



BOOKS ABROAD

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2011

Registered Charity No SCO 11359

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Introduction

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 utilized for receiving and sorting book donations prior to them being shelved in Unit 1 ready for selection. This now gives us 582 square metres of warehouse space and 107 square metres 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 some book donations are brought to us in Rhynie by the donors. 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.

BOOKS ABROAD send carefully selected book parcels weighing approximately 8.5 kgs each (40-50 books on average) directly to educational establishments overseas. The parcels are wrapped in clear polythene which speeds passage through customs. We are demand driven, providing only the types of books requested by the recipients. Emphasis is upon quality, good condition books rather than quantity. Parcel sizes have been optimised to ensure that they can be carried to the most remote sites even where there is no road infrastructure. BOOKS ABROAD meet all transportation costs with no cost to be borne by the recipients.

Strenuous efforts are made to satisfy all bona fide requests received. If we cannot satisfy demand from our stock of used books, then we purchase new books as funds permit e.g. readers, grammar, dictionaries, atlases and health books.

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

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 two paid office staff and a fundraiser who is remunerated on a commission basis.

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 the Inland Revenue.

The Registered Scottish Charity Number is: SCO 11359

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Website: www.booksabroad.org.uk

Opening Hours: Monday – Friday: 10.00am - 3pm.

Staff

General Manager: John Calder BA CA
Administrator: Hazel Stephen
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Report Author: John Calder

Bankers: Clydesdale Bank
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Professional Advisors:

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Trustees:

Chairperson: Steve Read (retired August 2011)
Vinay Ruparelia (appointed August 2011)

Vice Chairperson: Lucy Gunn (retired June 2011)
Currently Vacant

Secretary: Hilary Musgrave

Treasurer: Vinay Ruparelia (retired August 2011)
Raymond Edwards (appointed August 2011)

Other Members: Alex Forbes
Steve Read
Somersal Shepley
Edith Todd
Sandra Brown (appointed June 2011)
Jamie Love (appointed June 2011)
Neil Robinson (appointed June 2011)
Dr Alan Sinclair (appointed June 2011)
Carol Gray (retired June 2011)
Sharon Gray (retired June 2011)
Jane MacLellan (retired June 2011)

Patrons:

Hon President: The Rt Hon Lord Forbes, KBE JP DL

Hon Vice President: Vacant

Patrons: Dr Mairi Hedderwick, Author and Illustrator
Jonathan Meres, Author
Steve Robertson, Scotland the What? – passed away November 2011

Founder: Keith Brunskill

Chairperson's Report

Looking back over 2011 I am pleased to report a very good year for Books abroad.

My years at BA confirmed my views on the dedication and commitment of everybody connected with BA. This year we celebrate the 30th year of service during which time nearly 3 million books have been sent worldwide - a remarkable achievement.

Books Abroad has made great strides in the governance of the organisation with a clear strategy and budgets. The despatches have gone up and the distribution is much wider on a year-to-year basis. We are now in receipt of greater and in-depth feedback to ensure that we are making a difference.

On the training front both the trustees and the volunteers receive an ongoing training and these sessions are well attended. We now have a clear Health and Safety Policy and procedure.

We have made tremendous progress with partnership working with Charities based abroad. The successful "Mission to Mombasa" trip the previous year not only raised funds for the charity it also gave us an opportunity to see the distribution of books to over 38 organisations and we received very valuable feedback. This link has resulted in an application to Western Union in America for funds to carry out further projects in Africa. The "Voyage of Discovery" trip to Nepal this year not only helped raised funds but also provided very valuable insight into requirements and the logistics of transportation.

INNOVATIVE APPROACH. A container load of books was sent to Zanzibar and over 80 schools were able to receive books as per their requirement. This took place in November 2011 and, within two weeks, over 53,500 books were distributed with local help. We are constantly looking to reduce despatch costs and to ensure that books reach their intended destinations. During 2011 we have linked with the Minister of Education in Rwanda to help distribute books locally and in 2012 we are collaborating with the Mara Foundation in Uganda.

Looking ahead with improvement in our financial position we intend to plan for the longer term and special emphasis will be placed on increasing our reserve funds in the coming year. We will continue to offer both the bespoke service to remote part of the world via our small parcel service and work with our partners to maximise impact and reduce costs.

