

Company registration number: 09144072

Charity registration number: 1161161

# Nottingham City of Literature

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Community Accounting Plus  
Units 1 & 2  
North West  
41 Talbot Street  
Nottingham  
NG1 5GL

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## **Nottingham City of Literature**

### **Contents**

Reference and Administrative Details	1
Trustees' Report	2 to 9
Independent Examiner's Report	11
Statement of Financial Activities	12 to 13
Balance Sheet	14
Notes to the Financial Statements	15 to 23

## **Nottingham City of Literature**

### **Reference and Administrative Details**

<b>Trustees</b>	David Belbin William Gregory Patrick Limb Rosemary Healy Barbara Matthews Ravinder Bhattal David Hallett Jenny Swann Barbara Cathcart
<b>President</b>	Stephen Lowe
<b>Senior Management Team</b>	Sandeep Mahal, Executive Director
<b>Principal Office</b>	Bromley House Library Angel Row Nottingham NG1 6HL
<b>Company Registration Number</b>	09144072
<b>Charity Registration Number</b>	1161161
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

## **Nottingham City of Literature**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

#### **Trustees**

David Belbin

William Gregory

Patrick Limb

Rosemary Healy

Barbara Matthews

Ravinder Bhattal

David Hallett

Jenny Swann (appointed 23 December 2019)

Barbara Cathcart (appointed 23 December 2019)

#### **Structure, governance and management**

##### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 23/7/14. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

##### ***Recruitment and appointment of trustees***

The Directors who served during the year are listed in this document. Directors are appointed by the members at the annual general meeting or by resolution of the Directors. The City of Nottingham has a right to appoint one director ("the Local Authority Director") and decide their period of appointment. Unless otherwise determined by the Company, the Board shall consist of at least three and not more than nine individuals comprised as follows: up to one Local Authority Director; and up to nine Community Directors (ie not a member or officer of the Local Authority). The Community Directors shall at all times be in the majority. The Memorandum of Association provides that no director shall be required to retire at an annual general meeting during the first five years of the Company.

##### ***Induction and training of trustees***

New Directors meet the Chairman before being appointed at which time all aspects of the charity, including its management arrangements, are discussed and explained. Usually prospective directors attend a board meeting as an observer before being officially appointed. The Board is satisfied that its existing members understand their legal obligations, the charity's constitution and all relevant financial matters.

##### ***Organisational structure***

The company is administered by its Directors, who are its trustees for the purposes of charity law. There are currently 9 directors. There are usually bi-monthly formal board meetings. Between formal meetings the board will discuss any relevant matters as and when they arise. The Directors delegate the day to day management to the executive director. During the period there have been no material changes in the policies pursued by the Board.

## **Nottingham City of Literature**

### **Trustees' Report**

#### **Objectives and activities**

##### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Financial review**

##### ***Policy on reserves***

Having regard to the initial focus on the UNESCO application, and the decision to budget expenditure within our grant receipts, the Charity has not planned a material surplus or ongoing liabilities, and accordingly the Directors consider it premature for the Charity to have developed a formal reserves or investment policy.

## **Nottingham City of Literature**

### **Trustees' Report**

#### **Executive Director's Report**

Nottingham was awarded UNESCO City of Literature status in December 2015 and now takes its place as a member of the UNESCO Creative Cities network, enabling it to play a cultural and creative role on the international stage.

#### **Our Mission**

Nottingham UNESCO City of Literature seeks to build a better world with words.

#### **Our Vision**

Our vision as a UNESCO City of Literature is for a city where everyone is reading and writing their way to a better life. We believe in the power of literature as a reflection of humanity and a way for everyone to better understand each other and the world we live in.

#### **Objectives**

In pursuit of our mission and vision, we have four objectives:

**LEADERSHIP:** to provide leadership for and with the cultural life of the city through our role as strategic catalyst and help organisations to work together more effectively;

**LEARNING:** To make an impact on literacy levels in the long-term by growing diverse audiences for reading and writing in collaboration with Nottingham's universities, literacy hub, libraries, schools, arts and literary organisations;

**PLACE:** to animate the city's UNESCO designation and positively impact placemaking, the position and promotion of Nottingham's reputation internationally as a creative city with a literary specialism;

**INTERNATIONAL:** to strengthen international partnerships by providing access to new knowledge and creative exchange opportunities between individuals and organisations that benefit Nottingham's creative sectors.

