

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD 1st JANUARY 2009 TO
31st DECEMBER 2009**



THE BOOK TRADE CHARITY (BTBS)

(A Company Limited by Guarantee)

CHARITY REGISTRATION NUMBER 1128129

COMPANY REGISTRATION NUMBER 06725178

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
W. Sussex
BN18 0AS

**THE BOOK TRADE CHARITY (BTBS)
(A COMPANY LIMITED BY GUARANTEE)**

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**THE BOOK TRADE CHARITY (BTBS)
(A COMPANY LIMITED BY GUARANTEE)**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY REGISTRATION NUMBER 1128129
COMPANY REGISTRATION NUMBER 06725178
DATE OF INCORPORATION 15th October 2008
START OF FINANCIAL PERIOD 1st January 2009
END OF FINANCIAL PERIOD 31st December 2009

DIRECTORS AT 31ST DECEMBER 2009

Mr W E F Samuel	Mr E T Wright
Ms K Fulford	Mr N Batt
Ms J Henry	Mrs M Donne
Ms C Harington	Ms S Bounford
Mr A Mulliken	Ms B Macleod
Ms V Whitton	

COMPANY SECRETARY I E L Management Services

The existing directors appoint any new trustees following the provisions laid out in the Charity's governing instrument

GOVERNING INSTRUMENT

Memorandum and Articles Incorporated 15th October 2008
Amended by Special Resolution on 26th August 2009

OBJECTS

a) To relieve persons who are in condition of need hardship or sickness and to relieve the distress thereby through the provision of welfare which may or may not include accommodation for persons who are, or have been employed in the book trade in the United Kingdom for one year or more and their dependants **b)** To facilitate or provide education and training so as to promote the study, knowledge and appreciation of literature publishing and the book trade and for the benefit of the individuals who work within the book trade

CORRESPONDENCE ADDRESS

The Foyle Centre
The Retreat
Kings Langley
WD4 8LT

PRIMARY BANKERS

National Westminster Bank Plc
The City of London Office
P O Box 12258
1 Princes Street
London
EC2R 8PA

INDEPENDENT EXAMINER

C B Maizi MAAT FCIE
Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
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**THE BOOK TRADE CHARITY (BTBS)
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**REPORT OF THE DIRECTORS
FOR THE PERIOD ENDED 31ST DECEMBER 2009**

The company remained dormant throughout the period 1st January 2009 to 31st December 2009 except for voluntary contribution received on the 2nd October 2009 and the 31st December 2009 of £500.00 each from the Sue Thomson Charitable Foundation. There was no other activity during the financial period.

Statement of Directors' Responsibilities:

Company law requires the directors to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the company and of the profit or loss of the company during that period. In preparing those financial statements the directors are required to

- (i) select suitable accounting policies and then apply them consistently,
- (ii) make judgements and estimates that are reasonable and prudent,
- (iii) prepare financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.


The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Directors on the

Signed on their behalf by Director

Print Name in Black Ink

25th August 2010

NIGEL PAUL BATT

**THE BOOK TRADE CHARITY (BTBS)
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31ST DECEMBER 2009**

(Incorporating Income & Expenditure Account)

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2009 £
INCOMING RESOURCES				
Income Resources From Generated Funds				
Voluntary Income	3a	1,000	-	1,000
TOTAL INCOMING RESOURCES		1,000	-	1,000
RESOURCES EXPENDED				
TOTAL RESOURCES USED		-	-	-
NET INCOMING/(OUTGOING) RESOURCES		1,000	-	1,000
Total Funds Brought Forward		-	-	-
TOTAL FUNDS CARRIED FORWARD		1,000	-	1,000

Movements on all reserves and all recognised gains and losses are shown above. All of the charity's operations are classed as continuing.

The notes on pages 7 to 11 form part of these financial statements.

**THE BOOK TRADE CHARITY (BTBS)
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**BALANCE SHEET
AS AT 31ST DECEMBER 2009**

	Note	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets				
Tangible assets	2	-	-	-
Current Assets				
Debtors & Prepayments	7	-	-	-
Cash at bank and in hand	6	1,000	-	1,000
Total Current Assets		1,000	-	1,000
Creditors: due within one year	8	-	-	-
NET CURRENT ASSETS		1,000	-	1,000
TOTAL ASSETS less current liabilities		1,000	-	1,000
NET ASSETS		1,000	-	1,000
Funds of the Charity				
General Funds		1,000	-	1,000
Restricted Funds	5	-	-	-
		1,000	-	1,000

For the year ending 31st December 2009 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' Responsibilities:


- a) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, of the Companies Act 2006
- b) acknowledged their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of Accounts
- c) The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

Approved by the Directors on the

Signed on their behalf by Director

Print Name in Black Ink

25th August 2010

 NIGEL PAUL BATT

**THE BOOK TRADE CHARITY (BTBS)
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31ST DECEMBER 2009**

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared on the historical cost basis of accounting in accordance with the Charities Act 2006 and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when

- the charity becomes entitled to the resources,
- the trustees are virtually certain they will receive the resources, and
- the monetary value can be measured with sufficient reliability

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants & Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax Reclaims on Donations & Gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual Income & Performance Related Grants

This is only included in the SOFA once the related goods or services have been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services & Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment Income

This is included in the accounts when receivable.

Investment Gains & Losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**THE BOOK TRADE CHARITY (BTBS)
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE PERIOD ENDED 31ST DECEMBER 2009**

1. ACCOUNTING POLICIES (Continued)

Expenditure & Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters

Grants with Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output

Grants Payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capital, staff costs by the time spent and other costs by their usage

Fixed Assets

Tangible fixed assets for use by the charity, these are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or, if gifted, at the value to the charity on receipt

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value

There has been no change to the accounting policies (Valuation rules and methods of accounting) since last year

2. TANGIBLE FIXED ASSETS

The Charity holds no fixed assets, nor any annual commitments under non-cancelling operating leases and capital commitments, as at 31st December 2009

**THE BOOK TRADE CHARITY (BTBS)
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE PERIOD ENDED 31ST DECEMBER 2009**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2009 £
3. INCOMING RESOURCES				
a) Voluntary Income				
Gifts & Donation		1,000	-	1,000
		1,000	-	1,000

4. RESOURCES EXPENDED

The charity expended no resources during this initial period of incorporated activity

5. RESTRICTED FUNDS

The charity held no restricted fund during this initial period of incorporated activity

6. CASH AT BANK AND IN HAND

	31-Dec-09 £
Current Account	1,000
Cash in Hand	-
	1,000

7. DEBTORS & PREPAYMENTS

The Charity held no debtors during this initial financial period

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31-Dec-09 £
Accountancy Fees	-
	-

**THE BOOK TRADE CHARITY (BTBS)
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE PERIOD ENDED 31ST DECEMBER 2009**

9. STAFF COSTS AND NUMBERS

	2009 £
Gross Wages and Salaries	-
Employer's National Insurance Costs	-
Pension Contributions	-
	<u>-</u>
	<u>-</u>

Employees who were engaged in each of the following activities

	2009 TOTAL
Activities in furtherance of organisation's objects	-

The charity operates a PAYE scheme to pay all employed members of staff and no employees received emoluments in excess of £60,000

10. RECONCILIATION OF MOVEMENT ON CAPITAL AND RESERVES

The Company is Limited by Guarantee and is a Charity registered with the Charity Commission number 1128129 and is not, therefore, subject to Corporation Tax and does not have a Share capital

Note	2009 £
Profit / Deficit for the financial year	1,000
Other Recognised Gains	-
	<u>1,000</u>
Balance Brought Forward	-
Closing Funds at 31st December 2009	<u><u>1,000</u></u>

11. PAYMENTS TO DIRECTORS

No payments were made to directors or any persons connected with them during this financial period
No material transaction took place between the charity and a trustee or any person connected with them

**THE BOOK TRADE CHARITY (BTBS)
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**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE PERIOD ENDED 31ST DECEMBER 2009**

12. RISK ASSESSMENT

The directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

13. RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Directors will endeavour not to set aside funds unnecessarily.

14. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of The Book Trade Charity (BTBS) on the accounts for the period ended 31st December 2009 set out on pages 5 to 11

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s 28 of the Charities Act 2006) and that an independent examination is needed

Having satisfied myself that the charity is not subject to audit under company law and is eligible for an independent examination, It is my responsibility to

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation 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 the 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 the course of my examination, no matter has come to my attention

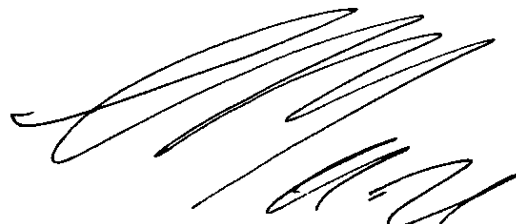
1 which gives me reasonable cause to believe that in, any material respect, the trustees requirements

to keep accounting records in accordance with section 386 of the Companies Act 2006, and

to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice Accounting and Reporting by Charities 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

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Date 14.09.2010