

REGISTERED CHARITY NUMBER: SCIO011359

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017
FOR
BOOKS ABROAD**

Anderson & Co
Beech Lodge
Banff
Aberdeenshire
AB45 3TJ

BOOKS ABROAD

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BOOKS ABROAD
CHAIRMAN'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

We celebrated 35 years of Books Abroad and held a special raffle. Thanks to our volunteer, Gary McGregor, we also succeeded in raising over £4,000 from this raffle.

At our Christmas lunch with Trustees and Volunteers we were able to recognise long term services of 3 volunteers, Katy Scott, Kathleen Reid and the late Betty Tait who have collectively contributed over 100 years volunteering with Books Abroad. This kind of commitment by our trustees and volunteers is very much appreciated.

Again in 2017 I am very pleased to report with only 1 part time employee we have achieved excellent results. The despatch was increased by 24% on the previous year to 28,100 Kilos in weight make up of approx. 150,000 books. With the total operating costs remaining similar we are getting near to our target of distributing 4 books for an outlay of only £1. This makes an excellent delivery to our clients especially when the books have been specially selected as per their request.

The special projects were for The Gambia and Zimbabwe and each one received a 20ft container serving a total of 82 organisations. Our partners in The Gambia were the Rotary of Banjul and they distributed to their 40 clients. In Zimbabwe we worked with the charity Collin Nyabadza Children's Trust and they successfully delivered to 42 clients in their area changing the lives of near 20,000 children. Part of their report is below:

"The consignment was then shipped directly to Bulawayo where the CNCVCT received it. By then the recipient schools had already been identified. These were from Bubi, Bulawayo, Imbizo, Matobo, Tsholotsho, Umzingwane and Mutasa Rural Districts. This remains one of the biggest projects undertaken by the CNCVCT so far, as it helped impact a total of 19,056 (nineteen thousand and fifty-six) children. Two local universities, the National University of Science & Technology (N.U.S.T.) in Bulawayo and the Lupane State University in Lupane Rural District were the tertiary institutions that received the books which if purchased locally would have cost a total of USD500 000 or more. This therefore makes this project a worthy investment."

The mini projects were done to several countries including Ghana, Malawi, Nigeria, Sierra Leone, Sri Lanka and Zimbabwe.

We have a regular strategy day/review day at the beginning of each year. In 2017 we upgraded the IT equipment and management systems using SAGE. New marketing materials including new logo and our website was upgraded all achieved within a reasonable cost.

We are in a much stronger cash position and the Trustees are investigating the purchase of the existing building from the landlords which we are currently paying over £13,000 in rent per year. The building needs an upgrade to facilitate all ages and groups to participate in volunteering. This would enable us to have more volunteers throughout the year and working within an environment fit for purpose.

I take this opportunity to thank everybody for their continued support and look forward to meeting the challenges of 2018 and 2019.

Vinay Ruparelia DL
Chairman

8 August 2018

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

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 Macduff.

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

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

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

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

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

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

Mission Statement

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

REFERENCE AND ADMINISTRATIVE DETAILS

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

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC011359

Principal address

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

Trustees

Mr Vinay Ruparelia	Chairperson
Mrs Hilary Musgrave	Secretary
Mr Raymond Edwards	Treasurer
Dr Alan Sinclair	
Mrs Sandra Brown	
Ms Irene Finlayson	
Ms Lorna Bell	
Penny Fuller	
Gary McGregor	- appointed 1.9.17
Shepley Somersal	- appointed 1.9.17

Independent examiner

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

Solicitors

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

Staff

Administrator: Hazel Stephen

Report Author/Managing

Trustee: Vinay Ruparelia

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Telephone/Fax: 01464 861446

Mobile: 07796 777851

E-mail: info@booksabroad.org.uk

Website: www.booksabroad.org.uk

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

Bankers:

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

Patrons:

Patrons: Dr Mairi Hedderwick, Author & Illustrator

Jonathan Meres, Author

Founder: Keith Brunskill

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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

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

Whilst BOOKS ABROAD is an independent charity, a strong emphasis is placed on strategic Alliances/Partnerships to enable us to pursue our charitable objectives more effectively. This year we worked with the The Rotary International in Banjul in The Gambia and used them to deliver our books to the various schools.

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 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

The charity's annual output has been 28+ tonnes and is achievable in terms of book resources.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

ACHIEVEMENT AND PERFORMANCE

Books despatched

Total book despatches during 2016 amounted to 22,644kgs (2015 - 25,683kgs). Despatches were worldwide to 123 client organisations in some 9 different countries (2015- 157 clients in 12 countries). In total, Books Abroad have now despatched some 3,241,000 books (648.2 tonnes) in 95 countries worldwide.

