

Storybook Dads

Annual Report and Financial Statements Year Ended 31 December 2017

Charity registration number: 1101208

Storybook Dads

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Storybook Dads

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2017.

Objectives and activities

Objects and aims

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.

Public benefit

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.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Storybook Dads

Trustees' Report

Achievements and performance

2017 has been a productive year with an increase on beneficiaries from last year.

We produced 5,133 CD/DVDs and 507 other personalised gifts for prisoners' children, giving a total of 5,640 gifts (2016: 5,198). There was a notable increase in uptake for our Me and My Dad/Mum project with eleven new prisons participating for the first time.

We trained 45 prisoners in audio and/or video production (2016 : 54) and we were able to offer part-time employment to 3 ex-prisoner editors upon release from prison (2016 : 3) 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 Channing's Wood continues 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 supervise the running of the editing centre and we receive welcome support from one of our Trustees who volunteers once a week.

We ran two more Families First courses which is designed to help prisoners coming up for release to reintegrate back in to family life. The work focuses on managing their expectations, and developing a personalised, step by step, family focussed action plan leading up to their release.

Two of our Trustees continue to give presentations in the community which spreads awareness and brings in vital funding. We are delighted that our Board continue to act as ambassadors for our organisation.

We submitted a substantial bid to the Big Lottery which was successful and stands us in good stead for our work in 2018 and beyond. This funding, along with our Esmée Fairbairn grant, the support of our member prisons, members of the public and numerous grant-giving trusts who continue to value our work, means that we can continue to expand and develop our projects throughout the prison estate.

2018 is going to be a big year for us. We'll be focussing on updating and strengthening our internal systems to ensure we are even more resilient and efficient. We then plan to have a major push to ensure all our member prisons (and potential members) get the support they need to maximise their capacity to reach as many families as possible.

Financial review

The charity suffered a net deficit for the year of £19,599 (2016: £632 net surplus). The balance held on unrestricted funds at 31 December 2017 was £125,829 (2016: £122,709), of which £80,000 was designated to run the charity in the event of the loss of grant funding and £3,217 represented by fixed assets which are not therefore readily available. The balance held on restricted funds at the year end was £nil (2016: £22,719).

Policy on reserves

The trustees aim to maintain free reserves at a level which equates to approximately 6 months of unrestricted expenditure. At 31 December 2017 the charity had free reserves of £122,612, of which £80,000 was held in a designated fund to cover the running costs of the charity for six months in the event of the loss of grant funding.

Storybook Dads

Trustees' Report

Structure, governance and management

Nature of governing document

The charity is a registered charity - number 1101208 and was constituted on 18 July 2012.

If the charity is wound up, the members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The constitution provides for a minimum of 3 trustees and there is no maximum. Every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees. Overall responsibility for the management of the charity is vested in the trustees. The names of the trustees are set out on page 4.

Organisational structure

The day to day management of the charity is carried out by the accountant Tamsyn Berry and CEO Sharon Berry, both of whom receive remuneration from the charity for services provided.

Storybook Dads

Trustees' Report

Reference and Administrative Details

Trustees	Mr Arthur Hearl Mrs Teresa Bailey Ms Sarah Cobley Mrs Hilary Frank Mr Brian Smith
Senior Management Team	Sharon Berry, Chief Executive
Principal Office	HM Prison Channings Wood
Charity Registration Number	1101208
Bankers	Lloyds TSB Derry's Cross PLYMOUTH Devon PL1 2SA CCLA Senator House 85 Queen Victoria Street LONDON EC4V 4ET
Independent Examiner	Francis Clark LLP Independent Examiner North Quay House Sutton Harbour PLYMOUTH Devon PL4 0RA

Going concern

There are no material uncertainties in connection with the charity's ability to continue.