#### **An overview of our achievements and performance**

NCoL has delivered effectively on animating the UNESCO brand, binding the city and providing a sense of infrastructure for cultural collaboration, especially between the two universities and the City Council. We:

- Use the UNESCO accreditation to enable young people to discover the sheer creative joy and life-changing power of reading and writing;
- Promote Nottingham's amazing and radical literary heritage - it has shaped who we are today;
- Commission new work and create new partnerships with schools, libraries, young people and communities to create a place of exchange and celebration for writing and reading;
- Broker opportunities for international collaboration and exchange for the benefit of Nottingham writers and creative communities.

## Nottingham City of Literature

### Trustees' Report

#### YOUTH & INCLUSION PROJECTS

##### Young City of Literature Ambassadors

We designed, developed and delivered a structured programme of opportunities for 14 Young Ambassadors aged 12-16. 50% of ambassadors were from BAME groups, exceeding the target of 30%; We recruited and developed partnerships with 10 city secondary schools. The expansive programme comprised professional skills workshops and mentoring sessions from five professional writers. We provided opportunities to put these new skills and knowledge into practice, encouraging ambassadors to play an active role across our events such as the Big City Reads selection panel, the Heritage Symposium and the MyVoice creative writing competition. Evaluation indicates an ambitious range of proposed outcomes have been met: participant confidence and creativity have been enhanced; understanding and participation in both reading and writing has increased - evidenced through book clubs and review writing; ambassadors have taken steps to develop a culture of reading and writing in their schools, sharing their enthusiasm for literature in one-to-one recommendations, school assemblies, and the pursuit of new extra-curricular literary activities.

*As a Young Ambassador I had the opportunity to do so much ... As young people we should be making a difference; because I'm an ambassador, I became a reading mentor for a year 8 student. It's taught me I want to work with challenging people. It's not as hard as we think.*

*Abigail, Young Ambassador*

*In our assembly, we talked about the importance of literature and how it doesn't have to be something grand. It can just be about expressing yourself.*

*Jesvita, Young Ambassador*

Supported by Arts Council England and Nottingham Education Improvement Board.

##### Big City Reads

Focused on inspiring young people to read and write for pleasure, a total of 2,000 free copies of four young adult books were distributed across 42 locations in Nottingham. This targeted distribution encompassed 11 shops and cafés such as independent music and book retailer Rough Trade, the Dice Café, an independent gaming café, and Broadway independent cinema. Books were also distributed at four city events, hospitals, schools, libraries, 'book-crossing' and a tram giveaway. Supported by a social media campaign and tram advertising, Big City Reads culminated in the Big City Readers' Day. Over 120 young people took part in the event, which featured four authors of the chosen books as special guests. To select their four books for the campaign, we brought together a specialist panel of Young Ambassadors, librarians, teachers, councillors and partner venues to consider a shortlist of seventeen titles. Focused on different challenges for social change, the titles chosen reflected and advanced our mission to 'build a better world with words'. The Big City Readers' Day was highly successful, representing authors and presenters across gender, sexual orientation and race and providing creative and educational role models for those attending.

*It was really well organised with good communication between us and Big City Reads. A very positive initiative that hopefully we can take part in again.*

*Nottingham Contemporary, gallery and NPO organisation*

Supported by Arts Council England, Nottingham Education Improvement Board and Nottingham Hospitals Charity.