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

BOOKS DESPATCHED DURING 2017

SMALL PARCELS	No of Recipients	No of Kgs to be sent
AFRICA		
Tanzania	1	22
Zambia	<u>2</u>	<u>45</u>
Total	<u>3</u>	<u>67</u>
ASIA		
Total	<u>0</u>	<u>0</u>
EASTERN EUROPE		
Total	<u>0</u>	<u>0</u>
EUROPE		
Total	<u>0</u>	<u>0</u>
PACIFIC BASIN		
Total	<u>0</u>	<u>0</u>
SMALL PARCELS TOTAL	<u><u>3</u></u>	<u><u>67</u></u>
SPECIAL PROJECTS		
The Gambia	40	9,899
Zimbabwe	<u>42</u>	<u>10,354</u>
Sub-total	82	20,253
Small Projects		
Malawi	2	1,040
Ghana	6	1,054
Nigeria	2	1,217
Sierra Leone	10	1,727
Sri Lanka	6	1,100
Zimbabwe	<u>1</u>	<u>1,662</u>
SPECIAL PROJECTS TOTAL	<u>27</u>	<u>7,800</u>

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

ACHIEVEMENT AND PERFORMANCE

Books despatched		
TOTAL SPECIAL PROJECTS	109	28,053
GRAND TOTAL FOR 2017	<u>112</u>	<u>28,120</u>

Notes:

Packed ready for Nepal shipment for 2018 = 1,154kg

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

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

ACHIEVEMENT AND PERFORMANCE

Client Feedback

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

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

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

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

Nava Bharath Matric Higher Sec School, India

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

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

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

Pendyi, Tibet

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

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

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

Star of the Land, Kenya - Anne Misiko

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

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

ACHIEVEMENT AND PERFORMANCE

Books despatched

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

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

Bookfeeding Project in Mombasa, Kenya.

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

Volunteers

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

BOOKS ABROAD has always been a volunteer based charity with the commitment of the volunteer-base long-standing. 23 volunteers help regularly with some having done so for over 20 years. Two new volunteers started during 2017, two were no longer able to help in the unit but are still willing to help us at fundraisers. Somersal Shepley is our volunteer liaison officer and helps keep our volunteers informed.

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

The estimated number of volunteer hours during 2016 was 4,500 hours which includes travelling time for collecting donations from around the local area and as far down as Fife.

Charity Membership

Membership of the charity stands at 97 members at the end of 2017, of which 68 are life members down on last year which had 116 members and 68 life members although we did get 5 new members during 2017.

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 40,100 tonnes (2016 - 48,300 tonnes). This figure is down on previous year as we now distribute posters to various local areas describing which types of books are most suitable for our needs for either overseas projects or for sale via our fundraising events.

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

ACHIEVEMENT AND PERFORMANCE

Books despatched

Recycling

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

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

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.

FINANCIAL REVIEW

During 2017 more balance between income and expenditure was achieved both from savings in management costs and funders.

Total Incoming Resources for the year amounted to £79,951 (2016 - £64,297) showing an increase of £15,654. The resources expended decreased from £62,085 in 2016 to £51,547 in 2017.

The increase in income stream has placed us in a stronger financial position.

FUTURE PLANS

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

SPECIAL PROJECTS PLANNED FOR 2017/18/19

SPECIAL PROJECTS 60,000 KGS 300,000 BOOKS at COST £102,000

Gambia - Working with Ian Dow from Aberdeen Rotary Club for schools. Project £15,000

Zimbabwe - Working with the charity Childrens' Voice Charitable Trust to supply 44 Primary and secondary schools, 2 teachers colleges, 2 universities and 2 public libraries Canadian Charity will sponsor part of the cost. Project £19,000

Zambia - This is a project been carried out in conjunction with our local high School and the books have already been supplied and an offer of help towards the final costs. Project £17,000

BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017

Uganda - Working with OKAS and Kololo Secondary Schools we are filling a container for them both to share out as well as supply their various feeder primary schools with books.	Project £19,000
Sri Lanka - After visiting in Feb 2016 we plan to send container 2018.	Project £17,000
Ghana - Working with the Rotary Club and Rotoract and University.	Project £15,000

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 10kg parcels via International postal system. This is a very expensive way to send books but we are able to meet the needs from very remote places. We intend sending parcels to Fiji, Kiribati and Comoros this year.