The annual report was approved by the trustees of the charity on 10/4/18 and signed on its behalf by


Mr Arthur Hearl
Trustee

Storybook Dads

Statement of Trustees' Responsibilities

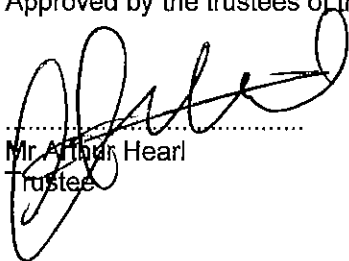
The trustees are responsible for preparing the Trustees' Report and the Financial Statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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 of the charity on 10/4/18 and signed on its behalf by:



.....
Mr. Arthur Hearl
Trustee

Storybook Dads

Independent Examiner's Report to the trustees of Storybook Dads

I report to the trustees on my examination of the accounts of Storybook Dads for the year ended 31 December 2017.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

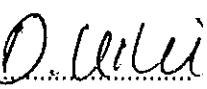
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair,' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


Duncan Leslie ACA
Independent Examiner

on behalf of Francis Clark LLP
North Quay House
Sutton Harbour
PLYMOUTH
Devon
PL4 0RA

Date: 31/5/18.

Storybook Dads

Statement of Financial Activities

Year Ended 31 December 2017

(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
Income and Endowments from:				
Donations and legacies	2	20,845	-	20,845
Charitable activities	3	53,349	46,186	99,535
Investment income	4	1,811	-	1,811
Total Income		76,005	46,186	122,191
Expenditure on:				
Raising funds	5	(3,962)	-	(3,962)
Charitable activities	6	(72,706)	(68,905)	(141,611)
Total Expenditure		(76,668)	(68,905)	(145,573)
Unrealised gains		3,783	-	3,783
Net movement in funds		3,120	(22,719)	(19,599)
Reconciliation of funds				
Total funds brought forward		122,709	22,719	145,428
Total funds carried forward	16	125,829	-	125,829
		Unrestricted funds £	Restricted funds £	Total 2016 £
Income and Endowments from:				
Donations and legacies	2	13,497	-	13,497
Charitable activities	3	73,903	70,439	144,342
Investment income	4	2,123	-	2,123
Total Income		89,523	70,439	159,962
Expenditure on:				
Raising funds	5	(3,663)	-	(3,663)
Charitable activities	6	(110,481)	(47,720)	(158,201)
Total Expenditure		(114,144)	(47,720)	(161,864)
Unrealised gains		2,534	-	2,534
Net movement in funds		(22,087)	22,719	632
Reconciliation of funds				
Total funds brought forward		144,796	-	144,796
Total funds carried forward	16	122,709	22,719	145,428

All of the charity's activities derive from continuing operations during the above two periods.

Storybook Dads

Balance Sheet

31 December 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	12	3,217	2,656
Investments	13	<u>57,459</u>	<u>53,676</u>
		<u>60,676</u>	<u>56,332</u>
Current assets			
Debtors	14	609	83
Cash at bank and in hand		<u>88,746</u>	<u>93,785</u>
		89,355	93,868
Creditors: Amounts falling due within one year	15	<u>(24,202)</u>	<u>(4,772)</u>
Net current assets		<u>65,153</u>	<u>89,096</u>
Net assets		<u>125,829</u>	<u>145,428</u>
Funds of the charity:			
Restricted funds		-	22,719
Unrestricted income funds			
Unrestricted funds		<u>125,829</u>	<u>122,709</u>
Total funds	16	<u>125,829</u>	<u>145,428</u>

The financial statements on pages 7 to 20 were approved by the trustees, and authorised for issue on 10/1/18 and signed on their behalf by:


 Mr Arthur Neal
 Trustee

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

1 Accounting policies

Statement of compliance

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Storybook Dads meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including gifts and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

Raising funds

These are costs incurred in attracting voluntary income and the management of investments that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources,

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable object.