I take this opportunity to thank everybody for your continued support.


Vinay Ruparelia
Chairperson

11th May 2012

Report of The Trustees for the year ended December 31st 2011

The Trustees (Members of the Management Committee) of BOOKS ABROAD are pleased to present their Annual Report and Financial Statements for the year ended 31st December 2011.

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 delegated the day to day management of BOOKS ABROAD to staff members. However, ultimate responsibility for decision making rests with the Trustees. The General Manager and Development Officer attend the monthly Management Committee meetings to allow regular information sharing and the discussion of issues where guidance and/or a decision is 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. Examples of such Alliances during 2011 being our work with Zanzibar Library Services and the Rwanda Scotland Alliance.

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.

Objectives, Activities and Achievements

Objectives and Planning

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, in order that such materials may have a second life in the hands of the charity's beneficiaries overseas. An integral part of our mission as a charity is that the books are delivered door-to-door, wherever possible, in order that the beneficiaries bear no financial burden.

More specifically, BOOKS ABROAD operate a three year planning cycle, with the objective of providing assistance to all of the educational establishments registered on our database at least once in the three year cycle. The Three Year Plan is prepared in advance and sets out the key objectives to be addressed during the period and a Country Despatch Plan giving the year in which each country will next be addressed.

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 and funding availability.

Historically, the Charity's annual output has been between 35 and 40 tonnes, and is achievable in terms of available book resources and 'manpower'. The main threats to maintaining these output levels are the reduced incoming funds (a continuing legacy of the 2008 banking crisis) and the ever-increasing costs of transportation, particularly from port to door in the receiving countries.

Despatch Programmes comprise both the regular book parcels sent to schools and a number of Special Projects which are identified each year. Instead of small book parcels, Special Projects, usually libraries or other community groups, receive larger consignments of carefully chosen boxed books, ranging in size from one pallet-load to a complete 20ft shipping container depending on the nature and size of the project. The aim is to send two full containers per year (one every 6 months) as part of the annual despatch.

Despatch

Total book despatches during 2011 amounted to 36,098 kgs (2010 – 25,768 kgs). This is equivalent to 189,000 books (2010 – 130,000 books). Despatches were worldwide to 234 client organisations in some 33 different countries (2010 – 143 clients in 27 countries). In total, Books Abroad have now dispatched some 2,607,000 books (519.8 tonnes) to our clients worldwide.

Despatches during 2011 were according to our despatch plan for the year and were significantly up on 2010 (which was adversely affected by the extreme weather conditions during the periods January to March and November/December when the warehouse in Rhynie was effectively "snowed in"). The achievement of meeting our despatch plan in 2011 was a tremendous achievement when one takes into account the disruption caused by the absorption of the additional warehouse space during the year. The Trustees recognize the supreme effort of the volunteers during the year coping with the changes and achieving the despatch targets.

Region	Countries		Despatches 2011			Despatches 2010		
	31/12/11	Clients	Countries	Clients	Kilos	Countries	Clients	Kilos
Africa	29	332	14	154	25,109	8	92	19,909
Asia	20	118	10	64	9,052	11	36	4,680
Eastern Europe	15	21	0	0	0	7	13	1,026
Caribbean	5	12	3	9	569	0	0	0
Pacific Basin	9	8	4	5	340	0	0	0
Middle East	3	3	1	1	102	1	2	153
Indian Ocean	2	2	1	1	926	0	0	0
South America	5	2	0	0	0	0	0	0
Total	88	498	33	234	36,098	27	143	25,768

School Parcels

School Parcels accounted for 10,295 kgs sent as 1,211 small parcels each weighing approximately 8.5 kgs (2010 – 8,159 kgs as 957 small parcels).

Region	Despatches 2011			Despatches 2010		
	Countries	Clients	Kilos	Countries	Clients	Kilos
Africa	11	71	4,760	6	69	4,734
Asia	8	59	4,524	8	33	2,246
Eastern Europe	0	0	0	7	13	1,026
Caribbean	3	9	569	0	0	0
Pacific Basin	4	5	340	0	0	0
Middle East	1	1	102	1	2	153
Indian Ocean	0	0	0	0	0	0
South America	0	0	0	0	0	0
Total	27	145	10,295	22	117	8,159

Special Projects

Special Projects accounted for the remaining 25,803 kgs (2010 – 17,609 kgs) and were despatched in carefully packed cardboard boxes and palletized for shipping via sea freight containers.