## Nottingham City of Literature

### Trustees' Report

#### **MyVoice**

The MyVoice Creative Writing Competition challenged young people between the ages of 10 and 25 to respond to the idea of social change in a variety of genres and formats; fiction and non-fiction, video, songs and recordings. A range of prizes included individual and school creative writing workshops, mentoring, books, and writing materials from a £4,000 prize fund for five winners and two schools in four age categories. 200 competition entries were generated through a comprehensive social media campaign consisting of 34 Twitter posts, 22 blog entries, 37 Instagram posts and three newsletters. This has been the most sustained and successful social media campaign in our history, aiming to develop a presence on Instagram consistently for the first time to appeal to a young audience, while building on our established Twitter profile. Entries responded in a variety of ways to the social justice theme, covering areas such as domestic violence, anorexia, coercive control, gender and sexual orientation. We brought together a judging panel of four writers and one Young Ambassador, supplying comprehensive guidance to support them in their roles. Three winners and two runners-up were selected for an anthology titled 'Speak Up!'; 2,500 copies were printed to be launched at a MyVoice celebration event on 20th March 2020 at Nottingham Council House. When this event was cancelled as a result of the coronavirus pandemic, we modified our event plans and hosted a Virtual MyVoice event in April 2020. This event has proven NUCoL as highly responsive to the significant challenges of programme delivery during lockdown.

*Great to hear about the passion and compassion from contributors - we love the 'thought provoking'. Thank you all for helping capture this in Nottingham.*

*John Dexter, Director of Education, Nottingham City Council*

Supported by Arts Council England, Nottingham Education Improvement Board and Nottingham Hospitals Charity.

#### **Young Voices**

Funded by Nottinghamshire's Violence Reduction Unit, we teamed up with award-winning educator, Kate Clanchy to support pupils' at risk of violence and their transition to secondary school by helping them discover the joy of creative writing, through a series of five creative writing workshops facilitated by a team of six experienced professional writers. The project was developed on the belief that creativity is crucial within education and more broadly within society. We know that pupils who engage in creative writing interventions attend school more regularly, achieve at higher levels than expected and are significantly happier. The workshops achieved its outcome of combatting negative thought patterns and behaviour, fear of change, and low self-esteem; feelings which are at their peak ahead of the transition into high school. Young people spent time reading and discussing poems, stories and songs, giving them a time and place to safely direct their life experiences into a creative output. Their work will be published in a new anthology and distributed to schools in September 2020.

Supported by Nottinghamshire's Violence Reduction Unit.

### **PLACE-BASED LEARNING PROJECTS**

#### **Read On Nottingham**

We continue to support the Read On Nottingham initiative which aims to encourage the next generation to become lifelong readers. This is a community-driven campaign from the National Literacy Trust and Small Steps Big Changes, backed by Nottingham City Council in a collective effort to improve literacy and inspire a love of reading for pleasure. The campaign encompasses a range of programmes and activities to equip children and young people in Nottingham with the literacy skills they need to succeed in life. Read On Nottingham, with assistance from Nottingham City of Literature, the Dolly Parton Imagination Library and other local education/literature-focused initiatives, encourages the whole city to make reading, writing and talking a priority.



## Nottingham City of Literature

### Trustees' Report

#### Eastwood Comics

Eastwood Comics was inspired by the life, work and times of Nottingham-born writer, D.H. Lawrence. Under the mentorship of graphic novelists David Hine, Rachael Ball, and Luke Healy, 24 young people developed comics inspired by 'Lawrentian' themes of class, war and pacifism, censorship and non-conformity, sex and gender. This immersive experience saw the students visit the Manuscripts and Special Collections of the University of Nottingham to look at original material by D.H. Lawrence which helped to develop a deep understanding of their local heritage and greater confidence in their own creativity. The Eastwood Comics project has been explored in an exhibition at the D.H. Lawrence Birthplace Museum, and a box-set of six comic collections published by SelfMadeHero. These comics were distributed to schools and libraries with an educational resource pack incorporating lesson plans, writers visiting schools, literary walking tours and encouragement for readers to write and draw their own stories. There is no doubt that the project had considerable and lasting impact on all those who engaged with it. The benefits of this project are most clearly seen in the 21 participants who took the Eastwood Comics programme. The outcomes are impressive and feedback shows that the project's major aims - to develop artistic skills, build confidence, civic pride and appreciation of Nottingham's literary heritage - were amply met for the cohort which took the Eastwood Comics programme. Additionally, elements of the project promoted youth leadership.

