

Storybook Dads

Trustees' Report and Financial Statements Year ended 31 December 2016



Storybook Dads

Trustees' Report and Financial Statements

Year ended 31 December 2016

Registered charity number 1101208

Contents	Page
Charity Information & Trustees' Report	1-3
Independent Examiner's Report to the Trustees	4
Financial Statements	appendix

Contact address: Storybook Dads
HM Prison Channings Wood

Tel: 01803 814702
email: info@storybookdads.org.uk

Chief Executive: Sharon Berry

www.storybookdads.org.uk

Storybook Dads

Trustees' Report and Financial Statements Year ended 31 December 2016

Charity Information

Bankers: Lloyds TSB	CCLA
Derry's Cross	Senator House
Plymouth	85 Queen Victoria Street
PL1 2SA	London
	EC4V 4ET

Independent Examiner

Dick Maule FCA
3 Penlee View Terrace
Penzance
TR18 4HZ

Trustees' Report

Statutory Information

The charity's governing instrument is its Constitution adopted on 26 August 1993, as amended on 4 November 2003, 26 August 2008 and 19 January 2009.

Objectives, Activities and Public Benefit

The objects of the charity are to advance the education of children of those who have suffered a legal restriction of their liberty held in HMP Dartmoor and similar establishments, by the provision of recordings of stories for their children in order to maintain and strengthen family links.

The Trustees are satisfied that the charity's objects meet the public benefit purpose of education. The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Trustees

The Trustees of the Trust who served during the year were:

Mr Brian Smith	Ms Sarah Coble
Mr Arthur Hearl	Mrs Hilary Frank
Mrs Teresa Bailey	

Storybook Dads

Trustees' Report and Financial Statements Year ended 31 December 2016

Achievements and performance

2016 has been a productive year in with an increase on beneficiaries from last year.

We produced 5,198 CDs/ DVDs or other personalised gifts for prisoners' children (2015 : 4,984) .

We trained 54 prisoners in audio and video production (2015 : 45) and we were able to offer part-time Employment to three more ex-prisoner editors upon release from prison (2015 : 2) These men continued to work as audio/ video editors from home for several months which helped with their successful rehabilitation

Our new editing centre at Channings Wood has proved to be a dynamic and successful environment, with a work force of approximately eighteen prisoners working on the production of recordings for prisons nationwide. Six part- time staff and two volunteers supervise the running of the editing centre. One staff member remained at HMP Dartmoor to provide a recording service there and we also employ a part- time admin / fundraising assistant. In addition, we pay for a project worker for a few hours a week at HMP The Mount.

Several more prisons have implemented *Me and My Dad* and *Read Along with Dad* and we are continuing to encourage this development. With a view to getting more women's prison to implement these schemes we ran a pilot *Me and My Mum* workshop at HMP Styal, which was very positive and productive. Throughout the day twenty personalised picture frames,calendars, reward charts and memory books were completed. The women were extremely proud of their achievements and now that we have delivered the pilot workshop, the librarian, who runs Storybook Mums there will be able to deliver many more.

Two of our Trustees continue to give presentations in the community which spreads awareness and brings in vital funding. Another of our Trustees is the Mayor or of a local town and she chose us as one of her charities to support in 2016 which resulted in a cheque of £1,000. One of Trustees volunteers once a fortnight in HMP Channings Wood to help run the editing centre and another of the Trustees has helped with a recent lottery bid. We are pleased that our board can be involved in a hands-on basis with various aspects of our work.

Our main priorities for the coming year are fundraising, developing *Me and My Dad/ Mum* and *Read Along with Dad / Mum* into other prisons and to offer as much support / training as possible so that other prisons can increase their provision.

Storybook Dads

Trustees' Report and Financial Statements Year ended 31 December 2016

Trustees Financial Review

Total incoming resources were £159,962. Total resources expended £161,864 resulting in small loss of - £1,902.

At 31 December 2016, the charity has accumulated unrestricted funds of £122,709.

£80,000 of this is designated funding.

Restricted funds were £22,719.

General reserves were £42,709.

(1) Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP [2015 (FRS 102)]
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to Presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by the Trustees on 21/03/2017

Signed on their behalf by



Brian Smith

Storybook Dads

Trustees' Report and Financial Statements Year ended 31 December 2016

Independent examiner's report to the trustees of Storybook Dads

I report on the accounts of the charity for the year ended 31st December 2016, which are set out on the attached pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Name: Dick Maule F.C.A

Date: 23 - 5 - 2017

Address: 3 Penlee View Terrace, Penzance TR18 4HZ

Dick Maule FCA

Storybook Dads

Statement of Financial Activities

For the year ended 31 December 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Income:					
Donations and legacies		13,497	-	13,497	15,066
Income from charitable activities	2	73,903	70,439	144,342	154,912
Investment Income		2,123	-	2,123	2,123
Total Income		89,523	70,439	159,962	172,101
Expenditure:					
Costs of Raising Funds		309	-	309	3,489
Expenditure on charitable activities		113,835	47,720	161,555	153,354
Total Expenditure	4	114,144	47,720	161,864	156,843
Net Income/(Expenditure)		(24,621)	22,719	(1,902)	15,258
Unrealised gains/(losses)		2,534	-	2,534	(1,389)
Fund Balances brought forward		144,796	-	144,796	130,927
Fund Balances carried forward		122,709	22,719	145,428	144,796

