to document details regarding the safety provisions for all venues used for festival events.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company number**

10016211 (England and Wales)

#### **Registered Charity number**

1171761

#### **Registered office**

18 Windmill Lane

Northam

Bideford

Devon

EX39 1BZ

#### **Trustees**

Richard Hamilton Cable

Janet Dianne Thompson

Stephen Taylor

Judith Ann Byrne

Elizabeth Louise Eggleton

Patricia Hadley-Smith

Patricia Lancaster

Susan Sandon

David Dykes Stevenson

David Johnson

Mark Juby

Sara Mendosa

John Rankine

Chairman

Secretary

Treasurer, appointed 20/01/2023

Appointed 07/02/2022

Appointed 14/09/2022

Treasurer, appointed 07/02/2022, resigned 14/09/2022

Resigned 17/12/2022

Resigned 07/02/2022

Resigned 07/02/2022

# **The Appledore Book Festival (Registered number: 10016211)**

## **Report of the Trustees for the Year Ended 31 December 2022**

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### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Independent Examiner**

**David Simons** FCA  
R T Marke & Co Ltd  
Chartered Accountants  
69 High Street  
Bideford  
Devon  
EX39 2AT

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of The Appledore Book Festival for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company 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 charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 29th June 2023 and signed on its behalf by:

Janet Dianne Thompson - Trustee



**Independent Examiner's Report to the Trustees of  
The Appledore Book Festival (Registered number: 10016211)**

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**Independent examiner's report to the trustees of The Appledore Book Festival ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also 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').

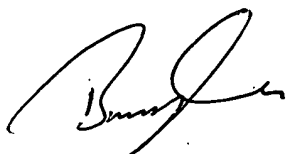
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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**

I have completed my examination. I 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 Company as required by section 386 of the 2006 Act; or
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.



David Sims BSc FCA  
R T Marke & Co Ltd  
Chartered Accountants  
69 High Street  
Bideford  
Devon  
EX39 2AT

Date: 20 July 2023

# The Appledore Book Festival

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2022

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies	3	510	-	500	1,010	46,327
<b>Charitable activities</b>	5					
Main Festival		113,225	-	-	113,225	89,474
Schools		-	15,929	25,500	41,429	14,600
Other trading activities	4	9,715	-	-	9,715	7,012
Other income		<u>18,500</u>	<u>-</u>	<u>-</u>	<u>18,500</u>	<u>16,820</u>
<b>Total</b>		<b>141,950</b>	<b>15,929</b>	<b>26,000</b>	<b>183,879</b>	<b>174,233</b>
<b>EXPENDITURE ON</b>						
<b>Raising funds</b>						
Other trading activities	6	<u>2,872</u>	<u>-</u>	<u>-</u>	<u>2,872</u>	<u>520</u>
		2,872	-	-	2,872	520
<b>Charitable activities</b>	7					
Main Festival		137,357	-	-	137,357	99,231
Fringe Events		6,361	-	-	6,361	2,136
Schools		-	20,258	7,000	27,258	13,793
Other charitable activities		<u>1,390</u>	<u>-</u>	<u>-</u>	<u>1,390</u>	<u>1,080</u>
<b>Total</b>		<b>147,980</b>	<b>20,258</b>	<b>7,000</b>	<b>175,238</b>	<b>116,760</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(6,030)</b>	<b>(4,329)</b>	<b>19,000</b>	<b>8,641</b>	<b>57,473</b>
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<b>95,113</b>	<b>5,880</b>	<b>-</b>	<b>100,993</b>	<b>43,520</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>89,083</u></b>	<b><u>1,551</u></b>	<b><u>19,000</u></b>	<b><u>109,634</u></b>	<b><u>100,993</u></b>

