

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2014**

BOOKS ABROAD

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FOR THE YEAR ENDED 31 DECEMBER 2014**

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BOOKS ABROAD

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2014

Looking back over 2014 I am pleased to report a very good year for Books Abroad. This is the first year the charity has been run with only one part-time employee. The Trustees did some wonderful work both in managing the charity and fundraising.

My years at BA confirmed my views on the dedication and commitment of everybody connected with BA. During 2014 this is proved as we are in a much stronger financial position and we have been able to maintain the output. Although the tonnage was less we delivered 2 containers to Ghana and Rwanda and numerous other countries received books in pallet quantities rather than small 8.5kg parcels.

As mentioned in our 2013 Accounts, we reduced our management costs and with the commitment of the Board we have improved our financial position considerably.

Traditionally BA supplied small 8.5kgs parcels to various parts of the world however we were very conscious of the costs involved as this is the most expensive way of delivery. We managed to maintain our smaller parcels service output by sending books to Fiji, Greece and Zanzibar. We have also been able to create some local links whereby whole pallets of the required books were sent to the charities and organisations operating in Albania, Malawi, Malta, Sri Lanka and Zambia. Delivering to a UK address for onward transportation by the clients not only resulted in a reduced cost for us but we were able to increase our quantities of books to them.

During my personal holidays to the Philippines I was able to meet a local charity and through their link we are now preparing (in 2015) a 20ft container with books for 30+ schools and libraries. The Philippines had been a very difficult country to send small parcels to due to the geography of their nation. This will help to provide much needed books after numerous floods and with the help of our partners we will now be able to deliver at a very reasonable cost.

During the year the link was made with Rotary International Pakistan. They have undertaken to deliver 1,000 schools a selection of books as a replacement after the flooding. We (May 2015) have despatched a container with over 45,000 books and with their help they would be able to deliver to over 80 schools and two colleges.

The development officer role is now done in-house which has seen a good response from Trusts and Foundations.

We have now successfully raised enough funds to secure our reserve funds policy. This will enable us to plan for longer term. We will continue to offer both the bespoke service to remote parts 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 their continued support.

Vinay Ruparelia
Chairperson

6 August 2015



BOOKS ABROAD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014

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. 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 meets 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 can purchase new books as funds permit e.g. readers, grammar, dictionaries, atlases and health 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.

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 2014

Registered Charity number SC 011359

Principal address BOOKS ABROAD
Unit 1
Richmond Avenue Industrial Estate
Rhynie
Huntly
Aberdeenshire
AB54 4HJ

Telephone/Fax: 01464 861446
Mobile: 07796 777851

E-mail: info@booksabroad.org.uk

Website: www.booksabroad.org.uk

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

Staff Administrator: Hazel Stephen

Report Author/Managing Trustee: Vinay Ruparelia

Bankers:

Clydesdale Bank The Square Huntly Aberdeenshire AB54 5AE	CAF Bank Ltd 25 King's Hill Avenue West Malling Kent ME19 4JQ
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Trustees

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

Professional Advisors:

Independent examiner
Arlene Anderson
Anderson & Co
Chartered Accountants
Beech Lodge
Banff
Aberdeenshire
AB45 3TJ

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

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2014

REFERENCE AND ADMINISTRATIVE DETAILS

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 Thrive Africa in Ghana and the Ministry of Education Department in Rwanda.

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.

BOOKS ABROAD

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014

OBJECTIVES AND ACTIVITIES

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,

As part of our chairperson's report the objectives of providing assistance to all education establishments has been mentioned already. However, our desire to keep to our 3 year plan 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.

Historically, the Charity's annual output has been around 30+ tonnes, and is achievable in terms of available book resources. In 2014 a cautious approach was taken for despatch in the light of the drop in incoming funds. However, during the year funds considerably improved and we hope to maintain the 30+ tonnes in 2015.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2014

ACHIEVEMENT AND PERFORMANCE

Books despatched

Total book despatches during 2014 amounted to 24,418kgs (2013 - 27,441kgs). Despatches were worldwide to 140 client organisations in some 10 different countries (2013- 150 clients in 35 countries). In total, Books Abroad have now dispatched some 2,971,590 books (594.4 tonnes) to 2,188 clients in 92 countries worldwide.

