

REGISTERED CHARITY NUMBER: SC 01 1359

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015
FOR
BOOKS ABROAD**

Anderson & Co
Beech Lodge
Banff
Aberdeenshire
AB45 3TJ

BOOKS ABROAD

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Page
Chairman's Report	1
Trustees' Report	2 to 10
Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14 to 18
Detailed Statement of Financial Activities	19 to 20

BOOKS ABROAD

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2015

Looking back over 2015 I am pleased to report an exceptionally good year for Books Abroad.

Starting in January each year we have a strategy-planning meeting with Volunteers, Trustees and Staff which helps to set the scene for the coming 12 months.

The chair and the trustees, along with one part-time employee, carry out the day-to-day management. Our Patron Dr Mairi Hedderwick, trustees, volunteers and friends all have been very active in helping towards a successful year.

Fundraising is now done in house with the help of our volunteer Gary McGregor. The financial position is now greatly improved and this has enabled trustees to ensure a reserve fund and also able to make two-year despatch commitments to clients.

In 2015 the countries benefited were Gambia, Zambia, Sierra Leone, Tanzania, Albania and Kenya. The books sent ranged from a full container, small parcels, and pallets sent overseas and to clients in the UK for onward delivery. Tanzania received books packed around a tractor in a container being sent to Tanzania. A container full of books sent at the end of the year to the Philippines which is caught up in custom bureaucratic processes and political changes. We are waiting for the release of the container so that the much needed books can be distributed to over 41 clients.

During 2015 the tonnage sent was less than our customary 30 tons plus each year, however with a strong financial position we have made commitments for 2016 and 2017. We should be able to send over 70 tons (that is over 350,000 books) to various countries as per the attached Despatch Plan.

Thanks to an ongoing effort by all, we had the following events during the year:

- " Meet the Author- Inverness
- " Silent Auction- Alford
- " Coffee Mornings - Huntly and Banff
- " May Festival- Aberdeen University
- " Book sale at Garden Festival- Fordyce
- " Christmas Shop- Huntly
- " Regular Quiz sale- Hazel compiles quizzes and has had responses from around the UK.

These events help to raise our profile within local communities, encourage new volunteers and contribute towards the running costs of the Charity.

Our patron, Mairi Hedderwick, was asked to produce a specially commissioned Katie Morag illustration for the First Minister's Christmas card.

We were delighted to be told that Books Abroad will be one of the charities benefitting from the sale of these cards and prints during 2016.

Our Trustee, Raymond Edwards, joined the group of children who then recreated the illustration at Bute House and had a very enjoyable time.

This is a lovely recognition of our work at a national level.

I take this opportunity to thank everybody for their continued support and look forward to meeting our commitments for 2016 and 2017.



Vinay Ruparelia DL

Chairman 22 July 16

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015

BOOKS ABROAD was founded as LINK in 1982 and was originally based in a cupboard in the Brander Library, Huntly. Sometime 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.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015

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.

Registered Charity number
SC 011359

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

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	
Mrs Penny Fuller	

Independent examiner
Arlene Anderson
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 2015

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.
The Square	25 King's Hill Avenue
Huntly	West Malling
Aberdeenshire	Kent
AB54 5AE	ME19 4JQ

Patrons:

Patrons: Dr Mairi Hedderwick, Author & Illustrator

Jonathan Meres, Author

Founder: Keith Brunskill

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015

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 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.

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.

