

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016
FOR
BOOKS ABROAD**

BOOKS ABROAD

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FOR THE YEAR ENDED 31 DECEMBER 2016**

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BOOKS ABROAD

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

Looking back over the years 2014, 2015 and 2016 I am very pleased to report that with only one part-time employee the trustees and volunteers have done excellent work in managing fundraising and despatch of books.

The management costs have continually come down over the last three years due to the chairperson and Trustees managing the charity and having an in-house fundraising volunteer. This has helped us set aside contingency funding of £50,000. We are also now able to plan our despatch up to three years in advance.

During the year of 2016 we despatched 22.6 tonnes of books to 123 clients in 8 countries. Volunteers also packed 7 pallets ready for despatch early in 2017 making a total of 26 tonnes. We also took the opportunity to clear old and obsolete textbooks from the warehouse. These books had been accumulating over a number of years and were out of date and unsuitable. This clearance helped to create better storage and cataloguing of the books in the warehouse.

The special projects were two 20ft containers for Namibia and Kenya serving a total of 102 organisations and benefitting over 50,000 students. As previously the Western Union Foundation of America played an active part in distribution in Kenya.

The mini projects were as follows:

1. Gambia - 1 pallet supported by Aberdeen Rotary.
2. Sri Lanka - 2 pallets sent via Sri Lankan diaspora based in London for 6 schools.
3. Zambia - 1 pallet to school and community supported by our volunteer.
4. Malawi - 1 pallet nursing college supported by Edinburgh Midwives.

Small parcels went to health services and a school in Zambia a trial parcel to Tibet and a nursery parcel to Barbados.

We are predicting a record despatch during 2017 and 2018 as we have been able to plan in advance due to the better financial position.

I take this opportunity to thank everybody for their continued support and look forward to meeting the challenges of 2017 and 2018.

Vinay Ruparelia DL
Chairman
2 August 2017

BOOKS ABROAD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

BOOKS ABROAD was founded as LINK in 1982 and was originally based in a cupboard in the Brander Library, Huntly. Some time after, the North East of Scotland Library Service granted LINK the use of space in the former caretaker's flat in the same building. The increased space permitted the development of proper storage and selection systems for donated books. In 1991 Gordon District Council (now Aberdeenshire Council) kindly gave us the use of a suite of offices in Rhynie, allowing further expansion to our service. The name LINK was changed to BOOKS ABROAD at this time. In 2002, courtesy of a Landfill Tax Credit Award Grant, we took over the factory unit (Unit 1) attached to the office. This provided the opportunity to greatly enhance our output, which now runs at some 200,000 books per annum. In April 2011 we took over the adjoining warehouse (Unit 2) and this is now utilised for receiving and sorting book donations prior to them being shelved in Unit 1 ready for selection. This now gives us 582 square meters of warehouse space and 107 square meters of office accommodation.

Book donations are received from schools, colleges, universities, libraries, Aberdeenshire Library Information Services, book publishers, individuals and other organisations throughout Scotland and some parts of England. We operate a collection service although the donors bring some book donations to us in Rhynie. Our collection service extends only as far as the Central Belt of Scotland. We currently have drop-off points in Glasgow, Edinburgh, Dundee and Aberdeen provided by BSS, who are distributors of pipeline, heating and mechanical services equipment. We also have small drop off points in Inverurie and Macduff.

BOOKS ABROAD send carefully selected book parcels weighing approximately 8.5 kgs each (40-50 books on average) directly to educational establishments overseas this service is for remote communities.

All parcels are wrapped in clear polythene. We are demand driven, providing only the types of books requested by the recipients. Emphasis is upon quality, good condition books rather than quantity. BOOKS ABROAD meets all transportation costs with no cost to be borne by the recipients.

Strenuous efforts are made to satisfy all bona fide requests received. We ensure we carry a stock of around 200,000 books.

In recent years, we have been expanding our Special Project Activities by sending quantities of books in 20ft containers to larger institutions and sending pallets of books to smaller projects such as libraries or community youth organisations. Whenever possible we utilise the Partnerships/Alliances we have built-up over the years to assist with the distribution process within each country, thus minimising our distribution costs and ensure the books reach their final destination.