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

	BOOKS DESPATCHED DURING 2014	
SMALL PARCELS	No of Recipients	No of Kgs to be sent
AFRICA		
Ghana	<u>1</u>	<u>85</u>
Total	<u>1</u>	<u>85</u>
ASIA		
Total	<u>0</u>	<u>0</u>
EUROPE		
Greece	<u>1</u>	<u>102</u>
Total	<u>1</u>	<u>102</u>
PACIFIC BASIN		
Fiji	<u>1</u>	<u>102</u>
Total	<u>1</u>	<u>102</u>
SMALL PARCELS TOTAL	<u>3</u>	<u>289</u>
SPECIAL PROJECTS		
Ghana	80	9,246
Rwanda	<u>50</u>	<u>9,879</u>
Sub-total	130	19,125
Miscellaneous - Small Projects		
Albania	1	2,829
Malawi	1	462
Malta	1	475
Sri Lanka	1	482
Tanzania	2	340
Zambia	<u>1</u>	<u>416</u>
TOTAL SPECIAL PROJECTS	<u>7</u>	<u>5,004</u>
GRAND TOTAL FOR 2014	140	24,418

*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.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2014

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.

A detailed analysis of the Green Feedback Forms received from recipients of school parcels despatched during 2014 reveals that over 96% of the books sent were considered to be useful or very useful. 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 2013 and 2014:-

Ref 60 - Cameroon - once more it's a pleasure writing with regard to the donated books. We wish to sincerely thank you and your organisation for this wonderful gesture. Through these books the culture of reading is being enhanced among our children on a daily basis.

Ref 667 - Ghana - We just decided to say hello to you and thank you once again about the donation of the books. In fact, the books have really assisted us and made a good impact of the kids. I am very pleased and happy of the results of the books.
God bless you all and thank you. Nderago, The director.

Ref 775 - Muluma, Malawi - mini project - Elspeth Pentland said :
The news I have had from the school today is that the books are constantly being used.

Ref 783 - Malta - President of Malta opened our church centre that has been set up to provide support to migrants and asylum seekers. She was impressed with the library that has books donated from Books Abroad. These books will greatly enhance our English language teaching programme.

Ref 356 - Morocco - Khalid Bihi said " Thank you very much once again. We deeply appreciate what you are doing for us. Please, do not forget to send our sincere regards to the whole crew.

Ref 93 - Namibia - Mrs G Stommel MBE wrote - "The teachers and children are really delighted and you can be sure that books have made and will continue to make a real difference to the education of Namibian children.
Computers are good - but books are better!

Ref 760 - Nigeria - Excel Theophilus wrote "Thank you very much for the books they are already in use. We are very grateful, Thanks.

Ref 753 - Philippines - Plaza Central School wrote - "The green assessment sheets are attached. We are finding 99% of the books to be very useful. Thanks!!

Ref 109 - Tanzania - School manager wrote - " I am very happy to inform you that the parcel you sent to our organisation in October 2013 arrived on 15 April 2014 and most of the books are good and useful. There is no damage during the transportation.

Ref 371 - Vietnam - the books your organisation offered are so crucial to English study here at my institution, and probably at to other local institutions in my district and province as well.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2014

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. Four 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. 22 volunteers help regularly with some having done so for over 20 years. Three new volunteers started during 2014, one moved away and two were no longer able to help in the unit but are still willing to help us at fundraisers.

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.

The estimated number of volunteer hours during 2014 was 2,400 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 4,000 volunteer hours.

Charity Membership

Membership of the charity stands at 133 members at the end of 2014 of which 69 are life members very similar to last year with 134 members and 70 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 29,715 tonnes (2013 - 32 tonnes).

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 2014 some 2 tonnes of books required shredding (2013 - 5 tonnes). This decrease is reflected by us receiving newer editions of school text books due to various curriculum changes and also by informing our donors to give more appropriate books.

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 2014

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 both donations and requests have increased.

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 2014 more balance between income and expenditure was achieved both from savings in management costs and funders.

Total Incoming Resources for the year amounted to £61,857 (2013 - £59,086) showing a small increase of £2,800. However, the resources expended dropped from £79,160 in 2013 to £43,034 in 2014.

The measures during 2013 have maintained the output with the help of volunteers and although the income stream remains unpredictable the financial position is now stronger. This has been obtained thanks to the Trustees taking over the management and funding roles and we feel confident of the challenges of the future ahead. Books Abroad will continue to provide good service to the developing world.

FUTURE PLANS


We plan to despatch 30+ tonnes of books worldwide during 2016.

School Parcels account for 10 tonnes of this.

Special Projects account for the remaining 20+ tonnes as follows:

Ghana, Gambia, Kenya, Namibia, Nigeria and Zimbabwe.

Approved by order of the board of trustees on 20.8.15 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 2014 set out on pages eleven to seventeen.