Supported by Heritage Lottery Fund and Arts Council England.

#### Poetry Pulse

Nottingham is a city of a thousand poets. There are around twenty poetry events every month, bringing over 6,000 people together to read, write, speak and listen to poems. Poetry Pulse was a research and development project led by Dr Becky Cullen, exploring how digital media and technology can equip poets with the skills and knowledge to capture their work, showcase Nottingham's poetry locally, regionally, nationally - and internationally, through the Cities of Literature network. Impact:

- On World Poetry Day 2019, thirteen female poets performed at Nottingham Trent University's Clifton Library and were live streamed on Facebook to a global audience of 3,500.
- On National Poetry Day 2019, a Poetry Funfair event was curated at Nottingham Playhouse, showcasing 15 poetry films and another 18 films were produced on the day.

Supported by the Midlands3Cities Doctoral Training Partnership.

### INTERNATIONAL PROJECTS

We have been members of an international network of UNESCO Creative Cities since December 2015. The global connections have brought tremendous opportunities - we have shared good practice, exchanged knowledge and explored projects which promote the network during two annual gatherings.

#### Nottwich

We co-hosted the global gathering of UNESCO Cities of Literature with Norwich - the first time that the prestigious international forum has taken place in England. The two-stage gathering - Nottwich 2019 - was a fantastic opportunity for the sub-network to re-connect with colleagues from around the world, meet with local creators and producers, talk about what we are doing in our cities and how we will collaborate on future projects.

The ~~major~~ achievements of Nottwich:

- 43 leaders from literature cities met in Nottingham and Norwich
- 25 best practices presented
- 6 new literature projects proposed
- A new strategy for global cooperation emerged
- Agreed priorities for the coming year
- Provided a platform for dialogue between Literature cities and British Council
- Lots of networking and relationship building activities.

## Nottingham City of Literature

### Trustees' Report

*Nottingham shone an important spotlight on the literature sector. It highlighted our role as an advocate for the importance of creativity in driving regeneration and giving people a sense of well-being. David Belbin, Chair, NUCoL.*

#### Annual UNESCO Lecture

Across the world, we are undergoing a significant political, social and cultural transformation. Many of us are asking ourselves what kind of communities we want to live in and hand over to future generations. Debates about identity, memory, belonging, co-existence and integration are being dramatically reframed. Every day we are bombarded with thousands of images and information: it becomes increasingly difficult to detect the boundary between fact and falsehood. Against this turbulent background, it's more important than ever before to understand the power and the positive potential of words. Our annual UNESCO lecture series was delivered by nature writer, Robert Macfarlane, who grew up in Nottinghamshire. Robert's lecture was a powerful testimony to the ways in which writing shapes, reflects and creates our understanding of the natural world.

#### Guest of Honour in Granada

Granada invited Nottingham as its first international Guest of Honour at the 2019 Granada Book Fair. The programme of cultural events, facilitated by Granada and Nottingham UNESCO Cities of Literature, celebrated authors and their books, and enhanced cultural exchange opportunities between the two cities.

*"A book fair isn't just about buying and selling rights to books; it represents an exchange of ideas and cultural values. We are lucky to have the opportunity of finding out more about Nottingham - the city, its people, its poetry and its publishing. I know they will make a great Guest of Honour and look forward to putting Nottingham at the forefront of Granada's City of Literature activities over the next few years." Jesus Ortega, Director of Granada UNESCO City of Literature*

*"The UNESCO Guest of Honour programme is a fantastic opportunity for booksellers, publishers, translators, readers and writers in Nottingham and Granada to get to know each other and discover ways of working together in the future. International links are particularly important at a time when nationalist feelings are on the rise." Ross Bradshaw, from Five Leaves Bookshop, Nottingham*

#### Our Past, Our Stories, Our future Heritage Learning Symposium

Themed around the notion of discovery, our symposium programme inspired and challenged over 100 educators, curators, and arts professionals, particularly those considering how to include the voices and perspectives of young people in their work. We welcomed leading heritage organisations with an international profile including Nottingham Castle Trust, Shakespeare Birthplace Trust and Milton's Cottage, who shared the success of their education and heritage programming, and the creative methodologies they have used to attract and retain new audiences. We were delighted to be joined by six of our Young Ambassadors: Emma, Mary, Amel, Chelsea, Zoe, and Jesvita - who listened to the day's proceedings, took notes, and produced a Young People's Manifesto for Change. The manifesto sets out a plan for the future of the heritage sector, how it might operate and attract young people into its spaces.