The majority of our funding is provided by Trusts and Foundations with the remainder coming from Memberships, Donations and, increasingly, Fundraising Events. We are extremely grateful to all our benefactors for their support.

All works are carried out by our team of extremely dedicated volunteers, supported by one part-time member of office staff.

Mission Statement

BOOKS ABROAD promotes literacy, education and understanding, which provide the means of a sustainable escape route from the plight of poverty. We recycle used books by sending them to schools and other institutions in developing countries. We should aspire to meet the worldwide demand for recycled books, whilst maintaining a quality level of service.

REFERENCE AND ADMINISTRATIVE DETAILS

BOOKS ABROAD is a charitable organisation, which operates without financial gain accruing to its Members. Our primary objectives are to promote literacy, education and understanding regardless of the political or religious beliefs of those who require our help.

BOOKS ABROAD is registered as a charity with the Office of the Scottish Charity Regulator and accepted as a charity by HM Revenue & Customs.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC 011359

Principal address

Unit 1
Richmond Avnue Industrial Estate
Rhynie
Huntly
Aberdeenshire
AB54 4HJ

Trustees

Mr Vinay Ruparelia	Chairperson
Mrs Hilary Musgrave	Secretary
Mr Raymond Edwards	Treasurer
Mrs Penny Fuller	
Dr Alan Sinclair	
Mrs Sandra Brown	
Ms Irene Finlayson	
Ms Lorna Bell	

Independent examiner

Arlene Anderson
ICAS
Anderson & Co
Beech Lodge
Banff
Aberdeenshire
AB45 3TJ

Solicitors

Jamie Craig LLB
Peterkins
Solicitors & Estate Agents
Huntly Business Centre
Gordon Street
Huntly
AB54 8FG

Staff

Administrator: Hazel Stephen

Report

**Author/Managing
Trustee:** Vinay Ruparelia

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Telephone/Fax: 01464 861446

Mobile: 07796 777851

E-mail: info@booksabroad.org.uk

Website: www.booksabroad.org.uk

Opening Hours: Monday - Thursday: 10am - 2pm

Bankers:

Clydesdale Bank	CAF Bank Ltd.
161 Mid Street	25 King's Hill Avenue
Keith	West Malling
Moray	Kent
AB55 5BL	ME19 4JQ

Patrons:

Patrons: Dr Mairi Hedderwick, Author & Illustrator

Jonathan Meres, Author

Founder: Keith Brunskill

STRUCTURE, GOVERNANCE AND MANAGEMENT

BOOKS ABROAD operates as a charity governed by its Constitution and Rules (last revised June 2009), and is administered by a board of Trustees (Management Committee) consisting of four Office Bearers (Chairperson, Vice-Chairperson, Secretary and Treasurer) and no more than eight other members. Management Committee meetings are held monthly with a minimum of five members forming a quorum at such meetings.

Trustees are required to be Members of the charity and are elected at the AGM for a period of three years. Three Trustees shall retire annually and be eligible for re-election at the end of their term of office. New Trustees may be co-opted on a temporary basis, until an AGM is held, at which time, they must be formally elected. The induction of new Trustees is facilitated in-house.

In terms of organisational structure, the Trustees have taken on the day to day management of BOOKS ABROAD. With help of the part-time employee the Chairperson provides the management to the Trustees on a monthly basis to allow regular information sharing and the discussion of issues where guidance and/or decisions are required.

Whilst BOOKS ABROAD is an independent charity, a strong emphasis is placed on strategic Alliances/Partnerships to enable us to pursue our charitable objectives more effectively. This year we worked with the The Rotary International in Pakistan and Paradise English in the Philippines and a number of other projects lists on page 5.