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

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

.....
Mr Raymond Edwards - Trustee

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

I report on the accounts for the year ended 31 December 2017 set out on pages twelve to nineteen.

Respective responsibilities of trustees and examiner

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

Basis of the independent examiner's report

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

Independent examiner's statement

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

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

have not been met; or

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

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

Date:

BOOKS ABROAD

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		69,501	3,700	73,201	58,874
Activities for generating funds	2	6,715	-	6,715	5,335
Investment income	3	<u>35</u>	<u>-</u>	<u>35</u>	<u>88</u>
Total incoming resources		76,251	3,700	79,951	64,297
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs		(301)	-	(301)	353
Charitable activities					
Charitable activities		46,243	-	46,243	60,574
Governance costs		<u>5,922</u>	<u>-</u>	<u>5,922</u>	<u>1,158</u>
Total resources expended		51,864	-	51,864	62,085
NET INCOMING RESOURCES		24,387	3,700	28,087	2,212
RECONCILIATION OF FUNDS					
Total funds brought forward		101,907	3,136	105,043	102,831
TOTAL FUNDS CARRIED FORWARD		<u>126,294</u>	<u>6,836</u>	<u>133,130</u>	<u>105,043</u>

The notes form part of these financial statements

BOOKS ABROAD
BALANCE SHEET
AT 31 DECEMBER 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
FIXED ASSETS					
Tangible assets	6	2,656	-	2,656	-
CURRENT ASSETS					
Debtors	7	507	-	507	251
Cash at bank and in hand		<u>125,067</u>	<u>6,836</u>	<u>131,903</u>	<u>106,234</u>
		125,574	6,836	132,410	106,485
CREDITORS					
Amounts falling due within one year	8	(1,936)	-	(1,936)	(1,442)
NET CURRENT ASSETS					
		<u>123,638</u>	<u>6,836</u>	<u>130,474</u>	<u>105,043</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		126,294	6,836	133,130	105,043
NET ASSETS					
		<u>126,294</u>	<u>6,836</u>	<u>133,130</u>	<u>105,043</u>
FUNDS					
Unrestricted funds	9			126,294	101,907
Restricted funds				<u>6,836</u>	<u>3,136</u>
TOTAL FUNDS					
				<u>133,130</u>	<u>105,043</u>

The financial statements were approved by the Board of Trustees on 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 2017

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

	2017	2016
	£	£
Shop income	1,570	1,058
Sponsorships	-	895
Raffles	1,895	-
Other income	1,477	2,022
Quiz	235	219
Coffee morning	<u>1,538</u>	<u>1,141</u>
	<u>6,715</u>	<u>5,335</u>

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2017

3. INVESTMENT INCOME

	2017	2016
	£	£
Deposit account interest	<u>35</u>	<u>88</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 December 2017 nor for the year ended 31 December 2016.

5. STAFF COSTS

	2017	2016
	£	£
Wages and salaries	<u>11,025</u>	<u>11,140</u>

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

	2017	2016
Office salaries	1	1
Cleaning	<u>1</u>	<u>1</u>
	<u>2</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 2017**

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2017	14,949	3,571	3,632	22,152
Additions	<u>-</u>	<u>-</u>	<u>3,964</u>	<u>3,964</u>
At 31 December 2017	<u>14,949</u>	<u>3,571</u>	<u>7,596</u>	<u>26,116</u>
 DEPRECIATION				
At 1 January 2017	14,949	3,571	3,632	22,152
Charge for year	<u>-</u>	<u>-</u>	<u>1,308</u>	<u>1,308</u>
At 31 December 2017	<u>14,949</u>	<u>3,571</u>	<u>4,940</u>	<u>23,460</u>
 NET BOOK VALUE				
At 31 December 2017	<u>-</u>	<u>-</u>	<u>2,656</u>	<u>2,656</u>
At 31 December 2016	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade debtors	<u>507</u>	<u>251</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade creditors	1,138	842
Other creditors	<u>798</u>	<u>600</u>
	<u>1,936</u>	<u>1,442</u>