Region	Despatches 2011		Despatches 2010	
	Clients	Kilos	Clients	Kilos
Zanzibar - Schools Project	80	9,072		
Rwanda - Schools Project	1	9,252		
Bangladesh - College	1	1,102		
Pakistan - Library	1	956		
Pakistan - Universities	2	1,384		
Seychelles - Library	1	926		
Sierra Leone - School	1	601		
Sri Lanka - Schools	1	1,086		
Tanzania - University	1	1,424		
Kenya - Chandi Parivar Trust and Others			20	8,349
Liberia - Yekapa Youth Club			1	4,306
Afghanistan - BFPO Camp Bastion			1	82
Sri Lanka - Little Aid			1	525
Cameroon - United Action for Children			1	554
Nepal - First Steps Himalayas			1	1,827
Uganda - National Library			1	1,966
Total	89	25,803	26	17,609

The Zanzibar Schools Project is one example of the innovative approach we now try to adopt when dealing with projects. Rather than selecting and packaging books for each of the eighty schools, which is hugely time consuming and very expensive to ship, we effectively sent a "mini-warehouse" of books in a 20 foot container. We consolidated the "statement of needs" for each of the schools to give the total needs for the project and "stocked" the "mini-warehouse" accordingly. The container was dispatched to Zanzibar Library Services who provided us with sufficient floorspace to put all the books on display. The schools were then invited to come to the Library and select the books they required. This was only possible as Zanzibar is relatively small and no school had far to travel to the Library. As this was the first time we had attempted this type of distribution, and to ensure proper control procedures were in place, a representative of Books Abroad was sent to Zanzibar to oversee the process. The 53,500 books were successfully distributed to the eighty schools during a two week period in November 2011.

This Project was highly successful allowing us to verify that all eighty schools received books of their choice from the books sent. It was also extremely cost efficient and resulted in dispatch/distribution costs being some £12,000 less than our traditional methods. There were also significant savings in volunteer time in Rhynie due to the alternative method of selection and packaging with a resultant saving on overhead costs.

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.

For 2010 despatches, 69% of clients, accounting for 85% of the books sent, acknowledged receipt of and/or returned the feedback forms (2009 - 55% and 78% respectively). This response rate is significantly better than previous years (2009 - 55% of clients; 2008 - 46%; 2007 - 44%). This continued improvement is a direct result of the more robust approach taken to ensure clients comply with our Terms & Conditions. The Trustees are pleased that the response levels continue to improve and anticipate further improvement for 2011 despatches as the new approach takes full effect.

Below are a few excerpts from the many letters of acknowledgment we received from schools around the world relating to consignments sent during 2010 and 2011.

"On behalf of the entire Ufuoni community, parents of the school, school management committee, the pupils and the school teaching and non teaching staff of Ufuoni Primary School, I the headteacher do take this opportunity to express greatly felt appreciations to Books Abroad through Chandi Parivar Charitable Trust (CPCT) for the big and marvelous donations of library books made to the school.

We the entire Ufuoni, say thanks very much for keeping Ufuoni in your hearts. This generous contribution has changed Ufuoni. Ufuoni will be a good example to all Primary Schools in the District. We are not going to let you down. The books are going to be utilized to uplift the academic standards of the school.

May God bless Books Abroad and CPCT Mombasa as you further plan to continue to serve people in need like us in the community."

L T Hinzano (Headteacher), Ufuoni Primary School, Kilifi, Mombasa, Kenya, 11th October 2010

"This letter is meant to express our sincere appreciation for the wonderful gift of textbooks that you sent us.

All the books are very useful to us and the children are overjoyed to have them.

Before your gift we had practically nothing to give to children during the library time, neither did we have the source material for our teachers.

Your assistance will surely contribute to better academic performance from our children."

Susan Nabankema (Principal), King David Nursery & Primary School, Kampala, Uganda, 2nd December 2010

"The Board of Governors, Principal, Staff and Students wish to extend our sincere gratitude to you for the wide variety of books that you have donated to our school.

We find the texts most useful and we want to assure you that we really appreciate them.

