

REGISTERED CHARITY NUMBER: SC011359

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
BOOKS ABROAD**

Anderson & Co
15 Boyndie Street
Banff
Aberdeenshire
AB45 1DY

BOOKS ABROAD
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FOR THE YEAR ENDED 31 DECEMBER 2020

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**BOOKS ABROAD
CHAIRMAN'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

Books Abroad has now completed its 38th year in operation.

Due to Covid-19 restrictions, we stopped working on 23 March 2020 and closed until August. Both the Income and Output were affected. During this time, we kept in touch with everyone and were able to re-group in the first week of August 2020, when restrictions were lifted.

By the end of July, various Government recommendations and advice was given for the return to work. The Trustees kept up to date with these requirements and prepared the building for a safe and healthy environment for the volunteers to return. They all received additional training.

On re-opening, we embarked on the completion of Sri Lanka and Zimbabwe projects.

At the time of writing, and considering the various issues of Covid-19 restrictions, we are glad to report that both Projects have successfully been distributed as per their requests. We subsequently received feedback and photographic evidence from the Sri Lankan project, which can be read within the feedback report.

The following comment is has been received from our Zimbabwe client:

"Many thanks, Vinay, to you and your team for the lovely gift of books you sent us in Zimbabwe. On behalf of my organisation, the Collin Nyabadza Children's Voice Charitable Trust (CNCVCT) and the children of Zimbabwe, I wish to express our full appreciation for your team's dedication and commitment. The books, 54 000 of them, were lovely and relevant. The project impacted 67 000 beneficiaries that included children, university students, teacher training college students, teachers, student nurses, parents, etc. This would not have been possible without your kindness. We as an organisation feel honoured to be a partner to Books Abroad!!"

In 2019 Books Abroad made a conscientious decision to become as sustainable as possible and established a bookshop in Sept 2019, which raised a contribution of £4,000 that year. In 2020, the shop closed for almost five months. However, thanks to the Government, we received a £10,000 disruption grant. Our part-time employee was also furloughed, and we also received £3,800 back, which is shown in our accounts.

Despite making our regular appeals to Trust funds, our donations were considerably less than usual. The outcome was that we turned the deficit of £9,900 from the previous year to a surplus of £3,000. At the tail end of the year, the Trustees finally decided to buy the building, and we have ring-fenced the sum of £70,000. The formal offer has been made to the Council, and at the time of writing, this has been accepted subject to legal formalities.

Whilst we faced different challenges in 2020, and thanks to the Government's help, we have managed to keep our finance and volunteer support intact. We look forward to the usual support from our regular Trust Funds. With the savings on the rental expenditure and shop income, we will have the opportunity to furnish the building to fit the purpose and encourage more volunteering. Many thanks to our trustees, volunteers and supporters.

Vinay Ruparelia MBE DL, Chairperson



**BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

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 Banff bookshop and Dingwall.

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 2020**

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 Avenue Industrial Estate
Rhyrie
Huntly
Aberdeenshire
AB54 4HJ

Trustees

Mr Vinay Ruparelia	Chairperson
Mrs Hilary Musgrave	Secretary
Mrs Penny Fuller	Treasurer
Mr Raymond Edwards	
Mrs Sandra Brown	
Ms Irene Finlayson	
Ms Lorna Bell	
Mr Gary McGregor	- resigned 1.11.20
Mrs Somersal Shepley	
Dr Miki Davies	

Independent examiner

Arlene Anderson
ICAS
Anderson & Co
15 Boyndie Street
Banff
Aberdeenshire
AB45 1DY

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 2020**

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: Jonathan Meres, Author

Ian Dow - Rotarian - Past District Governor

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 Kumasi in Ghana 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 2020**

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.

Production output for 2020 was down to 32,570 Kgs from 36,700 Kgs in 2019.

**BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

ACHIEVEMENT AND PERFORMANCE

Books despatched

BOOKS DESPATCHED DURING 2020

SPECIAL PROJECTS	No of Recipients	Kilos sent
Sri Lanka	40	11,380
Zimbabwe	42	10,776
TOTAL	82	22,156
Mini Projects		
Aberdeen	1	15
Ghana	1	21
Honduras	1	25
Nepal	1	10
Sri Lanka	1	23
Zimbabwe	4	520
TOTAL	9	614
GRAND TOTAL	91	22,770

Notes:

Packed ready for Caribbean shipment despatch 2021 = 9,800 kgs.