BOOKS ABROAD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017**

9. MOVEMENT IN FUNDS

	At 1.1.17 £	Net movement in funds £	At 31.12.17 £
Unrestricted funds			
General fund	101,907	24,387	126,294
Restricted funds			
Malawi	-	700	700
Sri-Lanka	3,136	-	3,136
Zimbabwe	-	3,000	3,000
	<u>3,136</u>	<u>3,700</u>	<u>6,836</u>
TOTAL FUNDS	<u>105,043</u>	<u>28,087</u>	<u>133,130</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	76,251	(51,864)	24,387
Restricted funds			
Malawi	700	-	700
Zimbabwe	3,000	-	3,000
	<u>3,700</u>	<u>-</u>	<u>3,700</u>
TOTAL FUNDS	<u>79,951</u>	<u>(51,864)</u>	<u>28,087</u>

Comparatives for movement in funds

	At 1.1.16 £	Net movement in funds £	At 31.12.16 £
Unrestricted Funds			
General fund	102,831	(924)	101,907
Restricted Funds			
Sri-Lanka	-	3,136	3,136
TOTAL FUNDS	<u>102,831</u>	<u>2,212</u>	<u>105,043</u>

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2017

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	46,413	(47,337)	(924)
Restricted funds			
Sri-Lanka	17,884	(14,748)	3,136
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>64,297</u>	<u>(62,085)</u>	<u>2,212</u>

10. RELATED PARTY DISCLOSURES

Trustees received no remuneration during the year 2017 (2016 - £nil).

BOOKS ABROAD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2017

11. ACKNOWLEDGEMENTS

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

The Allan Charitable Trust
The Ashworth Charitable Trust
The Batchworth Trust
The Bisgood Charitable Trust
The Cole Charitable Trust
J & J Denholm Ltd
The Gilbert & Eileen Edgar Foundation
The Farthing Trust
Sydney E Franklin Deceased's New Second Charity
The Hugh Fraser Foundation
The Fulmer Charitable Trust
The Gilchrist Educational Trust
The K M Harbinson Charitable Trust
The Harford Charitable Trust
The Lady Y P McNeice Charitable Foundation
The J Miller Edinburgh Trust
The Netherdale Trust
The Rest-Harrow Trust
The Rozelle Trust
The Davis Rubens Charitable Trust
The Spear Charitable Trust
The Strafford Trust
The Thornton Foundation

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

BSS Group	Rotary Club of Aberdeen	Inverurie Rotary Club
Bridge of Don Academy	Dundee High School	Dyce Primary
Elgin High School	Fishermoss Primary School	Forres Secondary School
Southpark School Fraserburgh	Hazelhead Academy	Portessie Primary
Portlethen Primary	Robert Gordons College	Stoneywood Primary School
Fordyce Garden Booksale	Midmar Church Group	Banff Tailoring Services
A R R Craib	Hamlyns of Scotland	Rizza's of Huntly
Visit Scotland	World of Books	

Finally, we thank all our volunteers and other helpers for their valuable support during 2017.

BOOKS ABROAD
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017

	2017 £	2016 £
INCOMING RESOURCES		
Voluntary income		
Donations	6,499	20,389
Gift aid	5,597	-
Legacies	19,064	-
Subscriptions	315	80
Trusts & Foundations	<u>41,726</u>	<u>38,405</u>
	73,201	58,874
Activities for generating funds		
Shop income	1,570	1,058
Sponsorships	-	895
Raffles	1,895	-
Other income	1,477	2,022
Quiz	235	219
Coffee morning	<u>1,538</u>	<u>1,141</u>
	6,715	5,335
Investment income		
Deposit account interest	<u>35</u>	<u>88</u>
Total incoming resources	79,951	64,297
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Fundraising	(301)	353
Charitable activities		
Property rent	13,890	12,965
Rates and water	389	632
Insurance	651	716
Light and heat	2,056	1,661
Telephone	404	643
Postage and stationery	599	584
Book despatch	12,835	6,880
Book packaging	628	360
Repairs & renewals	264	1,049
Travel costs	<u>1,334</u>	<u>21,882</u>
	33,050	47,372

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BOOKS ABROAD
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	£	£
Governance costs		
Website Costs	3,264	-
Accountancy	1,120	675
Legal fees	840	-
Other costs	<u>698</u>	<u>483</u>
	5,922	1,158
Support costs		
Management		
Wages	11,025	11,140
Insurance	521	842
Sundries	200	200
Office expenses	79	292
Plant and machinery	-	718
Computer equipment	<u>1,308</u>	<u>-</u>
	13,133	13,192
Finance		
Bank charges	<u>60</u>	<u>10</u>
Total resources expended	51,864	62,085
	<u> </u>	<u> </u>
Net income	<u><u>28,087</u></u>	<u><u>2,212</u></u>

This page does not form part of the statutory financial statements