Thank you again and we wish you all the best in your endeavours as you continue to contribute to the education of the nation's children."

Sheron Martin (Principal), Grant's Mountain Primary School, St. Ann, Jamaica, 11th April 2011

"Please accept my greatest appreciation and thanks to "Books Abroad" for your kind gesture to send library books to our School library as a donation. We really wonder and appreciate your sincere and tireless efforts and services to the noble cause of Education.

These valuable books have enriched our library. The fact that the books you sent us had very wide variety helped our children to develop interest in reading beyond the traditional reference reading. I salute you all. Long Live Books Abroad."

N.P. Narayanan Raja (Principal), Nava Bharath Matriculation School Public, Puduppalayam, Rajapalayam, India, 5th December 2011

"Thank you! Thank you!! Thank you!!! That is how I feel.

I'm very honest to tell you that all the publications that we have received from your organization will be shared with our staff/students, colleagues and our visitors as this month we are going to place all the books on the shelves of our school library.

We have reviewed all the books and we have great hope with these publications that they are appropriate to the needs of our students and staff.

We are very thankful for this kind donation."

Simalike Mwantila (Patron), Itili Women's Training Centre, Mbeya, Tanzania, 5th December 2011

"Thank you so much for sending the parcels to us. The children and teachers are using the books each day. On behalf of all of us here I want to thank all of you at Books Abroad for doing such a wonderful job and lighting up so many lives here. We are ever so thankful to you all for sending such Lovely books."

Aarti Kumari Jadeja, (Principal), Little Steps Montessori School, Bhuj, India, 6th December 2011

"I am writing to let you know that I received the parcels yesterday. It was a real delight to get them so soon and at a time when they are really needed.

So, THANK YOU very much and please, send my best wishes to the whole team. Happy, hopeful and very successful year to you for your kindness and your care as well as to "BOOKS ABROAD" which is honestly for us a "HOPE ABROAD". Thank you again."

Khalid Naid Bihi (Headteacher), Lamhara College, Taroudant, Morocco, 7th January 2012

Charity Statistics

Volunteers

BOOKS ABROAD is dependant 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. The majority of volunteers help regularly with some having done so for over 20 years. Of the 34 volunteers at the end of 2010, seven ceased to be involved during 2011 and eight new volunteers commenced during the course of 2011 giving volunteer numbers of 35 at the end of 2011.

There are currently two main volunteer days per week, Mondays and Wednesdays, normally between the hours of 10am - 3pm. 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.

The estimated number of volunteer hours during 2011 was 4,100 hours compared with 3,500 hours in 2010. The increase in hours during 2011 is primarily due to less time being lost due to adverse weather conditions.

Charity Membership

Membership of the charity stands at 150 members at the end of 2011 of which 76 are life members (2010 – 152 members – 71 life members). The movement of 2 members consists of 9 new members less 11 memberships not renewed. During 2012 the Trustees intend to develop a strategy aimed at boosting membership numbers and income.

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 or at various fundraising events.

"Drop-off" centres were established during 2010 in Glasgow, Edinburgh, Dundee and Aberdeen at the Scottish depots of The BSS Group. Donors drop their books into the depots and BSS store them and ultimately transport the books free of charge to Rhynie. During 2011 we received approx 4.6 tonnes of books via BSS (2010 approx. 1.0 tonnes).

Total Book donations for the year were 42.1 tonnes (2010 – 40.9 tonnes).

Book Donations	2011	2010
	tonnes	tonnes
Used Books	38.4	40.8
New Books	3.7	0.1
Total Books	42.1	40.9

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. During 2011 some 7.4 tonnes of books required shredding (2010 – 6.0 tonnes). This increase reflects the continuing effort to ensure only suitable, good quality books are available for selection and the excess of adult literature we continue to receive. Shredding levels are not expected to decrease during 2012 as a major exercise to purge our selection shelves of slow moving/unsuitable books is undertaken.

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

Capacity Building and Change Management

Client Review

At the end of 2009 Books Abroad had 1,489 clients on the old database. A Client Review was necessary for the following reasons:

- Too many Clients to service on a three year cycle.
- Many of the existing clients failed to comply with our Terms & Conditions, particularly feedback.
- No successful communication between Client and Books Abroad in recent times.
- To check data integrity before transfer to the New Database.