Historically, the Charity's annual output has been around 30+ tonnes, and is achievable in terms of available book resources. However, as funds considerably improved we hope to maintain the 30+ tonnes in 2016 and on that basis we hope to achieve a despatch during 2016/17/18 to 8 countries plus our bespoke small parcel service.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015

ACHIEVEMENT AND PERFORMANCE

Books despatched

Total book despatches during 2015 amounted to 25,683kgs (2014 - 24,418gs). 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 2015

SMALL PARCELS	No of Recipients	No of Kgs to be sent
AFRICA		
Ghana	1	85
Zambia	<u>2</u>	<u>115</u>
Total	<u>3</u>	<u>200</u>
ASIA		
Total	<u>0</u>	<u>0</u>
EUROPE		
Total	<u>0</u>	<u>0</u>
PACIFIC BASIN		
Fiji	<u>1</u>	<u>102</u>
Total	<u>1</u>	<u>102</u>
SMALL PARCELS TOTAL	<u><u>4</u></u>	<u><u>302</u></u>
SPECIAL PROJECTS		
Pakistan 42+35+5	82	9,620
Philippines	<u>41</u>	<u>10,012</u>
Sub-total	123	19,632
Miscellaneous - Small Projects		
Albania - Sidi Group	10	2,320
Ghana - Love Industries Ltd	1	3
Kenya - Bookfeeding project	2	1,050
Kenya - Porridge & Rice project	2	426
Sierra Leone - Practical Tools Initiative	10	1,155
Tanzania - Mission Morogoro	3	455
Zanzibar - PLCI	<u>2</u>	<u>340</u>
TOTAL SPECIAL PROJECTS	<u>153</u>	<u>25,381</u>
GRAND TOTAL FOR 2015	<u><u>157</u></u>	<u><u>25,683</u></u>

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015

ACHIEVEMENT AND PERFORMANCE

Books despatched

Notes:

School parcel volumes are calculated on the basis of primary receiving 6 parcels, secondary, library, 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 2015:-

Ref Kenya Porridge & Rice - Thank you so much for the donated books. We are very grateful. When you sent the books, Porridge and Rice had 5 schools, but at the time of arrival, this had increased to 6 schools. As a result, we shared the books 6 ways. The teachers were as thrilled as the children to get the books. None of the schools has ever really had a library, so the books represented an exciting new development for them. Thank you from all at Porridge and Rice.

Ref Sierra Leone - We are delighted to report back to you the book support we received from you for our projects helping community schools in eastern Sierra Leone. Though the Ebola crisis was still a major issue, the container arrived safely in September and the books were taken to our distribution centre. The distribution is still ongoing. As you can imagine, Sierra Leone has a very special case where the need for educational support is so great. We hope that you will continue to support us.

Best regards, James Fallah-Williams - Practical Tools Initiative, Fareham

Ref Commerce English Medium School - Sri Lanka- We assure you that we have benefited through these books. Thank you once again for your contribution to the school library.

Ref Chundikuli Girls College - Sri Lanka - I would like to thank you immensely for your thoughtful donation of books to our school library collection. I'm sure the books will be very useful to our students and enhance their knowledge. On behalf of every bookworm in our school I would like to say thank you with all our hearts. We are eternally grateful to Books Abroad for providing children with gateways to both knowledge and imagination.

Ref - Maria Bosaya of Burrel - Thank you for your kind donation of time and books to better Albanian literacy in English! We, here in Burrel, would love to express our gratitude for your kindest actions with our well-wishing!

We wish you more successful projects, achievement and experiences! May work and home life provide you with self-fulfilling success that comes in the forms and smiles and the feeling of gratitude from others! May this be enough to put a smile on your face.

Thank you again for your kind donation of so, so many books!

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015

ACHIEVEMENT AND PERFORMANCE

Books despatched

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. Four new volunteers started during 2015, 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 2015 was 3,025 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 125 members at the end of 2015 of which 69 are life members slightly down on last year with 133 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 47,550 tonnes (2014 - 29,715 tonnes). With improved local publicity of and volunteer collections we have received the highest donation of books in 2015.

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 2015 some 5 tonnes of books required shredding or discarding (2014 - 2 tonnes). This increase was due to more stringent clearing out of old books/journals and magazines.

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 2015

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 2015 more balance between income and expenditure was achieved both from savings in management costs and funders.