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

# The Appledore Book Festival (Registered number: 10016211)

## Balance Sheet 31 December 2022

	Notes	Unrestricted fund £	Designated Funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	13	1,177	-	-	1,177	1,331
<b>CURRENT ASSETS</b>						
Stocks	14	3,292	-	-	3,292	-
Debtors	15	8,627	-	-	8,627	4,885
Cash at bank		<u>93,589</u>	<u>1,551</u>	<u>19,000</u>	<u>114,140</u>	<u>100,087</u>
		105,508	1,551	19,000	126,059	104,972
<b>CREDITORS</b>						
Amounts falling due within one year	16	(17,602)	-	-	(17,602)	(5,310)
<b>NET CURRENT ASSETS</b>		<u>87,906</u>	<u>1,551</u>	<u>19,000</u>	<u>108,457</u>	<u>99,662</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>89,083</u>	<u>1,551</u>	<u>19,000</u>	<u>109,634</u>	<u>100,993</u>
<b>NET ASSETS</b>		<u>89,083</u>	<u>1,551</u>	<u>19,000</u>	<u>109,634</u>	<u>100,993</u>
<b>FUNDS</b>	17					
Unrestricted funds					90,634	100,993
Restricted funds					19,000	-
<b>TOTAL FUNDS</b>					<u>109,634</u>	<u>100,993</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

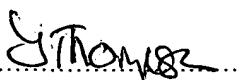
The notes form part of these financial statements

# **The Appledore Book Festival (Registered number: 10016211)**

## **Balance Sheet - continued 31 December 2022**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 29 June 2023 and were signed on its behalf by:

  
.....  
Janet Dianne Thompson - Trustee

  
.....  
Stephen Taylor - Trustee

The notes form part of these financial statements

# The Appledore Book Festival

## Notes to the Financial Statements for the Year Ended 31 December 2022

---

### 1. STATUTORY INFORMATION

The Appledore Book Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

### 2. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Appledore Book Festival is a registered charity and so achievements cannot be measured by normal commercial criteria of profit and loss. Accordingly, in order to give a true and fair view the directors have applied the provisions of section 396(4) of the Companies Act 2006 and have presented a Statement of Financial Activities instead of a profit and loss account. This has been prepared in accordance with the SORP and in the opinion of the directors better reflects the special nature of the charity's activities.

The principal accounting policies adopted in the preparation of the financial statements are set out below and remain unchanged from the previous period, and also have been consistently applied within the same accounts.

#### **Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating staff costs by the time spent and other costs by their usage.

#### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

# The Appledore Book Festival

## Notes to the Financial Statements - continued for the Year Ended 31 December 2022

### 2. ACCOUNTING POLICIES - continued

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% straight line
Computer equipment	- 33% straight line

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended by management.

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Going concern

Having regard to the charity's anticipated future revenues and costs including repayment of debt where appropriate, together with the expected availability of working capital, the trustees consider that it is appropriate to prepare the financial statements on the going concern basis.

### 3. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Donations	<u>510</u>	<u>500</u>	<u>1,010</u>	<u>46,327</u>

### 4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fundraising events	6,003	-	6,003	3,552
Food and drink	614	-	614	862
Waterstone commission on book sales	<u>3,098</u>	<u>-</u>	<u>3,098</u>	<u>2,598</u>
	<u>9,715</u>	<u>-</u>	<u>9,715</u>	<u>7,012</u>

# The Appledore Book Festival

## Notes to the Financial Statements - continued for the Year Ended 31 December 2022

### 5. INCOME FROM CHARITABLE ACTIVITIES

		2022 £	2021 £
Ticket sales	Main Festival	92,455	78,144
Friends of Appledore Book Festival	Main Festival	19,770	11,330
Income from schools	Schools	15,929	10,980
Grants	Main Festival	1,000	-
Grants	Schools	25,500	3,620
		<u>154,654</u>	<u>104,074</u>

Grants received, included in the above, are as follows:

		2022 £	2021 £
Grants	Rotary Club	-	1,420
Grants	M Fullabrook	-	1,000
Grants	Norman Family Charitable Trust	-	1,000
Grants	Sir John and Lady Amory Charitable Trust	-	200
Grants	Northam District Council	1,000	-
Grants	Charlotte Aitken Trust	20,000	-
Grants	The Spectris Foundation	5,000	-
Grants	Friends of Appledore Library	500	-

### 6. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Cost of food and drink	2,872	-	2,872	520
	<u>2,872</u>	<u>-</u>	<u>2,872</u>	<u>520</u>

### 7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Main Festival	116,985	20,372	137,357
Fringe Events	6,361	-	6,361
Schools	25,933	1,325	27,258
Other charitable activities	-	1,390	1,390
	<u>149,279</u>	<u>23,087</u>	<u>172,366</u>