There is on-going assessment by the Trustees of all major risks to which the charity may be exposed. BOOKS ABROAD considers Health and Safety a priority due to the nature of the operations undertaken, with risk assessment, relevant safeguards and mandatory training in place together with adequate business insurance cover. All equipment (i.e. electrics, forklift, fire prevention) is regularly maintained and tested by appropriate examiners. Segregation of duties is in place as far as is practical to safeguard the charity's assets (equipment, books and incoming funds). Our risk assessment policies and procedures are subject to continuous review and revision.

In general terms, the objectives of the charity are to promote and maintain literacy and education in all its branches and at all levels, by any lawful means, in any area of the world where lack of resources would otherwise be an obstacle to its achievement. Book assistance is offered regardless of the political or religious beliefs of those who require help. In order to achieve these objectives, BOOKS ABROAD will aim to re-use, wherever possible, good quality second-hand books and other educational materials received as donations,

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

As part of our chairperson's report the objectives of providing assistance to all education establishments has been mentioned already. Our desire to offer recipients a further supply of books has been very difficult due to financial constraints. We are in contact with our clients and as our finances improve we hope to meet their needs on a more cyclical basis.

A detailed Despatch Programme (including Special Projects) and Financial Budget are prepared prior to the commencement of each Financial Year. The Despatch Programme and Budget are carefully monitored throughout the course of the year and "flexed", as necessary, taking account of political situations, natural disasters, shipping circumstances, funding availability and volunteer levels.

The charity's annual output has been 25+ tonnes and is achievable in terms of book resources.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

ACHIEVEMENT AND PERFORMANCE

Books despatched

Total book despatches during 2015 amounted to 25,683kgs (2014 - 24,418kgs). Despatches were worldwide to 157 client organisations in some 12 different countries (2014- 140 clients in 10 countries). In total, Books Abroad have now despatched some 3,088,015 books (620.1 tonnes) to 2300 clients in 93 countries worldwide.

The Trustees recognise the supreme effort of the volunteers and its importance to the operations of Books Abroad.

BOOKS DESPATCHED DURING 2016

SMALL PARCELS	No of Recipients	No of Kgs to be sent
AFRICA		
Zambia	<u>4</u>	<u>60</u>
Total	<u>4</u>	<u>60</u>
ASIA		
Tibet	<u>1</u>	<u>10</u>
Total	<u>1</u>	<u>10</u>
EASTERN EUROPE		
Total	<u>0</u>	<u>0</u>
EUROPE		
Total	<u>0</u>	<u>0</u>
PACIFIC BASIN		
Barbados	<u>1</u>	<u>10</u>
Total	<u>1</u>	<u>10</u>
SMALL PARCELS TOTAL	<u><u>6</u></u>	<u><u>80</u></u>
SPECIAL PROJECTS		
Kenya	52	9,931
Namibia	<u>50</u>	<u>9,800</u>
Sub-total	102	19,731
Miscellaneous - Small Projects		
Gambia	1	540
Malawi - Medical	1	683
Sri Lanka	6	1,130
Zambia	<u>7</u>	<u>480</u>
SPECIAL PROJECTS TOTAL	<u>15</u>	<u>2,833</u>
TOTAL SPECIAL PROJECTS	117	22,564
ACHIEVEMENT AND PERFORMANCE		
Books despatched		
GRAND TOTAL FOR 2016	<u><u>123</u></u>	<u><u>22,644</u></u>

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

Notes:

Sierra Leone 4 pallets boxed ready for shipment 2,000kgs.

Gambia 3 pallets boxed ready for shipment 1,500kgs.

School parcel volumes are calculated on the basis of primaries receiving 6 parcels, secondaries, libraries, vocational receiving 8 and joint/large primary-secondary schools receiving 12.

Occasionally schools may receive an extra parcel or two eg in order to include a complete reading scheme or encyclopaedia set.

ACHIEVEMENT AND PERFORMANCE

Client Feedback

Upon delivery, schools are requested to acknowledge receipt of their parcels and asked to complete and return the Green Feedback Forms, which are enclosed within each parcel, as soon as they have had time to assess the usefulness of the books. This allows us to monitor deliveries and assess the relevance of books sent. Schools are now contacted six months after the dispatch date if no acknowledgement or feedback has been received. As a consequence, feedback assessment can only be performed for the year prior to the accounting year in question.