Total Incoming Resources for the year amounted to £92,110 (2014 - £61,857) showing an increase of £32,000. The resources expended increased from £43,033 in 2014 to £46,468 in 2015.

The cautious approach during 2014 and 2015 meant we managed to maintain output. The increase in income stream has placed us in a stronger financial position.

FUTURE PLANS

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

Special Projects - see 2016/2017/2018 despatch plan.

BOOKS ABROAD

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015**

SPECIAL PROJECTS PLANNED FOR 2016/17/18

SPECIAL PROJECTS 80,000 KGS 400,000 BOOKS COST £136,000

1. A ring fenced £1,000 donation plus local costs for Namibia - Completed
Ring fenced plus the local delivery charges which are covered will help to reduce the overall project cost.
Completed - Project cost £17,000
2. Kenya - Working with Diamond Trust Bank of America to deliver a 20ft container to Kenya holding approx. 50,000 books for schools and other organisations. This is a repeat of a project done 3 years ago. Diamond Trust of America will help clear and distribute the books.
In progress - Project £19,000
3. Gambia - Working with Ian Dow from Aberdeen Rotary Club for schools. Project £15,000
4. Sri Lanka - After visiting to send container 2017. Project £17,000
5. 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
6. Ghana - Working with Rotary Club and Rotoract and University. Project £15,000
7. Zimbabwe - We are in discussions with the charity Childrens' Voice Charitable Trust to supply 44 primary and secondary schools, 2 teachers colleges, 2 universities and 2 public libraries. A Canadian Charity will sponsor part of the cost. Project £19,000
8. India - Working with the Rotary in the Bikanar area. Project £17,000

BESPOKE SMALL PARCEL SERVICE.

10,000Kgs 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 8.5kg parcels via International postal system. This is very expensive way to send books but we are able to meet the needs from very remote places. We have already sent small parcels to Fiji, Ghana and Zanzibar at the beginning of 2015. 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 are Tanzania, Sierra Leone and Albania.

Approved by order of the board of trustees on 8-8-2016 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 2015 set out on pages twelve to eighteen.

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.

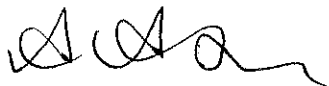
Independent examiner's statement

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: 10/8/16

BOOKS ABROAD

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015**

		Unrestricted funds £	Restricted funds £	Total 2015 funds £	Total 2014 funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		82,146	1,437	83,583	54,341
Activities for generating funds	2	8,425	-	8,425	7,480
Investment income	3	<u>102</u>	<u>-</u>	<u>102</u>	<u>36</u>
Total incoming resources		90,673	1,437	92,110	61,857
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	-	-	-	4,379
Fundraising trading: cost of goods sold and other costs	5	1,885	-	1,885	1,473
Charitable activities					
Books Despatched		34,045	9,303	43,348	35,822
Governance costs		1,228	-	1,228	822
Other resources expended		<u>7</u>	<u>-</u>	<u>7</u>	<u>537</u>
Total resources expended		37,165	9,303	46,468	43,033
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		53,508	(7,866)	45,642	18,824
Gross transfers between funds	11	<u>(8,846)</u>	<u>8,846</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		44,662	980	45,642	18,824
RECONCILIATION OF FUNDS					
Total funds brought forward		57,189	-	57,189	38,366
TOTAL FUNDS CARRIED FORWARD		<u>101,851</u>	<u>980</u>	<u>102,831</u>	<u>57,190</u>