# The Appledore Book Festival

## Notes to the Financial Statements - continued for the Year Ended 31 December 2022

### 8. SUPPORT COSTS

	Other expenditure £	Governance costs £	Totals £
Main Festival	20,372	-	20,372
Schools	1,325	-	1,325
Other charitable activities	-	1,390	1,390
	<u>21,697</u>	<u>1,390</u>	<u>23,087</u>

Support costs, included in the above, are as follows:

			2022	2021
	Main Festival £	Other charitable activities £	Total activities £	Total activities £
Advertising	4,829	-	4,829	3,630
Gifts	557	-	557	579
Postage and stationery	-	37	37	865
Subscriptions and filing fee	743	-	743	838
Signage and banners	669	-	669	2,564
Bank charges	149	-	149	121
Sundry	2,466	163	2,629	711
Website costs	696	-	696	1,656
Social media	3,061	125	3,186	-
Depreciation of tangible fixed assets	1,750	-	1,750	1,336
Office/general administration	4,117	1,000	5,117	-
IT and equipment	635	-	635	-
Donations	700	-	700	-
Independent examiner's remuneration	-	1,390	1,390	1,080
	<u>20,372</u>	<u>2,715</u>	<u>23,087</u>	<u>13,380</u>

### 9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022 £	2021 £
Independent examiner's remuneration	1,390	1,080
Depreciation - owned assets	<u>1,750</u>	<u>1,336</u>

### 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

#### Trustees' expenses

The trustees' expenses paid in the year totalled £2,384, claimed by 6 trustees. This was £203 for author mileage, £73 entertaining, £665 gifts, £122 cost of food and drink, £164 other sundry expenses, £447 travel and £710 for IT equipment.

# The Appledore Book Festival

## Notes to the Financial Statements - continued for the Year Ended 31 December 2022

### 11. STAFF COSTS

There were no employees under contracts of employment in force at any time either during the period.

No employees received emoluments in excess of £60,000.

### 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated Funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	46,327	-	-	46,327
<b>Charitable activities</b>				
Main Festival	89,474	-	-	89,474
Schools	-	10,980	3,620	14,600
Other trading activities	7,012	-	-	7,012
Other income	<u>16,820</u>	<u>-</u>	<u>-</u>	<u>16,820</u>
<b>Total</b>	159,633	10,980	3,620	174,233
<b>EXPENDITURE ON</b>				
<b>Raising funds</b>				
Other trading activities	<u>520</u>	<u>-</u>	<u>-</u>	<u>520</u>
	520	-	-	520
<b>Charitable activities</b>				
Main Festival	99,231	-	-	99,231
Fringe Events	2,136	-	-	2,136
Schools	-	10,173	3,620	13,793
Other charitable activities	<u>1,080</u>	<u>-</u>	<u>-</u>	<u>1,080</u>
<b>Total</b>	102,967	10,173	3,620	116,760
<b>NET INCOME/(EXPENDITURE)</b>	56,666	807	-	57,473
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	38,447	5,073	-	43,520
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>95,113</u>	<u>5,880</u>	<u>-</u>	<u>100,993</u>

# The Appledore Book Festival

## Notes to the Financial Statements - continued for the Year Ended 31 December 2022

### 13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 January 2022	3,231	3,240	6,471
Additions	<u>1,000</u>	<u>596</u>	<u>1,596</u>
At 31 December 2022	<u>4,231</u>	<u>3,836</u>	<u>8,067</u>
<b>DEPRECIATION</b>			
At 1 January 2022	2,980	2,160	5,140
Charge for year	<u>551</u>	<u>1,199</u>	<u>1,750</u>
At 31 December 2022	<u>3,531</u>	<u>3,359</u>	<u>6,890</u>
<b>NET BOOK VALUE</b>			
At 31 December 2022	<u>700</u>	<u>477</u>	<u>1,177</u>
At 31 December 2021	<u>251</u>	<u>1,080</u>	<u>1,331</u>

### 14. STOCKS

	2022 £	2021 £
Merchandise	<u>3,292</u>	<u>-</u>

### 15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Operating debtors	8,058	4,478
Prepayments and accrued income	<u>569</u>	<u>407</u>
	<u>8,627</u>	<u>4,885</u>