Feedback received from Projects was very positive with the vast majority of the books sent being classed as useful or very useful.

Below are a few excerpts from the many letters of acknowledgement we received from schools around the world relating to consignments sent during 2016:-

Chainama Hills College of Health ,Zambia - They received a mix of medical/occupational therapy and Physiotherapy books. A very big thank you for receipt of the medical books.

Nava Bharath Matric Higher Sec School, India

I recall your kind attention that we are on among the millions of beneficiaries of Books Abroad.

I really wonder and appreciate your sincere and tireless efforts and services to the cause of education at the International level.

The fact that the books you sent us had very wide variety, helped our children to develop interest in leisure reading which is beyond the traditional reference reading. The books donated are being by our Students Staff faculty and Parents.

Pendyi ,Tibet

I have been super busy catching up on my work. Yesterday, we had all the books re-arranged at our library. We are really pleased with our book selection.

N'demban Lower Basic School, The Gambia - Bruce Robertson

Twitter comment - Grateful thanks to @booksabroad working with GAMSCOT, to stock a badly needed library and class books in N'demban.

Star of the Land, Kenya - Anne Misiko

This is to acknowledge receipt of the text books sent from the United Kingdom (through Global Minorities Alliance-GMA) for The Star of the Land School in Kibera, Nairobi.

The books were delivered to us by the Diamond Trust Bank at Visa Oshwal School here in Nairobi during the month of April 2017. We received 31 cartons of books in different subjects for the primary school.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

ACHIEVEMENT AND PERFORMANCE

Books despatched

I confirm the books are very relevant and the school pupils are very happy to have them. Many thanks for your support and looking forward for continuous collaboration.

Bookfeeding Project in Mombasa, Kenya.

Two years ago, Bookfeeding Project helped to set up a library in Likoni, Mombasa in Kenya! Thanks to Books Abroad and many volunteers the library is full of books and students can use it every day.

Volunteers

BOOKS ABROAD is dependent on volunteers, and their significant contribution is valued enormously. Almost all aspects of the selection and packaging processes are undertaken by volunteers. A significant number of our volunteer selectors are retired teachers which enhances our ability to select appropriate books specifically for each educational establishment. Five of our volunteers are also actively involved in the governance of BOOKS ABROAD, being Trustees.

BOOKS ABROAD has always been a volunteer based charity with the commitment of the volunteer-base long-standing. 23 volunteers help regularly with some having done so for over 20 years. Two new volunteers started during 2016, two were no longer able to help in the unit but are still willing to help us at fundraisers. Somersal Shepley is our volunteer liaison officer and helps keep our volunteers informed.

There are currently two main volunteer days per week, Mondays and Wednesdays, normally between the hours of 10am - 2pm. Volunteers may attend either one or both days and work whatever hours they find suitable. Some volunteers find it more suitable to work at other times and every effort is made to be flexible and accommodate such variations. All volunteers sort and select over 200,000+ books so we can offer the best possible selection of our clients.

The estimated number of volunteer hours during 2016 was 3,950 hours however, the chairman, other Trustees and volunteers have been also been working from home and now collect all BA book donations over a distance of over 200 miles which brings up our total to over 4,500 volunteer hours.

Charity Membership

Membership of the charity stands at 116 members at the end of 2016 of which are 68 life members slightly down on last year with 125 members and 69 life members.

Book Donations

The receipt of good quality second-hand books is essential to the ongoing operations of BOOKS ABROAD. Non-educational book donations, not matching our criteria for overseas distribution, are sold in our on-site book shop, on Ebay or at various fundraising events.

Total Book donations for the year were 48,300 tonnes (2015 - 47,550 tonnes). With improved local publicity and volunteer collections we have received the highest donation of books in 2016.

Recycling

Books Abroad aims to rescue and re-use good quality used books that may otherwise be disposed of as waste. The books are given a second life by sending them to schools and other educational establishments in developing countries. Badly damaged books, that are unfit for this purpose, and other books considered unsuitable for sending overseas are industrially shredded which is then used locally for animal bedding or composting.