Full comparison for 2015 in Note 13

Storybook Dads

Balance Sheet

At December 31st 2016

	<i>Note</i>	2016 £	2015 £
Fixed Assets			
Tangible assets	7	<u>2,656</u>	<u>4,966</u>
Current Assets			
CCLA Investments		53,676	51,142
Debtors	8	83	4,686
Cash at Bank and in hand		<u>93,785</u>	<u>89,052</u>
		147,544	144,880
Liabilities			
Creditors: Amounts due with 1 year	9	<u>(4,772)</u>	<u>(5,050)</u>
Net Current Assets		142,772	139,830
Total assets less current liabilities		<u>145,428</u>	<u>144,796</u>
Funds			
Unrestricted funds			
Designated Funds	10	80,000	80,000
General Funds		<u>42,709</u>	<u>64,796</u>
Total Unrestricted Funds		122,709	144,796
Restricted funds	10	22,719	-
Total		<u>145,428</u>	<u>144,796</u>

The financial statements were approved by the Board of Trustees on 21st March 2017 and were signed on its behalf by:



Brian Smith
Trustee

1. ACCOUNTING POLICIES

Basis of Accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, as updated by Update Bulletin 1 issued on 2 February 2016, the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled the income and the amount can be quantified with reasonable accuracy.

Outgoing resources

Expenditure is accounted for on an accrual 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. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is used to write off each asset over its estimated useful life.

Fixed assets are depreciated as follows:-

IT Equipment	25% per annum on cost
Office Fixtures & Fittings	25% per annum on cost
Production Equipment	25% per annum on cost

Items with a cost price of £500 and above will be included in fixed assets.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

The unrestricted fund has arisen through general fundraising, unrestricted donations and surpluses from pursuing the charity's objectives.

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. The cost of raising and administering such funds are charged against the specific fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

	£	£
2 Donations and Legacies	2016	2015
Donations		
Commissions	126	130
Corporate	-	402
Groups	2,066	3,851
Museum	38	62
Prisoners	340	630
Gift Aid	674	386
Public	10,253	9,605
Total Donations	<u>13,497</u>	<u>15,066</u>

3 Income from charitable activities

	2016	2015
Membership Fees	8,092	12,761
Restricted Grants		
Garfield	15,000	
Woodhaven Trust	10,000	
Esmee Fairburn	30,439	
Triangle Trust	15,000	25,000
AB Charitable Trust	-	10,000
Big Lottery Fund	-	43,625
Belron Foundation	-	8,446
Charles Plater Trust	-	20,000
Lloyds TSB Foundation	-	10,500
Total Restricted Grants	<u>70,439</u>	<u>117,571</u>
Unrestricted Grants	65,700	24,130
Total Grants	136,139	141,701
Book Sales	70	200
Other Sales	41	-
Research Services	-	250
	<u>144,342</u>	<u>154,912</u>

4. Total Expenditure

Analysis of expenditure on charitable activities

	Charitable Activities £	Costs of Raising Funds £	TOTAL 2016 £	2015
Books	207	-	207	22
Depreciation	2,310	-	2,310	2,310
Fundraising	-	271	271	516
Marketing & Promotion	-	38	38	2,973
Production	12,916	-	12,916	6,144
Professional Fees & Expenses	-	-	-	113
Recruitment	-	-	-	25
Resettlement	629	-	629	533
Staff Costs	130,224	-	130,224	127,820
Training	-	-	-	108
Support Costs	14,242	-	14,242	15,365
Governance	1,027	-	1,027	914
Total	161,555	309	161,864	156,843

Analysis of support and governance costs

	General 95%	Governance 5%	Basis	2016	2015
Bank Charges	139	139	-	139	144
Book-Keeping	400	400	-	400	400
End of Year Accounts	250	-	250	250	300
Independent Examination	250	-	250	250	250
Insurance	925	925	-	925	903
IT	1,042	1,042	-	1,042	1,733
Memberships & Subscriptions	248	248	-	248	599
Miscellaneous Expenses	203	203	-	203	309
Office Expenses	6,040	5,738	302	6,040	4,627
Payroll Expenses	415	415	-	415	398
Postage & Delivery	325	325	-	325	420
Refreshments	151	151	-	151	687
Travel & Meetings	4,508	4,283	225	4,508	2,656
Volunteer Expenses	373	373	-	373	2,853
Total Support Costs	15,269	14,242	1,027	15,269	16,279