### 16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	1,000	750
Accruals and deferred income	<u>16,602</u>	<u>4,560</u>
	<u>17,602</u>	<u>5,310</u>

# The Appledore Book Festival

## Notes to the Financial Statements - continued for the Year Ended 31 December 2022

### 17. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	95,113	(6,030)	89,083
Designated Funds	<u>5,880</u>	<u>(4,329)</u>	<u>1,551</u>
	<b>100,993</b>	<b>(10,359)</b>	<b>90,634</b>
<b>Restricted funds</b>			
Restricted	-	19,000	19,000
	<u>-</u>	<u>19,000</u>	<u>19,000</u>
<b>TOTAL FUNDS</b>	<b><u>100,993</u></b>	<b><u>8,641</u></b>	<b><u>109,634</u></b>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	141,950	(147,980)	(6,030)
Designated Funds	<u>15,929</u>	<u>(20,258)</u>	<u>(4,329)</u>
	<b>157,879</b>	<b>(168,238)</b>	<b>(10,359)</b>
<b>Restricted funds</b>			
Restricted	26,000	(7,000)	19,000
	<u>26,000</u>	<u>(7,000)</u>	<u>19,000</u>
<b>TOTAL FUNDS</b>	<b><u>183,879</u></b>	<b><u>(175,238)</u></b>	<b><u>8,641</u></b>

### Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	38,447	56,666	95,113
Designated Funds	<u>5,073</u>	<u>807</u>	<u>5,880</u>
	<b>43,520</b>	<b>57,473</b>	<b>100,993</b>
<b>TOTAL FUNDS</b>	<b><u>43,520</u></b>	<b><u>57,473</u></b>	<b><u>100,993</u></b>

# The Appledore Book Festival

## Notes to the Financial Statements - continued for the Year Ended 31 December 2022

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### 17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	159,633	(102,967)	56,666
Designated Funds	<u>10,980</u>	<u>(10,173)</u>	<u>807</u>
	170,613	(113,140)	57,473
<b>Restricted funds</b>			
Restricted	3,620	(3,620)	-
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>174,233</u>	<u>(116,760)</u>	<u>57,473</u>

General funds are ticket sales and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Restricted funds relate to monies donated with the specific restriction that they contribute towards the cost of the schools programme.

Designated funds are funds that the trustees have chosen to set aside for the provision of the schools programme.

In the opinion of the Trustees, sufficient funds are held in an appropriate form to enable each fund to be applied in accordance with the relevant restrictions.

### 18. RELATED PARTY DISCLOSURES

There were no disclosable related party transactions for the year ended 31 December 2022.

### 19. MEMBERSHIP

The company is limited by guarantee and does not have a share capital.

In the event of the company being wound up, the members of the company are liable to contribute to any deficiency there may be, providing the contribution shall not exceed £10 per member.

The total number of members at 31 December 2022 was 8.

# The Appledore Book Festival

## Detailed Statement of Financial Activities for the Year Ended 31 December 2022

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
Donations	510	500	1,010	46,327
<b>Other trading activities</b>				
Fundraising events	6,003	-	6,003	3,552
Food and drink	614	-	614	862
Waterstone commission on book sales	<u>3,098</u>	<u>-</u>	<u>3,098</u>	<u>2,598</u>
	9,715	-	9,715	7,012
<b>Charitable activities</b>				
Ticket sales	92,455	-	92,455	78,144
Income from schools	15,929	-	15,929	10,980
Friends of Appledore Book Festival	19,770	-	19,770	11,330
Grants	<u>1,000</u>	<u>25,500</u>	<u>26,500</u>	<u>3,620</u>
	129,154	25,500	154,654	104,074
<b>Other income</b>				
Advertising and sponsorship	<u>18,500</u>	<u>-</u>	<u>18,500</u>	<u>16,820</u>
<b>Total incoming resources</b>	<b>157,879</b>	<b>26,000</b>	<b>183,879</b>	<b>174,233</b>
<b>EXPENDITURE</b>				
<b>Other trading activities</b>				
Cost of food and drink	<u>2,872</u>	<u>-</u>	<u>2,872</u>	<u>520</u>
	2,872	-	2,872	520