The results of the review were as follows:

	Countries	Clients	Comments
Old Database	82	1,501	
Archived	27	1,169	78%of Clients
Retained Clients	55	332	22% of Clients
Transferred to New Database	55	332	

The review highlighted that only 22% of the clients on the old database were contactable and fully compliant with our Terms & Conditions. These Clients were retained and their information transferred to the New Database with the records of the other 78% of Clients, who were non-compliant or not contactable, being archived.

Client Database

The new Client Database was designed and built during 2010. Populating the database was managed in conjunction with the Client Review. Only information relating to existing clients fulfilling the review criteria was migrated to the new database. New Clients were added on an ongoing basis.

At the end of 2011 the database had a total population of 537 Clients of which 39 had been archived leaving 498 active clients.

	2011
From Old Database	332
From New Request Database	118
New Requests (pre NR database)	87
Total Clients	537
Archived	39
Active Clients	498

New Request Database

The volume of potential new clients (new requests) increased considerably during 2010 to the extent that a New Request Database was designed, built and came into operation during August 2010. This database provides control over all the requests with a clear and transparent record of the actions and decisions taken. Only a relatively small number of New Requests can be accepted due to the number of existing clients and the output constraints (volunteers and funding) which we face.

From August to December 2010 some 188 new requests were processed of which 78 were accepted and transferred to the New Client Database, 91 were rejected with 19 pending at the end of 2010.

A further 262 new requests were received during 2011 together with the 19 carried forward from 2010 giving 281 to be dealt with. Of these 40 were accepted, 214 rejected and 27 are pending.

Warehousing

As we continue to move forward to meet the ever increasing demands for our services, we became aware of the opportunity to lease the adjoining warehouse (Unit 2) during 2011 and after careful consideration the Trustees decided that this was an opportunity that should not be missed. Particularly as we were short of working space due to the high volume of book donations received in recent years.

We took possession of Unit 2 on 1st April giving us an additional 228 square metres of floorspace. Units 1 and 2 combined now give us a total of 582 square metres of warehouse space and 107 square metres of office space.

Unit 2 is used to receive and sort all book donations. The sorted books are then put on to the selectors' shelves in Unit 1. Pallet racking has been installed in Unit 2 to store pallets of sorted books which are not needed immediately on the selectors' shelves.

Unit 1 is used for selecting, listing, parceling, projects and despatch. Some 160 linear metres of additional shelving has been installed vastly increasing the capacity of the selectors shelving. A major exercise will be undertaken in 2012 to rationalise the layout of the shelving and provide shelving for book categories which had no specific shelving before.

We are already enjoying the benefits of the additional space with efficiency having risen considerably during the course of the year. Output per volunteer hour has increased from 7.4 kg/hour in 2010 to 8.8 kg/hour in 2011.

Financial Report

Despite the continued depressed economic climate, 2011 has been a hugely successful year for Books Abroad. The Despatch Plan for the year was fully achieved with despatches being 2% greater than planned. Income was 4% above even our most optimistic thoughts with Expenditure being some 8% below budget. A tremendous performance which saw our Reserves increase by £12,349 during the year.

The financial position of Books Abroad remains in accordance with our reserves policy with Free Reserves of £43,776 (2010 - £32,071) at the Balance Sheet date. This represents over 4 months of our total forecast expenditure for 2012 or in excess of 8 months of our forecast fixed costs. Books Abroad's reserves policy is reviewed annually and is currently to maintain free reserves of not less than 6 months of annual fixed costs.

Total Incoming Resources for the year amounted to £114,975 (2010 - £74,605). This increase is almost exclusively due to a rise of £36,225 in Donations from Trust Funds with Gift Aid contributing a further £3,441.

Total Resources Expended for the year amounted to £102,626 (2010 - £82,150). The increased expenditure is mainly due to book despatches (£12k) which returned to normal after the reduced output in 2010 due to adverse weather conditions. Property Rental and associated costs accounted for £7k of the increase reflecting the addition of Unit 2 during the year.

Total income exceeded expenditure by £12,349 during the year (2010 – expenditure exceeded income by £7,545). This together with an increase in amounts payable to creditors of £10,817 are the main reasons our cash and bank balances have increased by £25,303 to £64,004 at the Balance Sheet date.