Total Expenditure 2015

Analysis of expenditure on charitable activities

	Charitable Activities	Costs of raising Funds	TOTAL 2015
	£	£	£
Books	22	-	22
Depreciation	2,310	-	2,310
Fundraising	-	516	516
Marketing & Promotion	-	2,973	2,973
Production	6,144	-	6,144
Professional Fees & Expenses	113	-	113
Recruitment	25	-	25
Resettlement	533	-	533
Staff Costs	127,820	-	127,820
Training	108	-	108
Support Costs	15,365	-	15,365
Governance	914	-	914
Total	153,354	3,489	156,843

Analysis of support and governance costs

		General	Governance		Basis
		95%	5%		
Bank Charges	144	144	-	144	Direct
Book-Keeping	400	400	-	400	Direct
End of Year Accounts	300	-	300	300	Direct
Independent Examination	250		250	250	Direct
Insurance	903	903	-	903	Direct
IT	1,733	1,733	-	1,733	Direct
Memberships & Subscriptions	599	599	-	599	Direct
Miscellaneous Expenses	309	309	-	309	Direct
Office Expenses	4,627	4,396	231	4,627	%
Payroll Expenses	398	398	-	398	Direct
Postage & Delivery	420	420	-	420	Direct
Refreshments	687	687	-	687	Direct
Travel & Meetings	2,656	2,523	133	2,656	%
Volunteer Expenses	2,853	2,853	-	2,853	Direct
Total Support Costs	16,279	15,365	914	16,279	

5 Net income for the year

This is stated after charging:-

	2016	2015
	£	£
Depreciation	<u>2,310</u>	<u>2,310</u>

6 Staff Costs and numbers

	2016	2015
	£	£
Salaries & Wages	120,810	117,799
Employers National Insurance	5,824	6,359
Pensions	<u>3,590</u>	<u>3,662</u>
	<u>130,224</u>	<u>127,820</u>

The charity had 9 employees during the year (2015: 9).

There were no employees earning more than £60,000 during the year.

7 Tangible fixed assets

Cost	Total
At start of year	52,648
Additions in year	-
Disposals in year	-

At the end of year	<u>52,648</u>
--------------------	---------------

Depreciation

At start of year	47,682
Charge for the year	2,310
Disposals in year	-

At the end of year	<u>49,992</u>
--------------------	---------------

Net book value at year end	<u>2,656</u>
-----------------------------------	---------------------

At start of year	<u>4,966</u>
------------------	--------------

	<i>IT</i>	<i>Office</i>	<i>Production</i>	TOTAL
Start of Year	4,816	-	150	4,966
Additions	-	-	-	-
Depreciation	(2,160)	-	(150)	(2,310)
Total	<u>2,656</u>	-	-	<u>2,656</u>

	£	£
8 Debtors	2016	2015
Memberships	-	3,100
Gift Aid	-	386
Others	83	
	<u>83</u>	<u>3,486</u>

9 Creditors	2016	2015
PAYE/NIC	4,121	4,046
Payroll Expenses	34	34
Accrued Expenses		
Accountancy	250	300
Independent Exam	250	250
Others	117	420
	<u>4,772</u>	<u>5,050</u>

10 Restricted Funds

	1st Jan 16	Income	Expenditure	31st Dec 16
Garfield	-	15,000	15,000	-
Woodhaven Trust	-	10,000	10,000	-
Esmee Fairburn	-	30,439	15,220	15,219
Triangle Trust	-	15,000	7,500	7,500
	<u>-</u>	<u>70,439</u>	<u>47,720</u>	<u>22,719</u>

Designated Funds

£80,000 has been designated by the Trustees as funds to run the charity for 6 months in the event of the loss of all other funding.

11 Investments

	Units	Market Value 31/12/2015	31/12/2016	Unrealised Gains/Losses
		£	£	£
CCLA Fixed Interest Fund (Initial cost £50,000)	38458.58	51,142	53,676	2,534

12 Net assets by fund

	Unrestricted funds	Restricted funds	Total	Total
	£	£	2016 £	2015 £
Tangible assets	2,656	-	2,656	4,966
Current assets	124,825	22,719	147,544	144,880
Current Liabilities	(4,772)	-	(4,772)	(5,050)
Net Assets	<u>122,709</u>	<u>22,719</u>	<u>145,428</u>	<u>144,796</u>

13. Statement of Financial Activities

For the year ended 31 December 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Income:					
Donations and legacies		15,066	-	15,066	14,497
Income from charitable activities	2	37,341	117,571	154,912	164,614
Investment Income		2,123	-	2,123	1,063
Total Income		54,530	-	117,571	-
Expenditure:					
Costs of Raising Funds		3,489	-	3,489	6,963
Expenditure on charitable activities		34,855	118,499	153,354	174,635
Total Expenditure	4	38,344	118,499	156,843	183,235
Net Income/(Expenditure)		16,186	(928)	15,258	(3,060)
Unrealised gains/(losses)		(1,389)	-	(1,389)	2,531
Fund Balances brought forward		129,999	928	130,927	131,456
Fund Balances carried forward		144,796	-	144,796	130,927