Despite months of lockdown we are delighted to say that we managed to pack 32,570 Kgs.

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 2020:-

Sri Lanka container despatch

Alaveddy Library - "I would like to mention that these books will be utilised in its maximum, a special word of thanks for the children books you have sent us because the number of books in that section was not enough, and by your support we were able to strengthen the children section.

Please convey our kind regards to all who toiled hard to select and pack these tireless action we wouldn't be able to get these books."

**BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

ACHIEVEMENT AND PERFORMANCE

Books despatched

Chunnaham Library - Held an exhibition in April 2020 to display their pallet of approx 2,500 books they received. They said they appreciated our support.

Kokuvil and Nallur Public Libraries - "We have received your kind donation of books on 15 February 2021. We are planning to introduce these books for school students. Please convey our kind regards to all who toiled hard to select and pack these books as without your tireless action we would not be able to get these books."

Uduvil Public Library - "We are in receipt of your donation of children and adult books for our library. They will be a valued addition to our newly expanded children library unit. Your timely gift will be processed immediately and will be added to our library sections. We also plan to have an exhibition in the library auditorium."

J/Inuvil Hindu College - "We have received your donation of children and adult books for our school library on 23 April 2021. They will be a valued addition to our library unit. Thank you very much for this educational support. We are hoping you will continue supporting in future times."

Mu/Pandaravanniyan MV - "I am the principal of the school. We are very grateful for your support and thoughtful deeds towards the development of our school and we expect your extended helping hands in future."

Zimbabwe container despatch

Collin Nyabadza Children's Voice Charitable Trust sent 3 lovely thank you cards to the staff, trustees and volunteers along with a written report. Extracts below from Collin's letter:

"I write to express my heartfelt thanks to you all for the excellent work you do to ensure that children from disadvantaged countries around the globe continue to receive books. In February 2021 we received a 20ft container with approx 54,000 books. We managed to impact a total of 67,000 primary and secondary school children, their teachers, university, teacher training college and nursing students.

Usually when people see beautiful project pictures, they often forget about the people such as you who work behind the scenes in order for those projects to become a reality. Furthermore, books are very expensive in Zimbabwe, in Africa and other third world countries at large. Your kindness and devotion however helps fill that void."

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 volunteers-base long-standing. 28 volunteers help regularly with some having done so for over 20 years. Seven new volunteers started during 2019, a few were no longer able to help in the unit but are still willing to help at fundraising events. 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.

**BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

ACHIEVEMENT AND PERFORMANCE

Books despatched

Due to COVID19 and lockdown restrictions volunteer hours were severely reduced to 3,000 in the year. Our Banff bookshop also had to close from March to August.

Charity Membership

Membership of the charity stands at 83 members at the end of 2019, of which 64 are life members, this is down on last year.

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, at various fundraising events as well as at our new book shop on Banff High Street.

Due to lockdown restrictions a drop of almost half for 2020 - 25,650 Kgs in, compared with 47,740 Kgs in 2019. We are continuing to receive substantial book stocks from various parts of Scotland. In the past year we have also received a number of large pallets of books from various schools in various parts of the UK including Hull, Leicester, Slough and Cornwall and a school in Wales.

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. We send books we cannot use to World of Books whereby we receive a small donation per box. Once again this stops the books going into landfill.

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. Regular updates are made by a volunteer.

FINANCIAL REVIEW

**BOOKS ABROAD
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

FINANCIAL REVIEW

Total Incoming Resources for the year amounted to £54,895 (2019 - £49,491). The resources expended was £51,798 which was a savings of £7,635 on the previous year (2019 - £59,433).

BOOK DESPATCH & BUDGET 2021/2022

SPECIAL PROJECTS 40,000 KGS 200,000 BOOKS at COST £64,000

Kenya - Partnering with the family of the late Professor Robin Barbour we are collecting and delivering his personal library to St Paul's University in Limuru. We are also supplying books for the others subjects taught. Additional books will be donated to the feeder primary and secondary schools in their area.

Project £19,000

Zambia - This is a repeat project carried out in conjunction with our local high school in Elgin and their Zambian partners.