The Trustees expect the adverse economic climate to continue throughout 2012 and this will continue to bring challenges. The Trustees are confident that these challenges will be overcome and that Books Abroad will continue to at least maintain current output levels.

Future Plans

Planned Despatches for 2012

We plan to despatch 36 tonnes of books to some 175 clients in 25 countries worldwide during 2012.

School Parcels account for 9.5 tonnes of this total with parcels planned for 140 clients in 19 different countries as follows:

Africa: Gambia, Ghana, Kenya, Lesotho, Morocco, Sierra Leone, Zambia.

Asia: China, India, Kyrgyzstan, Mongolia.

Eastern Europe: Belarus, Slovakia, Ukraine.

South/Central America: Belize, Guyana.

Indian Ocean: Mauritius.

Other Areas: Grenada, Papua New Guinea.

Special Projects accounts for the remaining 26.5 tonnes as follows:

Uganda

In alliance with the Mara Foundation in Kampala. A project to send a container of educational books to Kampala where the Mara Foundation will distribute them to pre-selected schools, colleges, universities and libraries.

Kenya

In alliance with the Diamond Trust Bank in Nairobi and Western Union. Another exciting project to send a container of carefully selected books for distribution by the Diamond Trust Bank to schools throughout Kenya.

or

India

In alliance with the Rotary Clubs in India. A project to send pre-selected primary, secondary and tertiary educational books for distribution to pre-selected organizations.

Small Projects

We have identified a number of smaller projects in various countries worldwide (including Ethiopia, Ghana, and Uganda). These projects will receive one or two pallets of books each.

Independent Examiner

The Trustees intend to ask SBP to undertake the independent examination for the year ending 31st December 2012.

Signed on behalf of the Trustees



V. Ruparelia
Chairperson

11th May 2012



R. Edwards
Treasurer

11th May 2012

Scottish Charity Number SCO 11359

**Report by the Independent Examiner
for the year Ended 31 December 2010**

We report on the accounts of the charity for the year ended 31 December 2011 which are set out on pages 15 to 20.

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 Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is our 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 independent examiner's statement

Our examination is 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - (b) to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

Have not been met, or

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



**Peter Bruce
SBP
Chartered Accountants
9 Carmelite Street
Banff
Aberdeenshire
AB44 1AF**

11th May 2012

BOOKS ABROAD

Statement of Financial Activities For the Year to 31st December 2011

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2011 Funds £	Total 2010 Funds £
Incoming Resources					
Voluntary Income	2	105,260	4,419	109,679	66,109
Fundraising Income	3	5,247		5,247	8,394
Interest Received		49		49	102
Total Incoming Resources		110,556	4,419	114,975	74,605
Resources Expended					
	4				
Cost of Generating Funds					
Voluntary Income		12,169		12,169	7,913
Fundraising Activities	5	1,407		1,407	3,620
Total Cost of Generating Funds		13,576		13,576	11,533
Charitable Activities		77,467	1,400	78,867	61,927
Governance Costs		10,183		10,183	8,690
Total Resources Expended		101,226	1,400	102,626	82,150
Net Incoming Resources before Transfers		9,330	3,019	12,349	-7,545
Transfers		0	0	0	0
Net Movement in Funds		9,330	3,019	12,349	-7,545
Reconciliation of Funds					
Total Funds brought forward		39,230	300	39,530	47,075
Total Funds carried forward		48,560	3,319	51,879	39,530

BOOKS ABROAD

Balance Sheet

As at 31st December 2011

			2011		2010
	Notes	£	£	£	£
Fixed Assets					
Tangible Assets	9		<u>4,784</u>		<u>7,159</u>
Total Fixed Assets			<u>4,784</u>		<u>7,159</u>
Current Assets					
Debtors	10	267		29	
Cash at bank and in hand		<u>64,004</u>		<u>38,701</u>	
Total Current Assets		<u>64,271</u>		<u>38,730</u>	
Creditors: Amounts falling due within one year	11	<u>17,176</u>		<u>6,359</u>	
Net Current Assets			<u>47,095</u>		<u>32,371</u>
Net Assets			<u>51,879</u>		<u>39,530</u>
The Funds of the Charity	12				
Restricted Income Funds			3,319		300
Unrestricted Income Funds			<u>48,560</u>		<u>39,230</u>
Total Charity Funds			<u>51,879</u>		<u>39,530</u>

The Financial Statements on pages 15 to 20 were approved by the Management Committee on 2nd March 2012 and signed on their behalf.


