

**BOOK-LINK**  
(A COMPANY LIMITED BY GUARANTEE)

COMPANY NO: 4650896

CHARITY NO: 1096461

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED  
31 MARCH 2008

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### LEGAL AND ADMINISTRATIVE INFORMATION

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#### **STATUS**

The organisation is a charitable company limited by guarantee (under number 4650896 ), incorporated on 29 January 2003 and registered as a charity on 11 March 2003 (under number 1096461 ).

The company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association. Under those Articles, the trustees (who are also the only members of the company ) are elected at the AGM or appointed by the trustees ,subject to re-election at the next AGM.

There is no maximum number of trustees , but the minimum is three.

#### **TRUSTEES**

Professor Richard Beard	( Appointed 2 February 2003 )
George Richard Snaiham	(Appointed 2 February 2003 )
Nelly Munthe	(Appointed 2 February 2003 )
Thomas Pakenham	(Appointed 2 February 2003 )
Heather Greves	(Appointed 2 February 2003 )
Helen Henderson	( Appointed 12 January 2004)

#### **SECRETARY**

Irene Beard

#### **HON TREASURER**

G J Myers

#### **PRINCIPAL ADDRESS AND REGISTERED OFFICE**

64 Elgin Crescent  
London  
W11 2JJ

#### **BANKERS**

Barclays Bank plc

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**TRUSTEES' REPORT**

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**RESERVE POLICY**

Unrestricted reserves amount to £60237 at the year end, which financed current assets of £60237. As Book-link relies on donations for all its expenditure, and at the beginning of each year there is usually a shortfall in committed donations compared to budgeted expense, the trustees' goal is to build up a liquid reserve amounting to 50 % of its annual expenditure, or around £22000 and this reserve has been achieved.

Fund-raising plans are currently being developed.

**TRUSTEES' RESPONSIBILITIES**

Company law requires the Trustees to prepare financial statements for each financial year, which gives a true and fair view of the state of affairs of the company as at the balance sheet date, and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent ; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining 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 1985. 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.

**TRUSTEES**

Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who serve during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice- Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 14 July 2008 and signed on their behalf by:

I Beard  
Secretary

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STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2008

INCOME AND EXPENDITURE	Notes	2008 Unrestricted Funds	2007 Unrestricted Funds
Donations and gift aid		2087	10716
Corporate donations		91314	5000
Christmas cards/Bazaar		0	425
Interest on deposit		1495	879
Interest on tax refund		<u>5</u>	<u>24</u>
<b>TOTAL INCOMING RESOURCES</b>		94901 =====	17044 =====
<b>RESOURCES EXPENDED</b>			
Direct charitable expenses			
Transportation of books		5396	10805
Cost of inspection in Ethiopia		1933	2089
Ethiopia			
English teaching course		<u>62020</u>	<u>0</u>
Management and administration		<u>3554</u>	<u>3819</u>
<b>TOTAL RESOURCES EXPENDED</b>		72903 =====	16713 =====
<b>NET INCOMING RESOURCES FOR THE PERIOD</b>		21998 =====	331 =====
<b>NET MOVEMENT IN FUNDS FOR THE PERIOD</b>		21998	331
<b>FUNDS 1 APRIL 2007</b>		38239	37908
<b>FUNDS AT 31 MARCH 2008</b>		60237 =====	38239 =====

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BALANCE SHEET  
AT 31 MARCH 2008

	2008		2007	
<b>CURRENT ASSETS</b>				
Debtors	183		576	
Cash at bank	<u>60054</u>	60237	<u>102662</u>	<u>103238</u>
<b>NET CURRENT ASSETS</b>				<u>103238</u>
<b>CURRENT LIABILITIES</b>				
Grant received in advance		0		<u>65000</u>
<b>NET ASSETS</b>		60237		38238
	=====		=====	
<b>FUNDS</b>				
Unrestricted		60237		38238
	=====		=====	

These accounts are prepared in accordance with special provisions of Part V11  
Of the Companies Act 1985 and the financial reporting standard for smaller entities   ard for smaller entities

The trustees are satisfied that the company is entitled to exemption under Section 249A  
(1) of the Companies Act 1985 and no member or members have requested an audit  
pursuant to Section 249B(2) of the Act.

The trustees acknowledge their responsibilities for:

- (1) ensuring that the company keeps proper accounting records which comply with  
Section 221 of the Companies Act 1985; and
- (2) preparing accounts which give a true and fair           e and fair view of the state of affairs of the  
company as at the end of the financial year of its surplus or deficiency for the  
financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and   the  
Companies Act 1985, and which otherwise comply with the requirements  
of this Act relating to accounts, so far as applicable to the company.

Approved by Trustees on

14 Jul 2008 and

signed on their behalf by  
their behalf by

G J Myers FCA Hon Treasurer

R W Beard Chair

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NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2008

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### **1 STATEMENT OF ACCOUNTING POLICIES**

The Financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2001) of the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

#### **Cash Flow**

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1: "Cash flow Statements".

#### **Income**

As the company has no legal entitlement to donated income and no control over its sources, such income is recognised upon receipt into the company's bank account. All income is stated net of value added tax.

#### **Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds

### **2 DIRECT CHARITABLE EXPENDITURE**

Freight, Inspection, English language course 69349

### **3 MANAGEMENT AND ADMINISTRATIVE OVERHEADS**

Computer costs 610  
Post stationery 744  
Communications 1688

Secretarial assistance	159	
General	294	
Bank charges	59	3554

**4 TAXATION**

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

**5 GOING CONCERN**

The company is dependant on the continued support of its sponsors and on donations from individuals and organisations. The trustees are actively seeking additional and new sources of funds from various sources, both in the UK and abroad. The financial statements have been prepared on a going concern basis as the trustees are confident that the required funds will be raised.