The notes form part of these financial statements

BOOKS ABROAD
BALANCE SHEET
AT 31 DECEMBER 2015

	Notes	Unrestricted funds £	Restricted funds £	Total £	2015 funds £	Total £	2014 funds £
FIXED ASSETS							
Tangible assets	8	718	-	718			1,463
CURRENT ASSETS							
Debtors	9	376	8,237	8,613			2,231
Cash at bank and in hand		<u>102,703</u>	<u>(5,127)</u>	<u>97,576</u>			<u>61,442</u>
		103,079	3,110	106,189			63,673
CREDITORS							
Amounts falling due within one year	10	(1,946)	(2,130)	(4,076)			(7,947)
NET CURRENT ASSETS							
		<u>101,133</u>	<u>980</u>	<u>102,113</u>			<u>55,726</u>
TOTAL ASSETS LESS CURRENT LIABILITIES							
		<u>101,851</u>	<u>980</u>	<u>102,831</u>			<u>57,189</u>
NET ASSETS							
		<u>101,851</u>	<u>980</u>	<u>102,831</u>			<u>57,189</u>
FUNDS							
Unrestricted funds	11			101,851			57,189
Restricted funds				<u>980</u>			<u>-</u>
TOTAL FUNDS							
				<u>102,831</u>			<u>57,189</u>

The financial statements were approved by the Board of Trustees on 22/07/16 and were signed on its behalf by:



 Mr Vinay Ruparelia - Trustee

The notes form part of these financial statements

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

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

	2015	2014
	£	£
Shop income	1,302	1,804
Sponsorships	2,419	-
Other income	1,442	378
Quiz	236	323
Event income	-	3,420
Coffee morning	<u>3,026</u>	<u>1,555</u>
	<u>8,425</u>	<u>7,480</u>

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2015**

3. INVESTMENT INCOME

	2015	2014
	£	£
Deposit account interest	<u>102</u>	<u>36</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	2015	2014
	£	£
Commission paid	-	3,831
Support costs	<u>-</u>	<u>548</u>
	<u>-</u>	<u>4,379</u>

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

	2015	2014
	£	£
Fundraising	1,885	1,291
Support costs	<u>-</u>	<u>182</u>
	<u>1,885</u>	<u>1,473</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2015 nor for the year ended 31 December 2014.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 December 2015 nor for the year ended 31 December 2014.

7. STAFF COSTS

	2015	2014
	£	£
Wages and salaries	<u>10,015</u>	<u>11,995</u>

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

	2015	2014
Office salaries	1	1
Commissions	<u>-</u>	<u>1</u>
	<u>1</u>	<u>2</u>

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

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2015**

8. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2015 and 31 December 2015	<u>14,949</u>	<u>3,571</u>	<u>3,632</u>	<u>22,152</u>
DEPRECIATION				
At 1 January 2015	13,486	3,571	3,632	20,689
Charge for year	<u>745</u>	<u>-</u>	<u>-</u>	<u>745</u>
At 31 December 2015	<u>14,231</u>	<u>3,571</u>	<u>3,632</u>	<u>21,434</u>
NET BOOK VALUE				
At 31 December 2015	<u>718</u>	<u>-</u>	<u>-</u>	<u>718</u>
At 31 December 2014	<u>1,463</u>	<u>-</u>	<u>-</u>	<u>1,463</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade debtors	<u>8,613</u>	<u>2,231</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Bank loans and overdrafts	1,000	-
Trade creditors	-	2,347
Other creditors	<u>3,076</u>	<u>5,600</u>
	<u>4,076</u>	<u>7,947</u>

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2015**

11. MOVEMENT IN FUNDS

	At 1.1.15 £	Net movement in funds £	Transfers between funds £	At 31.12.15 £
Unrestricted funds				
General fund	55,726	53,508	(8,846)	100,388
Fixed Assets	<u>1,463</u>	<u>-</u>	<u>-</u>	<u>1,463</u>
	57,189	53,508	(8,846)	101,851
Restricted funds				
Ghana	-	(240)	240	-
Fiji	-	(315)	315	-
Zambia	-	437	(437)	-
Sri-Lanka	-	(20)	-	(20)
Pakistan	-	(1,760)	1,760	-
Philippines	-	(5,949)	5,949	-
Tanzania	-	(1,019)	1,019	-
Nambia	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
	-	(7,866)	8,846	980
TOTAL FUNDS	<u>57,189</u>	<u>45,642</u>	<u>-</u>	<u>102,831</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	90,673	(37,165)	53,508
Restricted funds			
Ghana	-	(240)	(240)
Fiji	-	(315)	(315)
Zambia	437	-	437
Nambia	1,000	-	1,000
Sri-Lanka	-	(20)	(20)
Pakistan	-	(1,760)	(1,760)
Philippines	-	(5,949)	(5,949)
Tanzania	<u>-</u>	<u>(1,019)</u>	<u>(1,019)</u>
	1,437	(9,303)	(7,866)
TOTAL FUNDS	<u>92,110</u>	<u>(46,468)</u>	<u>45,642</u>