V. Ruparelia
Chairman

11th May 2012



R. Edwards
Treasurer

11th May 2012

Notes to the Accounts**1. Accounting Policies**

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on the historic cost convention.
- b) The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006.
- c) Incoming resources are recorded in the accounts when receivable.
- d) Resources expended are included in the accounts on an accrual basis. Irrecoverable VAT is charged to the Statement of Financial Affairs (SOFA) on the same basis as the costs to which it relates. Most expenditure has been directly allocated to the activities appearing in the Statement of Financial Affairs (SOFA). Property rental, insurance, water rates and electricity have been allocated between activities and support on the basis of floor area occupied. Support costs have been allocated on the basis of management estimation of activity.
- e) Assets costing more than £100 are capitalized and all tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost on a straight-line basis over their expected useful lives as follows:

Computer Equipment	Three Years
Office Furniture and Equipment	Three Years
Plant and Machinery	Five Years

2. Voluntary Income Analysis

Source	Unrestricted	Restricted	Total 2011	2010
	£	£	£	£
Trusts and Foundations	84,000	0	84,000	47,775
Donations (inc Gift Aid)	20,475	4,419	24,894	17,759
Membership Subscriptions	785	0	785	575
Total	105,260	4,419	109,679	66,109

3. Fundraising Income Analysis

Source	Unrestricted	Restricted	Total 2011	2010
	£	£	£	£
Book Shop Sales	1,862	0	1,862	1,676
London Marathon	2,258	0	2,258	0
Others	1,127	0	1,127	1,370
Raffle	0	0	0	5,348
Total	5,247	0	5,247	8,394

4. Resources Expended Analysis

	Voluntary Income £	Fundraising Activities £	Charitable Activities £	Governance Costs £	2011 Total £	2010 Total £
Direct Costs						
Book Collection			1,652		1,652	2,667
Book Despatch			35,359		35,359	24,910
Book Packaging			603		603	1,551
Book Purchases			1,777		1,777	2,333
Fundraising		324			324	2,084
Salaries	9,799				9,799	5,568
Depreciation			3,523		3,523	2,969
Repairs & Renewals			1,146		1,146	0
Warehouse Expenses			93		93	112
Electricity		46	1,267		1,313	946
Insurance & Water Rates		71	1,970		2,041	1,555
Property Rental		288	7,958		8,246	1,807
Independent Accountant				600	600	547
Other Costs & Overheads			1166	1114	2,280	1,607
Total Direct Costs	9,799	729	56,514	1,714	68,756	48,656
Allocation of Support Costs						
Electricity	15	4	141	54	214	234
Insurance & Water Rates	23	7	219	83	332	385
Property Rental	94	27	885	336	1,342	446
Depreciation	51	15	485	184	735	684
Salaries	1,933	552	18,225	6,903	27,613	24,111
Office Expenses	105	30	995	377	1,507	1,594
Capacity Building	0	0	0	0	0	4,200
Other Costs & Overheads	149	43	1,403	532	2,127	1,840
Total Support Costs	2,370	678	22,353	8,469	33,870	33,494
Total Resources Expended	12,169	1,407	78,867	10,183	102,626	82,150

Expenditure has been allocated to activity categories using the methods described in Note 1d.

5. Resources Expended - Fundraising Activities

	Direct Costs £	Support Costs £	Total 2011 Costs £	Total 2010 Costs £
Coffee Morning	85	203	288	0
Book Sales	524	406	930	532
Others	120	69	189	1,092
Raffle	0	0	0	1,996
Total	729	678	1,407	3,620

6. Analysis of Employee Costs

	2011	2010
Costs	£	£
Office Salaries	27,613	24,111
Commissions	9,799	5,568
Total	37,412	29,679
Employees		
Full-time Office Staff	1	1
Part-time Office Staff	1	1
Development Officer	1	1
Total	3	3

The General Manager is engaged on a self-employed basis. He is responsible for all operational matters and reports to the Chairman of the Board of Trustees.

The Development Officer works from home and is self-employed. She is responsible for generating income from Trusts and Foundations and is remunerated on a commission basis.