Tangible fixed assets

Individual fixed assets with a cost price in excess of £500 are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

Asset class

Computer equipment
Production equipment

Depreciation method and rate

25% on cost
25% on cost

Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2 Income from donations and legacies

	Unrestricted general funds £	Total 2017 £	Total 2016 £
Donations and legacies;			
Donations from individuals	15,188	15,188	10,593
Donations from community groups	3,537	3,537	2,230
Gift aid reclaimed	2,120	2,120	674
	<u>20,845</u>	<u>20,845</u>	<u>13,497</u>

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

3 Income from charitable activities

	Unrestricted general funds £	Restricted funds £	Total 2017 £	Total 2016 £
Esmee Fairburn	-	31,186	31,186	30,439
A B Charitable Foundation	-	15,000	15,000	-
Garfield	-	-	-	15,000
Woodhaven Trust	-	-	-	10,000
Triangle Trust	-	-	-	15,000
General grants	41,000	-	41,000	65,700
Membership fees	11,585	-	11,585	8,092
Book sales	132	-	132	70
Other sales	632	-	632	41
	<u>53,349</u>	<u>46,186</u>	<u>99,535</u>	<u>144,342</u>

Income from charitable activities includes £53,349 unrestricted income (2016: £73,903) and £46,186 restricted income (2016: £70,439).

4 Investment Income

	Unrestricted general funds £	Total 2017 £	Total 2016 £
Investment income			
Dividend income	<u>1,811</u>	<u>1,811</u>	<u>2,123</u>

Income from investments is all unrestricted (2016: all unrestricted).

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

5 Expenditure on raising funds

	Unrestricted general funds £	Total 2017 £	Total 2016 £
Fundraising staff costs	2,584	2,584	3,354
Fundraising expenses	251	251	271
Marketing and promotion costs	1,127	1,127	38
	<u>3,962</u>	<u>3,962</u>	<u>3,663</u>

6 Expenditure on charitable activities

	Unrestricted general funds £	Restricted funds £	Total 2017 £	Total 2016 £
Staff costs	59,693	56,405	116,098	126,870
Project delivery	3,081	12,500	15,581	19,554
Resettlement	540	-	540	629
Depreciation	3,267	-	3,267	2,310
Books	201	-	201	207
Support costs	4,470	-	4,470	7,604
Governance costs	1,454	-	1,454	1,027
	<u>72,706</u>	<u>68,905</u>	<u>141,611</u>	<u>158,201</u>

£72,706 (2016 - £110,481) of the above expenditure was attributable to unrestricted funds and £68,905 (2016 - £47,720) to restricted funds.

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

7 Analysis of governance and support costs

Support costs allocated to charitable activities

	Basis of allocation % on cost	Information technology £	Admin costs £	Other support costs £	Total 2017 £	Total 2016 £
Bank charges	100	-	154	-	154	139
Bookkeeping	100	-	-	-	-	400
Insurance	100	-	-	501	501	925
IT	40	1,458	-	-	1,458	104
Membership and subs	100	-	-	249	249	248
Miscellaneous expenses	100	-	-	125	125	203
Office expenses	10	-	-	152	152	574
Payroll expenses	100	-	393	-	393	415
Post and delivery	50	-	82	-	82	162
Refreshments	100	-	-	343	343	151
Travel and meetings	70	-	-	1,013	1,013	4,283
		<u>1,458</u>	<u>629</u>	<u>2,383</u>	<u>4,470</u>	<u>7,604</u>

Governance costs

	Unrestricted general funds £	Total 2017 £	Total 2016 £
Independent examiner fees			
Independent examiner's remuneration	1,300	1,300	500
Other governance costs	154	154	527
	<u>1,454</u>	<u>1,454</u>	<u>1,027</u>

Support costs and governance costs are all unrestricted (2016: all unrestricted).

8 Net (outgoing) / Incoming resources

Net (outgoing) / incoming resources for the year include:

	2017 £	2016 £
Depreciation of fixed assets	<u>3,267</u>	<u>2,310</u>

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

9 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

Mr Arthur Hearl

£702 (2016: £Nil) of expenses were reimbursed to Mr Arthur Hearl during the year.