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
Anderson & Co
Beech Lodge
Banff
Aberdeenshire
AB45 3TJ

Date: 20/8/15

BOOKS ABROAD

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2014**

	Note	Unrestricted funds £	Restricted funds £	Total 2014 funds £	Total 2013 funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		52,181	2,160	54,341	53,908
Activities for generating funds	2	7,480	-	7,480	4,650
Investment income	3	36	-	36	43
Other incoming resources		<u>-</u>	<u>-</u>	<u>-</u>	<u>485</u>
Total incoming resources		59,697	2,160	61,857	59,086
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	4,379	-	4,379	5,424
Fundraising trading: cost of goods sold and other costs	5	1,150	323	1,473	2,637
Charitable activities					
Book Sales		33,663	2,160	35,823	59,502
Governance costs		822	-	822	11,597
Other resources expended		<u>537</u>	<u>-</u>	<u>537</u>	<u>-</u>
Total resources expended		40,551	2,483	43,034	79,160
NET INCOMING/(OUTGOING) RESOURCES		19,146	(323)	18,823	(20,074)
RECONCILIATION OF FUNDS					
Total funds brought forward		38,043	323	38,366	58,440
TOTAL FUNDS CARRIED FORWARD		<u>57,189</u>	<u>-</u>	<u>57,189</u>	<u>38,366</u>

The notes form part of these financial statements

BOOKS ABROAD
BALANCE SHEET
AT 31 DECEMBER 2014

	Note	Unrestricted funds £	Restricted funds £	Total £	2014 Total funds £	2013 Total funds £
FIXED ASSETS						
Tangible assets	8	1,463	-	1,463		2,234
CURRENT ASSETS						
Debtors	9	2,231	-	2,231		1,111
Cash in hand		<u>61,442</u>	<u>-</u>	<u>61,442</u>		<u>46,596</u>
		63,673	-	63,673		47,707
CREDITORS						
Amounts falling due within one year	10	<u>(7,947)</u>	<u>-</u>	<u>(7,947)</u>		<u>(11,575)</u>
NET CURRENT ASSETS		<u>55,726</u>	<u>-</u>	<u>55,726</u>		<u>36,132</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>57,189</u>	<u>-</u>	<u>57,189</u>		<u>38,366</u>
NET ASSETS		<u>57,189</u>	<u>-</u>	<u>57,189</u>		<u>38,366</u>
FUNDS						
Unrestricted funds	11			57,189		38,043
Restricted funds				<u>-</u>		<u>323</u>
TOTAL FUNDS				<u>57,189</u>		<u>38,366</u>

The financial statements were approved by the Board of Trustees on 20.8.15 and were signed on its behalf by:



.....
 Mr Vinay Ruparelia - Chairperson

The notes form part of these financial statements

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

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.

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

	2014	2013
	£	£
Shop income	1,804	2,509
Other income	378	2,141
Quiz	323	-
Event income	3,420	-
Coffee morning	<u>1,555</u>	<u>-</u>
	<u>7,480</u>	<u>4,650</u>

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2014

3. INVESTMENT INCOME

	2014	2013
	£	£
Deposit account interest	<u>36</u>	<u>43</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	2014	2013
	£	£
Sundries	-	293
Commission paid	3,831	3,531
Support costs	<u>548</u>	<u>1,600</u>
	<u>4,379</u>	<u>5,424</u>

5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	2014	2013
	£	£
Property rent	-	243
Fundraising	1,291	702
Insurance & water rates	-	49
Heat & light	-	40
Support costs	<u>182</u>	<u>1,603</u>
	<u>1,473</u>	<u>2,637</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2014 nor for the year ended 31 December 2013.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 December 2014 nor for the year ended 31 December 2013.

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2014**

7. STAFF COSTS

	2014	2013
	£	£
Wages and salaries	<u>11,995</u>	<u>28,437</u>

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

	2014	2013
Office salaries	1	2
Commissions	<u>1</u>	<u>1</u>
	<u>2</u>	<u>3</u>

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

8. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2014 and 31 December 2014	<u>14,949</u>	<u>3,571</u>	<u>3,632</u>	<u>22,152</u>
DEPRECIATION				
At 1 January 2014	12,741	3,545	3,632	19,918
Charge for year	<u>745</u>	<u>26</u>	<u>-</u>	<u>771</u>
At 31 December 2014	<u>13,486</u>	<u>3,571</u>	<u>3,632</u>	<u>20,689</u>
NET BOOK VALUE				
At 31 December 2014	<u>1,463</u>	<u>-</u>	<u>-</u>	<u>1,463</u>
At 31 December 2013	<u>2,208</u>	<u>26</u>	<u>-</u>	<u>2,234</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade debtors	<u>2,231</u>	<u>1,111</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade creditors	2,347	9,817
Other creditors	<u>5,600</u>	<u>1,758</u>
	<u>7,947</u>	<u>11,575</u>