7. Related Party Transactions

Trustees received no remuneration during the year 2011 (2010 - £nil).

Fourteen Trustees were reimbursed for expenditures of £810 incurred on behalf of the Charity during the year (2010 - Eleven Trustees reimbursed £405).

8. Independent Examiner's Fee

A provision of £500 (2010 - £500) has been accrued at the Balance Sheet date to meet the cost of the Independent Examiner's fees.

9. Tangible Fixed Assets

	Plant & Machinery	Furniture & Equipment	Computer Equipment	Total
	£	£	£	£
Cost				
As at 1st January 2011	14,846	1,932	3,477	20,255
Disposals	0	0	0	0
Additions	168	1,560	155	1,883
As at 31st December 2011	15,014	3,492	3,632	22,138
Depreciation				
As at 1st January 2011	8,592	1,932	2,572	13,096
Disposals	0	0	0	0
Charge for the Year	3,003	520	735	4,258
As at 31st December 2011	11,595	2,452	3,307	17,354
Net Book Value				
At 1st January 2011	6,254	0	905	7,159
At 31st December 2011	3,419	1,040	325	4,784

10. Analysis of Debtors

	31st December 2011	31st December 2010
	£	£
Paypal Account	59	29
Others	208	0
Total Debtors	267	29

11. Analysis of Creditors

	31st December 2011	31st December 2010
	£	£
Trade Creditors	15,826	4,345
Other Creditors and Accruals	1,350	2,014
Total Creditors	17,176	6,359

12. Analysis of Movement in Funds

	Opening Resources	Incoming Resources	Outgoing Resources	Transfers	Closing Balance
	£	£	£	£	£
Restricted Funds					
Sierra Leone (a)	300	100	400		0
Zanzibar (b)		1,000	1,000		0
South Africa (c)		3,319			3,319
Total Restricted Funds	300	4,419	1,400	0	3,319
Unrestricted Funds					
Fixed Assets	7,159	1,883	4,258		4,784
Free Reserves	32,071	108,673	96,968		43,776
Total Unrestricted Funds	39,230	110,556	101,226	0	48,560
Total Charity Funds	39,530	114,975	102,626	0	51,879

The following notes give details of the restricted funds shown above:

- a) The Sierra Leone fund was increased during the year and fully utilised sending books to one specific school.
- b) The Zanzibar funds were received and utilised during the year for the Zanzibar Schools Project.
- c) The South Africa Funds were received during the year for specific schools and have yet to be utilised.

Acknowledgments

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

The Alchemy Foundation	Sir James Miller Edinburgh Trust
The H B Allan Charitable Trust	The Mr & Mrs J T Morgan Foundation
Astor of Hever Trust	The Netherdale Trust
Jean Bisgood	The Rest-Harrow Trust
Burdens Charitable Foundation	G & H Roberts Community Trust
The Cole Charitable Trust	Mrs L D Rope Third Charitable Settlement
The Craignish Trust	Davis Rubens Charitable Trust
JJ Denholm Ltd	The Rufford Foundation
The Edgar Foundation	The Russell Trust
The Farthing Trust	Rita & David Slowe Trust
The Alan & Nesta Ferguson Charitable Trust	The Ryklow Charitable Trust
Sydney E Franklin Deceased's New Second Charity	The Rowan Charitable Trust
The Gordon Fraser Charitable Trust	Thomas Sivewright Catto Charitable Trust
The Hugh Fraser Foundation	The Souter Charitable Trust
The Fulmer Charitable Trust	WF Southall Trust
Garfield Weston Foundation	Spear Charitable Trust
The Harford Charitable Trust	The Eric Stonehouse Trust
Matthew Hodder Charitable Trust	The CB & HH Taylor 1984 Trust
The Jane Hodge Foundation	The Weinstein Foundation

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

Blythwood Care	BSS Group	Rotary Club of Banff
Rotary Club of Inverurie	Rotary Club of Alford	Rotary Club of Monifieth
Rotary Club of Huntly	Oyne Primary School	Westhill Primary School
Sanjay & Seema Sheth	Nexen Petroleum	Estate of the Late Stella McAuslane
The Members of the Voyage to Nepal Team		

Finally, we thank all our volunteers and other helpers for their valuable support during 2011.