Office waste is shredded or recycled accordingly. Cardboard and other packaging that we are unable to effectively re-use ourselves is recycled.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

ACHIEVEMENT AND PERFORMANCE
CAPACITY BUILDING AND CHANGE MANAGEMENT

Client Database

The new Client Database was designed and built during 2010. Populating the database was managed by migrating information relating to existing clients (only clients fully compliant with our terms and conditions) from the old database to the new database. New Clients are added on an ongoing basis from the New Request Database. Worldwide demand for books continues to rise on a weekly basis.

New Request Database

We continue to receive approximately 300 new requests each year from different countries worldwide. We retain this data with the intention to include some of our new clients in the country programme we do with our partnership/alliances however it is not possible to meet every request for support.

New Website

Development of our new website is now fully operational and more donations and requests are now made online.

New Application Form

During the course of 2012 a new application form was designed in consultation with staff, trustees, volunteers and clients. The information obtained has helped us to have clear understanding of needs and requirements and an opportunity to help us to research into each countries curriculum requirements.

FINANCIAL REVIEW

During 2016 more balance between income and expenditure was achieved both from savings in management costs and funders.

Total Incoming Resources for the year amounted to £64,297 (2015 - £92,110) showing a decrease of £27,813. The resources expended increased from £46,468 in 2015 to £61,369 in 2016.

FUTURE PLANS

With stronger financial position we now plan to despatch towards 30 tonnes of books worldwide during 2016/2017/2018 see page 10.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

SPECIAL PROJECTS PLANNED FOR 2017/18/19

SPECIAL PROJECTS 60,000 Kgs 300,000 BOOKS at COST £100,000

Gambia - Working with Ian Dow from Aberdeen Rotary Club for schools.	Project £15,000
Zimbabwe - Working with the charity Childrens' Voice Charitable Trust to supply 44 Primary and secondary schools, 2 teachers colleges, 2 universities and 2 public libraries Canadian Charity will sponsor part of the cost.	Project £19,000
Zambia - This is a project been carried out in conjunction with our local high School and the books have already been supplied and an offer of help towards the final costs.	Project £17,000
Sri Lanka - After visiting in Feb 2016 we plan to send container 2018.	Project £17,000
Ghana - Working with the Rotary Club and Rotoract and University.	Project £15,000
India - Working with the Rotary in the Bikaner area.	Project £17,000

BESPOKE SMALL PARCEL SERVICE

10,000 Kgs 50,000 Books for approximate cost of £10,000

Books Abroad receives requests daily from overseas schools for our books. This demand is met by providing 10kg parcels via International postal system. This is a very expensive way to send books but we are able to meet the needs from very remote places. We intend sending parcels to Fiji, Kiribati and Cosmoros this year.

During the year we have taken the opportunities from the new requests, mainly from charities based in the UK, who were supplying container loads to overseas projects. These charities were supplied with one or two pallets of books each containing 2,500 books and delivered to their UK address for onward delivery. This helped keep our output up and reduced our despatch costs. The countries which received books were Gambia, Sri Lanka and Zambia.

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mr Raymond Edwards - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BOOKS ABROAD**

I report on the accounts for the year ended 31 December 2016 set out on pages twelve to nineteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

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

Arlene Anderson
ICAS
Anderson & Co
Beech Lodge
Banff
Aberdeenshire
AB45 3TJ

Date:

BOOKS ABROAD

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	2016 Total funds £	2015 Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income		40,989	17,885	58,874	83,583	
Activities for generating funds	2	5,335	-	5,335	8,425	
Investment income	3	88	-	88	102	
Total incoming resources		46,412	17,885	64,297	92,110	
RESOURCES EXPENDED						
Costs of generating funds						
Fundraising trading: cost of goods sold and other costs		353	10,892	11,245	1,885	
Charitable activities						
Book Despatched		48,966	-	48,966	43,348	
Governance costs		1,158	-	1,158	1,228	
Other resources expended		-	-	-	7	
Total resources expended		50,477	10,892	61,369	46,468	
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS						
		(4,065)	6,993	2,928	45,642	
Gross transfers between funds		6,993	(6,993)	-	-	
NET INCOMING/(OUTGOING) RESOURCES		2,928	-	2,928	45,642	
RECONCILIATION OF FUNDS						
Total funds brought forward		101,851	980	102,831	57,189	
TOTAL FUNDS CARRIED FORWARD		<u>104,779</u>	<u>980</u>	<u>105,759</u>	<u>102,831</u>	

The notes form part of these financial statements

BOOKS ABROAD
BALANCE SHEET
AT 31 DECEMBER 2016

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	2016 Total funds £	2015 Total funds £
FIXED ASSETS						
Tangible assets	6	-	-	-	-	718
CURRENT ASSETS						
Debtors	7	251	-	251	251	8,613
Cash at bank and in hand		<u>100,098</u>	<u>6,136</u>	<u>106,234</u>	<u>106,234</u>	<u>96,576</u>
		100,349	6,136	106,485	106,485	105,189
CREDITORS						
Amounts falling due within one year	8	<u>(726)</u>	-	<u>(726)</u>	<u>(726)</u>	<u>(3,076)</u>
NET CURRENT ASSETS		<u>99,623</u>	<u>6,136</u>	<u>105,759</u>	<u>105,759</u>	<u>102,113</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>99,623</u>	<u>6,136</u>	<u>105,759</u>	<u>105,759</u>	<u>102,831</u>
NET ASSETS		<u><u>99,623</u></u>	<u><u>6,136</u></u>	<u><u>105,759</u></u>	<u><u>105,759</u></u>	<u><u>102,831</u></u>
FUNDS						
Unrestricted funds	9			104,779	104,779	101,851
Restricted funds				<u>980</u>	<u>980</u>	<u>980</u>
TOTAL FUNDS				<u><u>105,759</u></u>	<u><u>105,759</u></u>	<u><u>102,831</u></u>

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Mr Vinay Ruparelia -Trustee

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

ACCOUNTING CONVENTION

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities and Trustee Investment (Scotland) Act 2005 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

INCOMING RESOURCES

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

RESOURCES EXPENDED

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.

TANGIBLE FIXED ASSETS

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

Plant and machinery	- Straight line over 5 years
Computer equipment	- Straight line over 3 years

TAXATION

The charity is exempt from 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.

HIRE PURCHASE AND LEASING COMMITMENTS

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	2016	2015
	£	£
Shop income	1,058	1,302
Sponsorships	895	2,419
Other income	2,022	1,442
Quiz	219	236
Coffee morning	<u>1,141</u>	<u>3,026</u>
	<u>5,335</u>	<u>8,425</u>

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016**

3. INVESTMENT INCOME

	2016	2015
	£	£
Deposit account interest	<u>88</u>	<u>102</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2016 nor for the year ended 31 December 2015.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 December 2016 nor for the year ended 31 December 2015.

5. STAFF COSTS

	2016	2015
	£	£
Wages and salaries	<u>11,140</u>	<u>10,015</u>

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

	2016	2015
Office salaries	<u>1</u>	<u>1</u>

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

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2016 and 31 December 2016	<u>14,949</u>	<u>3,571</u>	<u>3,632</u>	<u>22,152</u>
DEPRECIATION				
At 1 January 2016	14,231	3,571	3,632	21,434
Charge for year	<u>718</u>	<u>-</u>	<u>-</u>	<u>718</u>
At 31 December 2016	<u>14,949</u>	<u>3,571</u>	<u>3,632</u>	<u>22,152</u>
NET BOOK VALUE				
At 31 December 2016	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2015	<u>718</u>	<u>-</u>	<u>-</u>	<u>718</u>

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016**

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade debtors	<u>251</u>	<u>8,613</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade creditors	126	-
Other creditors	<u>600</u>	<u>3,076</u>
	<u>726</u>	<u>3,076</u>