#### FUNDRAISING, GOVERNANCE & OPERATIONS

We have continued to diversify our business model and strengthen sustainability. We operate on a mixed economy model having successfully increased core funds of £120k for 2020/21 and raised £217k in restricted grants during 2019/20 to fund an ambitious creative programme for young people. In addition to Arts Council England, we leveraged funding from European Development Fund, Heritage Lottery Fund, Nottingham Education Improvement Board, Nottingham Hospitals Charity, Nottinghamshire Violence Reduction Unit and individual donors. We're delighted these partners have chosen to support our plans to galvanise the city around an exciting new programme of creative and heritage learning activity to reach new audiences.

## Nottingham City of Literature

### Trustees' Report

Our Governance sub-committee made up of three trustees continue to lead on the development of the Board and to ensure that trustees are able to discuss, debate, and plan NUCoL's charitable objectives, goals and aims, financial statements, the roles, duties and responsibilities of trustees and directors. The sub-committee members reviewed NUCoL's governing document and agreed procedures for the recruitment of new trustees. We welcomed Barbara Cathcart and Jenny Swann to the Board. An annual assessment of the Board's strengths and weaknesses, with accent on governance issues and the composition of the Board was carried out.

To ensure we remain inclusive and encourage involvement from the reading and writing communities in Nottingham, we hosted our second Collaborative Board open meeting, recruited a team of freelance producers, provided 3 placements and 1 Creative Pathways internship from a widening participation background. Our core team and volunteers have worked tirelessly to engage with broad and diverse audiences from across the city and beyond. As ever, I'd like to take this opportunity to thank all our partners for their support. It's so appreciated and is needed now more than ever.

#### **FUTURE DEVELOPMENT**

2020 marks a pivotal time for Nottingham as we enter an era of transformational development. We will be aligning our contribution to the implementation of the 2030 Global Agenda for sustainable development and its 17 Sustainable Development Goals through Nottingham's 10-year Cultural Framework - a call to action devised from the views and aspirations of Nottingham's citizens, artists and cultural organisations. The Framework begins to identify what we must now do to unlock potential in our creative city and ensure culture and creativity in Nottingham is open, inventive, diverse, networked, welcoming and open.

The launch of a new ten-year Cultural Framework in 2017, combined with over £500mn of investment in the South of the City will bring a £1.1bn boost to the local economy, alongside three million more visitors to the City. Alongside a newly re-developed Broadmarsh Shopping Centre, a re-developed Nottingham Castle and the building of a new Nottingham College, are plans for a new Central Library.

The immediate future for Nottingham UNESCO City of Literature will see an ambitious plan of action, specifically focusing on incorporating the sustainable development goals 10: reducing inequalities and 16: promoting peace and justice.

#### *Kickstarting a reading revolution*

Nottingham's Central Library project (first mooted in our 2015 UNESCO application) is being developed through an unprecedented partnership between Nottingham Library Service and Nottingham UNESCO City of Literature. Our vision is to create the best children's library in Britain - an inspirational and accessible centre to drive forward reading, literacy and education. The new library will be an international exemplar of all that libraries have to offer in the 21st century, and a beacon for children's learning and creativity in the city. It would embody the evolving brand of the city, reflect the aspirations of Nottingham, and help establish the city as a leading visitor destination.

The project aims to cement Nottingham's place as one of the key cultural destinations in the UK, driving forward tourism and investment in the City. It will, we hope, act as a model for all future library developments across the UK at a time when the social value of libraries has never been greater.