Project £19,000

Ghana - Working with the Rotary International

Project £13,000

Kenya - Working with Diamond Trust Bank

Project £13,000

BESPOKE SMALL PARCEL SERVICE

2,000Kgs 10,000 Books for approximate cost of £5,000

Mainly we try to do a few mini projects and send them either a pallet or two which is cheaper than sending small parcels. Each pallet can hold approximately 2,500 books so a good sized donation especially if the recipient is unable to handle the huge quantities of a container which holds approximately 50,000 books.

There are times we are asked to send some pallets of books to other UK charities which are working overseas. They use our books to supplement their own donation of goods and include them in their containers at their own cost.

Approved by order of the board of trustees on*13th Sept '21*..... and signed on its behalf by:

Penny Fuller

.....
Mrs Penny Fuller - Trustee

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

I report on the accounts for the year ended 31 December 2020 set out on pages eleven 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 (as amended). 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 (as amended). 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 the course of 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
15 Boyndie Street
Banff
Aberdeenshire
AB45 1DY

Date:14/9/21.....

BOOKS ABROAD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		29,394	-	29,394	41,827
Activities for generating funds	2	11,537	-	11,537	7,523
Investment income	3	76	-	76	141
Incoming resources from charitable activities					
Book despatched		10,000	-	10,000	-
Other incoming resources		<u>3,888</u>	-	<u>3,888</u>	-
Total incoming resources		<u>54,895</u>	-	<u>54,895</u>	<u>49,491</u>
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs		140	-	140	98
Charitable activities					
Book despatched		49,621	-	49,621	57,787
Other resources expended		<u>2,037</u>	-	<u>2,037</u>	<u>1,548</u>
Total resources expended		<u>51,798</u>	-	<u>51,798</u>	<u>59,433</u>
NET INCOMING/(OUTGOING) RESOURCES		3,097	-	3,097	(9,942)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>112,764</u>	<u>2,000</u>	<u>114,764</u>	<u>124,706</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>115,861</u></u>	<u><u>2,000</u></u>	<u><u>117,861</u></u>	<u><u>114,764</u></u>

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

**BOOKS ABROAD
BALANCE SHEET
AT 31 DECEMBER 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	6	1,777	-	1,777	40
CURRENT ASSETS					
Debtors	7	1,011	-	1,011	875
Cash at bank and in hand		<u>114,059</u>	<u>2,000</u>	<u>116,059</u>	<u>114,599</u>
		115,070	2,000	117,070	115,474
CREDITORS					
Amounts falling due within one year	8	(986)	-	(986)	(750)
NET CURRENT ASSETS		<u>114,084</u>	<u>2,000</u>	<u>116,084</u>	<u>114,724</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>115,861</u>	<u>2,000</u>	<u>117,861</u>	<u>114,764</u>
NET ASSETS		<u>115,861</u>	<u>2,000</u>	<u>117,861</u>	<u>114,764</u>
FUNDS					
Unrestricted funds	9			115,861	112,764
Restricted funds				<u>2,000</u>	<u>2,000</u>
TOTAL FUNDS				<u>117,861</u>	<u>114,764</u>

The financial statements were approved by the Board of Trustees on14/9/21..... and were signed on its behalf by:


.....
Mr Vinay Ruparella -Trustee

BOOKS ABROAD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

ACCOUNTING CONVENTION

The financial statements have been prepared under the historical cost convention, 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

	2020	2019
	£	£
Shop income	11,314	6,360
Raffles	-	171
Quiz	223	236
Coffee morning	-	756
	<u>11,537</u>	<u>7,523</u>

BOOKS ABROAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020

3. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>76</u>	<u>141</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

5. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	<u>14,071</u>	<u>12,702</u>

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

	2020	2019
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 2020

6. TANGIBLE FIXED ASSETS	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2020	14,949	3,571	7,596	26,116
Additions	714	-	1,800	2,514
At 31 December 2020	<u>15,663</u>	<u>3,571</u>	<u>9,396</u>	<u>28,630</u>
DEPRECIATION				
At 1 January 2020	14,949	3,571	7,556	26,076
Charge for year	143	-	634	777
At 31 December 2020	<u>15,092</u>	<u>3,571</u>	<u>8,190</u>	<u>26,853</u>
NET BOOK VALUE				
At 31 December 2020	<u>571</u>	-	1,206	1,777
At 31 December 2019	<u>-</u>	<u>-</u>	<u>40</u>	<u>40</u>
7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
			2020	2019
			£	£
Trade debtors			<u>1,011</u>	<u>875</u>
8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
			2020	2019
			£	£
Other creditors			<u>986</u>	<u>750</u>
9. MOVEMENT IN FUNDS				
		At 1.1.20	Net movement in funds	At 31.12.20
		£	£	£
Unrestricted funds				
General fund		112,764	3,097	115,861
Restricted funds				
Tortolla		2,000	-	2,000
TOTAL FUNDS		<u>114,764</u>	<u>3,097</u>	<u>117,861</u>