9. MOVEMENT IN FUNDS

	At 1.1.16	Net movement in funds	At 31.12.16
	£	£	£
Unrestricted funds			
General fund	102,831	(3,208)	99,623
Restricted funds			
Sri-Lanka	-	6,136	6,136
	<u>102,831</u>	<u>2,928</u>	<u>105,759</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	46,412	(49,620)	(3,208)
Restricted funds			
Sri-Lanka	17,885	(11,749)	6,136
	<u>64,297</u>	<u>(61,369)</u>	<u>2,928</u>

10. RELATED PARTY DISCLOSURES

Trustees received no remuneration during the year 2016 (2015 - £nil).

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2016

11. ACKNOWLEDGEMENTS

Donations of funds during the year from the following Foundations and Trusts are gratefully acknowledged:

The Ian Askew Charitable Trust	The Allan Charitable Trust
The Batchworth Trust	The Miss J Bisgood's Charitable Trust
The Clara E Burgess Trust	The Cole Charitable Trust
J & J Denholm Ltd	The A E Cooper Dean Charitable Foundation
The Farthing Trust	The Gilbert & Eileen Edgar Foundation
The Gordon Fraser Foundation	Sydney E Franklin Deceased's New Second Charity
The K M Harbinson Charitable Trust	The Fulmer Charitable Trust
The Netherdale Trust	The Sir J Miller Edinburgh Trust
The Rozelle Trust	The L D Rope 3RD Charitable Settlement
The Souter Charitable Trust	The David Rubens Charitable Trust
The Thornton Foundation	The Spear Charitable Trust
The H D H Wills 1965 Charitable Trust	The Weinstein Foundation

The following have made a specific contribution to our activities during the year and we extend our grateful thanks to them.

BSS Group	Rotary Club of Aberdeen	Bridge of Don Academy
Albyn School	Dundee High School	Dyce Primary School
Elgin Academy	Elgin High School	Forres Secondary School
South Park School, Fraserburgh	Hazelhead Academy	Portessie Primary
Portlethen Primary	Robert Gordons College	Banff Tailoring Service
Fordyce Garden Booksale	Midmar Church Group	Nunthorpe News, Middlesbrough

Finally, we thank all our volunteers and other helpers for their valuable support during 2016.

BOOKS ABROAD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016**

	2016 £	2015 £
INCOMING RESOURCES		
Voluntary income		
Donations	20,389	4,073
Subscriptions	80	475
Trusts & Foundations	<u>38,405</u>	<u>79,035</u>
	58,874	83,583
Activities for generating funds		
Shop income	1,058	1,302
Sponsorships	895	2,419
Other income	2,022	1,442
Quiz	219	236
Coffee morning	<u>1,141</u>	<u>3,026</u>
	5,335	8,425
Investment income		
Deposit account interest	<u>88</u>	<u>102</u>
Total incoming resources	64,297	92,110
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Fundraising	11,245	1,885
Charitable activities		
Property rent	18,202	12,033
Rates and water	632	147
Insurance	-	884
Light and heat	4,661	2,851
Telephone	643	613
Postage and stationery	584	497
Book despatch	6,880	10,008
Book packaging	360	725
Repairs & renewals	1,049	1,057
Travel costs	2,753	1,384
Marketing costs	<u>-</u>	<u>1,500</u>
	35,764	31,699
Governance costs		
Accountancy	675	600
Other costs	<u>483</u>	<u>628</u>
	1,158	1,228

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BOOKS ABROAD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2016

	2016	2015
	£	£
Other resources expended		
Foreign currency charges	-	7
Support costs		
Management		
Wages	11,140	10,015
Insurance	842	606
Sundries	200	100
Office expenses	292	183
Depreciation of tangible and heritage assets	<u>718</u>	<u>745</u>
	13,192	11,649
Finance		
Bank charges	<u>10</u>	<u>-</u>
Total resources expended	61,369	46,468
	<hr/>	<hr/>
Net income	<u>2,928</u>	<u>45,642</u>

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