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# The Appledore Book Festival

## Detailed Statement of Financial Activities for the Year Ended 31 December 2022

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Charitable activities</b>				
Festival director's fees	26,000	-	26,000	27,445
Festival administrator's fees	8,565	-	8,565	-
Programme and ticket production	4,666	-	4,666	4,483
Box office commission	5,715	-	5,715	3,000
Box office expenses	4,518	-	4,518	5,690
Venue hire	6,486	-	6,486	13,346
Equipment hire	12,998	-	12,998	-
Sound, lighting and broadband	22,111	-	22,111	17,950
Authors' appearance fees	19,514	-	19,514	6,600
Author accommodation	4,406	-	4,406	4,458
Author food and refreshments	446	-	446	1,097
Author stewards mileage expenses	98	-	98	175
Author travel expenses	1,584	-	1,584	935
Public liability insurance	692	-	692	204
Venue beautification	-	-	-	30
Special events	2,317	-	2,317	1,518
Fringe performer fees	3,231	-	3,231	2,136
Schools authors' fees/expenses	9,340	7,000	16,340	8,800
Schools authors' accommodation	5,805	-	5,805	3,280
Schools author food and refreshments	344	-	344	988
Schools book purchases	1,785	-	1,785	-
Schools mileage expenses	1,658	-	1,658	725
	<u>142,279</u>	<u>7,000</u>	<u>149,279</u>	<u>102,860</u>
<b>Support costs</b>				
<b>Other expenditure</b>				
Advertising	4,829	-	4,829	3,630
Gifts	557	-	557	579
Postage and stationery	37	-	37	865
Subscriptions and filing fee	743	-	743	838
Signage and banners	669	-	669	2,564
Bank charges	149	-	149	121
Sundry	2,466	-	2,466	711
Website costs	696	-	696	1,656
Social media	3,186	-	3,186	-
Depreciation	1,750	-	1,750	1,336
Office/general administration	4,117	-	4,117	-
IT and equipment	635	-	635	-
Donations	700	-	700	-
Schools administration	1,000	-	1,000	-
Schools sundry	163	-	163	-
	<u>21,697</u>	<u>-</u>	<u>21,697</u>	<u>12,300</u>
<b>Governance costs</b>				
Independent examiner's remuneration	1,390	-	1,390	1,080
<b>Total resources expended</b>	<u>168,238</u>	<u>7,000</u>	<u>175,238</u>	<u>116,760</u>
<b>Net income/(expenditure)</b>	<u>(10,359)</u>	<u>19,000</u>	<u>8,641</u>	<u>57,473</u>

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# The Appledore Book Festival

## Schools Programme Funds Schedule for the Year Ended 31 December 2022

	Designated funds £	Restricted funds £	2022 Total funds £	2021 Total Funds £
<b>INCOME AND ENDOWMENTS</b>				
Income from schools	15,929	-	15,929	10,980
Donations	-	500	500	-
Grants	-	25,500	25,500	3,620
<b>Total incoming resources</b>	<b>15,929</b>	<b>26,000</b>	<b>41,929</b>	<b>14,600</b>
<b>EXPENDITURE</b>				
Schools authors' fee/ expenses	9,340	7,000	16,340	8,800
Schools author accommodation	5,805	-	5,805	3,280
Schools author food and refreshments	344	-	344	988
Schools mileage expenses	1,658	-	1,658	725
Schools admin	1,000	-	1,000	-
Schools book purchases	1,785	-	1,785	-
Schools sundry expenses	326	-	326	-
<b>Total resources expended</b>	<b>20,258</b>	<b>7,000</b>	<b>27,258</b>	<b>13,793</b>
<b>Net income</b>	<b>(4,329)</b>	<b>19,000</b>	<b>14,671</b>	<b>807</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<b>5,880</b>	<b>-</b>	<b>5,880</b>	<b>5,073</b>
<b>Total funds carried forward</b>	<b>1,551</b>	<b>19,000</b>	<b>20,551</b>	<b>5,880</b>
<b>Represented by:</b>				
Cash at bank	1,551	19,000	20,551	5,880
	<u>1,551</u>	<u>19,000</u>	<u>20,551</u>	<u>5,880</u>