BOOKS ABROAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	54,895	(51,798)	3,097
TOTAL FUNDS	<u>54,895</u>	<u>(51,798)</u>	<u>3,097</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted Funds			
General fund	122,706	(9,942)	112,764
Restricted Funds			
Tortolla	2,000	-	2,000
TOTAL FUNDS	<u>124,706</u>	<u>(9,942)</u>	<u>114,764</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	49,491	(59,433)	(9,942)
TOTAL FUNDS	<u>49,491</u>	<u>(59,433)</u>	<u>(9,942)</u>

BOOKS ABROAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	122,706	(6,845)	115,861
Restricted funds			
Tortolla	2,000	-	2,000
TOTAL FUNDS	<u>124,706</u>	<u>(6,845)</u>	<u>117,861</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	104,386	(111,231)	(6,845)
TOTAL FUNDS	<u>104,386</u>	<u>(111,231)</u>	<u>(6,845)</u>

10. RELATED PARTY DISCLOSURES

Trustees received no remuneration during the year 2020 (2019 - £nil).

BOOKS ABROAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020

11. ACKNOWLEDGEMENTS

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

The Ian Askew Charitable Trust	The Cole Trust
The Gilbert & Eileen Edgar Foundation	J & J Denholm Ltd
S E Franklin Dec'd New Second Charity	The Hugh Fraser Foundation
The Fulmer Charitable Trust	The Harford Charitable Trust
The Y P McNeice Charitable Foundation	The Netherdale Trust
The L D Rope 3rd Charitable Settlement	The Davis Rubens Charitable Trust
St James Place	

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	Banff Rotary Club
Dyce Primary	Bridge of Don Academy	Dundee High School
Elgin High School	Fishermoss Primary School	Forres Secondary
Fochabers Schools	Fraserburgh Primary	Gordons Schools
Hazelhead Academy	Portessie Primary	Robert Gordons College
Stoneywood Primary School	Rhynie Primary	A R R Craib
Hamlyns of Scotland	Rizza's of Huntly	World of Books

Finally, we thank all our volunteers and other helpers for their valuable support during 2020.

BOOKS ABROAD
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
INCOMING RESOURCES		
Voluntary income		
Donations	4,015	20,857
Gift aid	1,880	-
Legacies	489	-
Subscriptions	210	70
Trusts & Foundations	<u>22,800</u>	<u>20,900</u>
	29,394	41,827
Activities for generating funds		
Shop income	11,314	6,360
Raffles	-	171
Quiz	223	236
Coffee morning	-	756
	<u>11,537</u>	<u>7,523</u>
Investment income		
Deposit account interest	76	141
Incoming resources from charitable activities		
Small business Covid grant	10,000	-
Other incoming resources		
HMRC JRS Income	<u>3,888</u>	-
Total incoming resources	54,895	49,491
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Fundraising	140	98
Charitable activities		
Property rent	16,386	13,906
Rates and water	2,096	499
Insurance	536	694
Light and heat	2,263	2,982
Telephone	442	458
Postage and stationery	479	421
Book despatch	8,232	16,880
Book packaging	996	552
Repairs & renewals	137	915
Carried forward	31,567	37,307

BOOKS ABROAD
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
Charitable activities		
Brought forward	31,567	37,307
Book Collection Costs	<u>1,646</u>	<u>3,297</u>
	33,213	40,604
Support costs		
Management		
Wages	14,071	12,702
Insurance	814	1,258
Advertising	-	334
Sundries	937	1,012
Office expenses	526	509
Plant and machinery	143	-
Computer equipment	<u>634</u>	<u>1,308</u>
	17,125	17,123
Finance		
Bank charges	60	60
Governance costs		
Sundries	-	14
Accountancy and legal fees	<u>1,260</u>	<u>1,534</u>
	<u>1,260</u>	<u>1,548</u>
Total resources expended	51,798	59,433
Net income/(expenditure)	<u><u>3,097</u></u>	<u><u>(9,942)</u></u>