12. RELATED PARTY DISCLOSURES

Trustees received no remuneration during the year 2015 (2014 - £nil).

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2015**

13. ACKNOWLEDGEMENTS

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

The Alchemy Foundation	The Harford Charitable Trust
The Allan Charitable Trust	The Mr & Mrs J T Morgan Foundation
The Astor of Hever Trust	The Neverdale Trust
The Batchworth Trust	The Rainford Trust
The Nancy Bateman Charitable Trust	The Eleanor Rathbone Charitable Turst
The Cole Charitable Trust	The Rest-Harrow Trust
The Craignish Trust	The David Rubens Charitable Turst
J & J Denholm Ltd	The Rozelle Trust
The Gilbert & Eileen Edgar Foundation	The Rita & David Slowe Charitable Trust
The Farthing Trust	N Smith Charitable Settlement
Sydney E Franklin Deceased's New Second Charity	The Souter Charitable Trust
The Hugh Fraser Foundation	The Spear Charitable Trust
The Fulmer Charitable Trust	The Thornton Foundation
The K M Harbinson Charitable Trust	

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	Rotary Club of Inverurie
Albyn Schools	Elgin High School	Hanover Street School
Inverbervie Primary School	Premnay Primary School	South Park School
Fordyce Garden Booksale	Midmar Church Booksale	Nexen Petroleum

Finally, we thank all our volunteers and other helpers for their valuable support during 2015.

BOOKS ABROAD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015**

	2015	2014
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	4,073	7,151
Subscriptions	475	90
Trusts & Foundations	<u>79,035</u>	<u>47,100</u>
	83,583	54,341
Activities for generating funds		
Shop income	1,302	1,804
Sponsorships	2,419	-
Other income	1,442	378
Quiz	236	323
Event income	-	3,420
Coffee morning	<u>3,026</u>	<u>1,555</u>
	8,425	7,480
Investment income		
Deposit account interest	<u>102</u>	<u>36</u>
Total incoming resources	92,110	61,857
RESOURCES EXPENDED		
Costs of generating voluntary income		
Commission paid	-	3,831
Fundraising trading: cost of goods sold and other costs		
Fundraising	1,885	1,291
Charitable activities		
Property rent	12,033	12,598
Rates and water	147	1,317
Insurance	884	600
Light and heat	2,851	1,716
Telephone	613	619
Postage and stationery	497	646
Book despatch	10,008	4,756
Book packaging	725	185
Repairs & renewals	1,057	313
Travel costs	1,384	198
Marketing costs	1,500	-
Depreciation of tangible fixed assets	<u>-</u>	<u>745</u>
	31,699	23,693

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BOOKS ABROAD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015**

	2015	2014
	£	£
Governance costs		
Accountancy	600	600
Other costs	<u>628</u>	<u>40</u>
	1,228	640
Other resources expended		
Foreign currency charges	7	-
Support costs		
Management		
Wages	10,015	11,995
Insurance	606	571
Sundries	100	72
Office expenses	183	915
Depreciation of tangible and heritage assets	<u>745</u>	<u>26</u>
	<u>11,649</u>	<u>13,579</u>
Total resources expended	46,468	43,034
	<hr/>	<hr/>
Net income	<u>45,642</u>	<u>18,823</u>

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