These were made in respect of volunteer expenses incurred.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

10 Staff costs

The aggregate payroll costs were as follows:

	2017 £	2016 £
Staff costs during the year were:		
Wages and salaries	107,638	120,810
Social security costs	6,949	5,824
Pension costs	4,095	3,590
	<u>118,682</u>	<u>130,224</u>

The monthly average head count of persons (including senior management team) employed by the charity during the year was as follows:

	2017 No	2016 No
Employees	<u>8</u>	<u>9</u>

Contributions to the employee pension schemes for the year totalled £4,095 (2016 - £3,590).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £44,029 (2016 - £44,034).

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Computer equipment £	Production equipment £	Total £
Cost			
At 1 January 2017	52,648	-	52,648
Additions	<u>3,179</u>	<u>649</u>	<u>3,828</u>
At 31 December 2017	<u>55,827</u>	<u>649</u>	<u>56,476</u>
Depreciation			
Depreciation brought forward	49,992	-	49,992
Depreciation charge	<u>3,105</u>	<u>162</u>	<u>3,267</u>
At 31 December 2017	<u>53,097</u>	<u>162</u>	<u>53,259</u>
Net book value			
At 31 December 2017	<u>2,730</u>	<u>487</u>	<u>3,217</u>
At 31 December 2016	<u>2,656</u>	<u>-</u>	<u>2,656</u>

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

13 Fixed asset investments

2017
£

Other Investments

	Listed Investments £	Total £
Cost or Valuation		
At 1 January 2017	53,676	53,676
Revaluation	3,783	3,783
At 31 December 2017	57,459	57,459
Net book value		
At 31 December 2017	57,459	57,459

The investments were listed on a recognised stock exchange and held in the United Kingdom.

The investments consist of 38458.58 units in CCLA Fixed Interest Fund which had an initial cost of £50,000.

14 Debtors

	2017 £	2016 £
Prepayments	609	83

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

15 Creditors: amounts falling due within one year

	2017 £	2016 £
Other taxation and social security	1,839	4,121
Accruals	1,500	651
Deferred income	20,863	-
	<u>24,202</u>	<u>4,772</u>

	2017 £
Resources deferred in the period	<u>(20,863)</u>

Included in deferred income is £17,329 grant income and £3,534 membership income received in advance.

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

16 Funds

	Balance at 1 January 2017 £	Incoming resources £	Resources expended £	Other recognised gains £	Balance at 31 December 2017 £
Unrestricted funds					
<i>General</i>					
General Funds	42,709	76,005	(76,668)	3,783	45,829
<i>Designated</i>					
Designated Funds	80,000	-	-	-	80,000
Total unrestricted funds	<u>122,709</u>	<u>76,005</u>	<u>(76,668)</u>	<u>3,783</u>	<u>125,829</u>
Restricted funds					
A B Charitable Foundation	-	15,000	(15,000)	-	-
Esmee Fairburn	15,219	31,186	(46,405)	-	-
Triangle Trust	7,500	-	(7,500)	-	-
Total restricted funds	<u>22,719</u>	<u>46,186</u>	<u>(68,905)</u>	<u>-</u>	<u>-</u>
Total funds	<u>145,428</u>	<u>122,191</u>	<u>(145,573)</u>	<u>3,783</u>	<u>125,829</u>

Storybook Dads

Notes to the Financial Statements

Year Ended 31 December 2017

Designated Funds

Funds of £80,000 have been designated by the trustees as funds to run the charity for six months in the event of the loss of all other funding.

Restricted Funds

A B Charitable Foundation - grant income of £15,000 was received towards core funding, this has all been spent during the year.

Esmee Fairburn - balance brought forward of £15,219 and additional grant income of £31,186. The total balance of £46,405 has all been used during the year on salary costs of the deputy CEO and two part time project workers as per the terms of the grant.

Triangle Trust - brought forward grant income of £7,500, this has all been spent in the year on the 'Me and My Dad' project.

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	3,217	-	3,217
Fixed asset investments	57,459	-	57,459
Current assets	72,026	17,329	89,355
Current liabilities	(6,873)	(17,329)	(24,202)
Total net assets	<u>125,829</u>	<u>-</u>	<u>125,829</u>

18 Related party transactions

There were no related party transactions in the year.