*"It is important to have a world class space of international significance where people of all ages can participate in learning opportunities, performances and a range of other activities such as book clubs and author events. It's also important to have a better, brighter, more attractive and welcoming space which reflects the needs and aspirations of library customers in the 21st century"*

Sandeep Mahal, Director, Nottingham UNESCO City of Literature.

## Nottingham City of Literature

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Nottingham City of Literature for the purposes of company law) 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.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

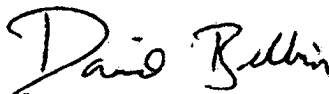
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 18 September 2020 and signed on its behalf by:



David Belbin  
Trustee

## Nottingham City of Literature

### Independent Examiner's Report to the trustees of Nottingham City of Literature

#### Independent examiner's report to the trustees of Nottingham City of Literature ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2020.

#### Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

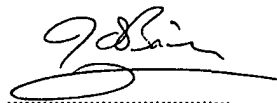
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2  
North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 23/9/2020

## Nottingham City of Literature

### Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	128,962	-	128,962	89,769
Charitable activities	3	<u>1,942</u>	<u>115,209</u>	<u>117,151</u>	<u>107,404</u>
Total Income		<u>130,904</u>	<u>115,209</u>	<u>246,113</u>	<u>197,173</u>
<b>Expenditure on:</b>					
Charitable activities	5	<u>(146,918)</u>	<u>(149,964)</u>	<u>(296,882)</u>	<u>(134,778)</u>
Total Expenditure		<u>(146,918)</u>	<u>(149,964)</u>	<u>(296,882)</u>	<u>(134,778)</u>
Net (expenditure)/income		(16,014)	(34,755)	(50,769)	62,395
Transfers between funds		<u>9,409</u>	<u>(9,409)</u>	<u>-</u>	<u>-</u>
Net movement in funds		(6,605)	(44,164)	(50,769)	62,395
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>38,911</u>	<u>64,587</u>	<u>103,498</u>	<u>41,103</u>
Total funds carried forward	15	<u><u>32,306</u></u>	<u><u>20,423</u></u>	<u><u>52,729</u></u>	<u><u>103,498</u></u>

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

The funds breakdown for 2019 is shown in note 15.

# Nottingham City of Literature

## Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	89,769	-	89,769
Charitable activities	3	<u>2,690</u>	<u>104,714</u>	<u>107,404</u>
Total Income		<u>92,459</u>	<u>104,714</u>	<u>197,173</u>
<b>Expenditure on:</b>				
Charitable activities	5	<u>(78,706)</u>	<u>(56,072)</u>	<u>(134,778)</u>
Total Expenditure		<u>(78,706)</u>	<u>(56,072)</u>	<u>(134,778)</u>
Net income		13,753	48,642	62,395
Transfers between funds		<u>789</u>	<u>(789)</u>	
Net movement in funds		14,542	47,853	62,395
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>24,369</u>	<u>16,734</u>	<u>41,103</u>
Total funds carried forward	15	<u>38,911</u>	<u>64,587</u>	<u>103,498</u>

**Nottingham City of Literature**  
**(Registration number: 09144072)**  
**Balance Sheet as at 31 March 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	11	1,292	819
<b>Current assets</b>			
Debtors	12	13,673	21,014
Cash at bank and in hand		40,659	84,872
		54,332	105,886
<b>Creditors: Amounts falling due within one year</b>	13	(2,895)	(3,207)
<b>Net current assets</b>		51,437	102,679
<b>Net assets</b>		52,729	103,498
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	15	20,423	64,587
<b>Unrestricted income funds</b>			
Unrestricted funds		32,306	38,911
<b>Total funds</b>	15	52,729	103,498

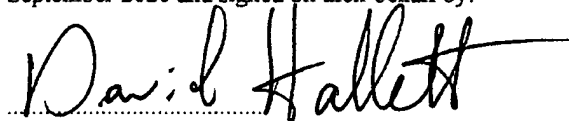
For the financial year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 12 to 23 were approved by the trustees, and authorised for issue on 18 September 2020 and signed on their behalf by:



David Hallett  
Trustee



## **Nottingham City of Literature**

### **Notes to the Financial Statements for the Year Ended 31 March 2020**

#### **1 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **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). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

Nottingham City of Literature 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.

##### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### **Exemption from preparing a cash flow statement**

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

##### **Income and endowments**

Voluntary income including donations, gifts, legacies 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 are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 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, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### 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.

#### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### Tangible fixed assets

Individual fixed assets costing £400 or more 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:

Asset class	Depreciation method and rate
IT Equipment	33% straight line

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### 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.

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2020

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

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

	Unrestricted funds	Total 2020	Total 2019
	General £	£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	56,950	56,950	64,005
Gift aid reclaimed	-	-	1,014
Grants, including capital grants;			
Government grants	72,012	72,012	24,750
	<u>128,962</u>	<u>128,962</u>	<u>89,769</u>

#### 3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	General £	£	£	£
Grants & donations	-	115,209	115,209	104,714
Ticket sales	1,267	-	1,267	2,031
Sundry income	675	-	675	659
	<u>1,942</u>	<u>115,209</u>	<u>117,151</u>	<u>107,404</u>

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Nottingham City Council	72,012	-	72,012
University of Nottingham	21,190	-	21,190
National Heritage Lottery	-	30,450	30,450
Arts Council England	4,239	38,759	42,998
Police & Crime Commissioner Notts	-	36,000	36,000
Nottingham Hospitals Charity	-	8,000	8,000
Nottingham Trent University	20,000	-	20,000
National Centre for Writing	10,000	-	10,000
Sundry donations	1,521	2,000	3,521
	<u>128,962</u>	<u>115,209</u>	<u>244,171</u>

#### 5 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2020 £	Total 2019 £
Programme development	33,366	61,350	94,716	23,775
People costs	86,258	60,933	147,191	79,880
Marketing & PR	8,804	15,465	24,269	15,148
Overheads & administration	18,490	12,216	30,706	15,975
	<u>146,918</u>	<u>149,964</u>	<u>296,882</u>	<u>134,778</u>

#### 6 Net incoming/outgoing resources

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

	2020 £	2019 £
Depreciation of fixed assets	<u>851</u>	<u>410</u>

#### 7 Trustees remuneration and expenses

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

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 8 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2020 £	2019 £
Independent examination	420	410
Other financial services	448	516
	<u>868</u>	<u>926</u>

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
<b>Staff costs during the year were:</b>		
Wages and salaries	88,767	69,200
Social security costs	5,188	2,967
Pension costs	2,663	1,384
	<u>96,618</u>	<u>73,551</u>

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

	2020 No	2019 No
Average number of employees	<u>3</u>	<u>3</u>

3 (2019 - 3) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £2,663 (2019 - £1,384).

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 £54,775 (2019 - £37,500).

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 10 Taxation

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

#### 11 Tangible fixed assets

	Computer equipment £	Total £
<b>Cost</b>		
At 1 April 2019	7,094	7,094
Additions	<u>1,324</u>	<u>1,324</u>
At 31 March 2020	<u>8,418</u>	<u>8,418</u>
<b>Depreciation</b>		
At 1 April 2019	6,275	6,275
Charge for the year	<u>851</u>	<u>851</u>
At 31 March 2020	<u>7,126</u>	<u>7,126</u>
<b>Net book value</b>		
At 31 March 2020	<u>1,292</u>	<u>1,292</u>
At 31 March 2019	<u>819</u>	<u>819</u>

#### 12 Debtors

	2020 £	2019 £
Other debtors	<u>13,673</u>	<u>21,014</u>

#### 13 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	1,850	2,281
Other creditors	<u>1,045</u>	<u>926</u>
	<u>2,895</u>	<u>3,207</u>

## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 14 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 15 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	38,911	130,904	(146,918)	9,409	32,306
<b>Restricted funds</b>					
Young City Reads	32,961	69,759	(82,297)	-	20,423
Eastwood Comics	20,401	45,450	(66,455)	604	-
LIT Tourism	11,225	-	(1,212)	(10,013)	-
<b>Total restricted funds</b>	<u>64,587</u>	<u>115,209</u>	<u>(149,964)</u>	<u>(9,409)</u>	<u>20,423</u>
<b>Total funds</b>	<u>103,498</u>	<u>246,113</u>	<u>(296,882)</u>	<u>-</u>	<u>52,729</u>
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	24,369	92,459	(78,706)	789	38,911
<b>Restricted funds</b>					
Young Poet Laureate	16,734	1,000	(17,764)	30	-
Young City Reads	-	53,264	(19,484)	(819)	32,961
Eastwood Comics	-	30,450	(10,049)	-	20,401
LIT Tourism	-	20,000	(8,775)	-	11,225
<b>Total restricted funds</b>	<u>16,734</u>	<u>104,714</u>	<u>(56,072)</u>	<u>(789)</u>	<u>64,587</u>
<b>Total funds</b>	<u>41,103</u>	<u>197,173</u>	<u>(134,778)</u>	<u>-</u>	<u>103,498</u>

## **Nottingham City of Literature**

### **Notes to the Financial Statements for the Year Ended 31 March 2020**

The specific purposes for which the funds are to be applied are as follows:

#### **Current year's restricted funds**

Young City Reads is a year-long programme of audience and leadership development drawing on Nottingham's long tradition of free-thinking radicalism to inspire a range of collaborations across the city.

The Young City Reads programme has three main strands of activity:

- 14 Young Ambassadors who will play a fantastic role fostering and building a culture of reading for pleasure in Nottingham. They will reflect on and explore what it means to be a UNESCO City of Literature, unearth uplifting stories, attend festivals and events, interview writers and co-produce a city-wide reading campaign to inspire more people to read. They will be supported and trained by writer-mentors and expert creatives who will help them carry out their ambassadorial roles.
- The Big City Read: In partnership with Nottingham City Libraries, we will foster a positive attitude to reading through a shared exploration of uplifting books. Our Young Ambassadors will champion four young adult titles, encourage everyone in Nottingham to adopt these titles as their own, and bring all of this together with promotion across public transport, city centre and key neighbourhood sites.
- MyVoice: Young people from across Nottingham will be invited to unleash their imagination and create a story which involves or reflects on the theme of social justice and its global impact. The competition will be a test of creativity, originality, style – and of the ability to entertain and enthrall.

#### **Eastwood Comics**

24 talented young writers and artists will create graphic stories inspired by the life and works of world-renowned author DH Lawrence. These stories will be available to the public for free in the form of a boxed-set of six comic collections.

The young writers' research will also take in the social and cultural history of Eastwood, where Lawrence was born in 1885. Lawrence, an often controversial, fascinating and complex author, began life as the son of a barely literate miner in the former coal mining town, one of the few places where East Midlands English is widely spoken. During the project, 700 further young people will learn about the author and his birthplace by taking part in activities inspired by the young writers' research.

LIT Tourism – A programme supporting 7 SMEs with 12 hours of business support for each SME enabling greater Literary Tourism in Nottinghamshire and Derbyshire. SMEs in the D2N2 LEP region who can benefit from the development of literary tourism in relation to the UNESCO City of Literature designation for Nottingham.

#### **Previous year's restricted fund**

Young Poet Laureate - the appointment of Nottingham's first Young Poet Laureate. Acts as a cultural ambassador, supports the development of their craft and career, and engages more young people in poetry.

The transfer from the LIT tourism fund to the General fund reflects the release of any restrictions on the use of these funds.

The transfer from the General fund to the Eastwood Comics fund is to cover the deficit on this activity.



## Nottingham City of Literature

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	2020 Total funds
	General £	£	£
Tangible fixed assets	1,292	-	1,292
Current assets	33,909	20,423	54,332
Current liabilities	(2,895)	-	(2,895)
Total net assets	<u>32,306</u>	<u>20,423</u>	<u>52,729</u>

	Unrestricted funds	Restricted funds	2019 Total funds
	General £	£	£
Tangible fixed assets	819	-	819
Current assets	41,299	64,587	105,886
Current liabilities	(3,207)	-	(3,207)
Total net assets	<u>38,911</u>	<u>64,587</u>	<u>103,498</u>

#### 17 Related party transactions

There were no related party transactions in the year.