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2014**

11. MOVEMENT IN FUNDS

	At 1.1.14 £	Net movement in funds £	At 31.12.14 £
Unrestricted funds			
General fund	35,809	19,146	54,955
Fixed Assets	<u>2,234</u>	<u>-</u>	<u>2,234</u>
	38,043	19,146	57,189
Restricted funds			
Greece	323	(323)	-
	<u>38,366</u>	<u>18,823</u>	<u>57,189</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59,697	(40,551)	19,146
Restricted funds			
India	650	(650)	-
Greece	-	(323)	(323)
Ghana	400	(400)	-
Malawi	200	(200)	-
Fiji	400	(400)	-
Malta	<u>510</u>	<u>(510)</u>	<u>-</u>
	2,160	(2,483)	(323)
	<u>61,857</u>	<u>(43,034)</u>	<u>18,823</u>

12. RELATED PARTY DISCLOSURES

Trustees received no remuneration during the year 2014 (2013 - £nil).

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2014

13. ACKNOWLEDGEMENTS

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

The Allan Charitable Trust	The Harford Charitable Trust
The H B Allen Charitable Trust	Miss K M Harbinson Charitable Trust
The Astor of Hever Trust	Sir James Miller Edinburgh Trust
Miss Jean Bisgood Charitable Trust	The Mr & Mrs J T Morgan Foundation
The Craignish Trust	The Lady Y P McNeice Charitable Trust
Davis Rubens Charitable Trust	The G & H Roberts Community Trust
J & J Denholm Ltd	The L D Rope 3rd Charitable Settlement
The Gilbert & Eileen Edgar Foundation	Rita & David Slowe Charitable Trust
Sydney E Franklin Dec'd New Settlement	The Thornton Foundation
The Hugh Fraser Foundation	The Weinstein Foundation
The Fulmer Charitable Trust	9 Incorporated Trades of Dundee

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

Aberdeenshire Reel Club	BSS Group	Cornhill Horticultural Assoc
Fordyce Garden Booksale	Midmar Church Booksale	Parish of Noth Church
Rotary Club of Banff	St Nicholas Rotary Club	J & G Collie
Albyn School	Premnay Primary School	Rothienorman Primary School
South Park School, Fraserburgh	Ann Henrickson, Germany	

We would like to acknowledge the fundraising efforts of our Patron Mairi Hedderwick during the year. Finally, we thank all our volunteers and other helpers for their valuable support during 2014.

BOOKS ABROAD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2014**

	2014	2013
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	7,151	18,968
Subscriptions	90	365
Trusts & Foundations	<u>47,100</u>	<u>34,575</u>
	54,341	53,908
Activities for generating funds		
Shop income	1,804	2,509
Other income	378	2,141
Quiz	323	-
Event income	3,420	-
Coffee morning	<u>1,555</u>	<u>-</u>
	7,480	4,650
Investment income		
Deposit account interest	36	43
Other incoming resources		
Gain on sale of tangible fixed assets	<u>-</u>	<u>485</u>
Total incoming resources	61,857	59,086
RESOURCES EXPENDED		
Costs of generating voluntary income		
Sundries	-	293
Commission paid	<u>3,831</u>	<u>3,531</u>
	3,831	3,824
Fundraising trading: cost of goods sold and other costs		
Property rent	-	243
Fundraising	1,291	702
Insurance & water rates	-	49
Heat & light	<u>-</u>	<u>40</u>
	1,291	1,034
Charitable activities		
Property rent	12,598	10,282
Rates and water	1,317	-
Insurance	600	2,097
Light and heat	1,716	1,715
Carried forward	16,231	14,094

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BOOKS ABROAD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2014**

	2014 £	2013 £
Charitable activities		
Brought forward	16,231	14,094
Telephone	619	-
Postage and stationery	646	-
Book collection	-	1,651
Book despatch	4,756	20,541
Book packaging	185	551
Book purchases	-	1,171
Repairs & renewals	313	971
Travel costs	198	-
Depreciation of tangible fixed assets	<u>745</u>	<u>1,291</u>
	23,693	40,270
Governance costs		
Wages	-	532
Accountancy	600	600
Other costs	<u>40</u>	<u>848</u>
	640	1,980
Support costs		
Management		
Wages	11,995	27,905
Property rental	-	1,571
Insurance	571	321
Light and heat	-	263
Sundries	72	675
Office expenses	915	1,265
Depreciation of tangible and heritage assets	<u>26</u>	<u>52</u>
	<u>13,579</u>	<u>32,052</u>
Total resources expended	43,034	79,160
	<u> </u>	<u> </u>
Net income/(expenditure)	<u>18,823</u>	<u>(20,074)</u>

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