

**CHARITY NO: SC027669**

**COMPANY NO: SC184248**

**SCOTTISH BOOK TRUST**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

## SCOTTISH BOOK TRUST

### Contents

	Page
Reference and Administrative Information	1
Report of the Board of Trustees	2
Independent Auditor's Report	14
Statement of Financial Activities	18
Balance Sheet	19
Statement of Cash Flows	20
Notes to the Accounts	21

## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

#### **Reference and Administrative Information**

##### **Trustees**

Andy Marchant  
Hilde Frydnes  
Laura van der Hoeven (retired 28<sup>th</sup> November 2023)  
Morag Dunlop  
Udita Banerjee  
Pippa Johnston  
Sue Ellis  
Jo Gill (joined 22<sup>nd</sup> September 2023)  
Bernadette Monaghan (joined 19<sup>th</sup> September 2023)  
Sarah English (joined 19<sup>th</sup> September 2023)

##### **Chief Executive**

Marc Lambert

##### **Principal Office**

Sandeman House  
Trunk's Close  
55 High Street  
Edinburgh  
EH1 1SR

**Charity Number:** SC027669

**Company Number:** SC184248

##### **Independent Auditors**

Wbg (Audit) Limited  
168 Bath Street  
Glasgow  
G2 4TP

##### **Bankers**

Bank of Scotland  
235 Sauchiehall Street  
Glasgow  
G2 3EY

##### **Solicitors**

Anderson Strathern WS  
58 Morrison Street  
Edinburgh  
EH3 8BP

## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

The Trustees present the annual report and financial statements for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, the Companies Act 2006 and 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. The legal and administrative information on page 1 forms part of this report.

#### **Chair's Report**

In 2023 -24 we focussed on growing our flagship programmes, supported by a strong advocacy strategy. In March 2024, we held a three day exhibition at the Scottish Parliament and spoke to over 60 MSPs, gathering their support and generating a better understanding of all the benefits our activities bring.

In February 2024, we ran our annual New Writers Awards Showcase with 200 attendees from across the industry. Eleven writers completed their year on the New Writers Awards programme, and a further eleven writers have been awarded places in the next intake. Eleven titles by twenty New Writers Award recipients were published during this period.

In 2023 Book Week Scotland had the theme "Adventure". We held an exclusive launch event for 10 competition winners to celebrate the launch of Jenny Colgan's book *Midnight* at the Christmas Bookshop – a special signing session with the author at midnight in John Kay's bookshop on Victoria Street in Edinburgh. We gifted 70,000 copies of the free Scotland's Stories book during the week as well as partnering with RNIB Scotland to provide audio versions of the stories. In total over 790 events and activities were held during Book Week Scotland with audiences of nearly 43,000 people.

Our Reading Schools accreditation programme, supported by Scottish Government, was launched nationally in August. This focuses on system change in education by encouraging schools to create a whole school reading culture. Over 440 schools now have an accreditation with a further 690 working towards an accreditation. We now have schools from every local authority participating in the programme. We continue to give children the opportunity to meet authors in classrooms with our *Scottish Friendly Children's Book Tour*. Meanwhile, with the continued support of the Walter Scott Giving Committee, we were able to provide ten in-school writer residencies for schools in high areas of deprivation. The Mohn Westlake foundation supported four residencies to empower children with additional special needs. Over 80,000 pupils in primary, secondary and ASN schools across Scotland participated in events delivered by the charity's Schools Programme. These events and residencies provide meaningful learning experiences through the magic of storytelling, reading and writing.

Our book gifting programmes continued, supported by Scottish Government, with 724,048 books distributed as part of the Bookbug programme. We distributed 200,908 Bookbug Bags, as part of our universal book gifting offer ensuring that babies, toddlers, three year olds and P1 children in Scotland had books of their own at home. Families who opted to receive Scottish Government's Baby box also received two Bookbug books. We also gifted Read Write Count bags to all 130,000 children in Primary 2 & 3 in November 2023. In addition, 4,470 tactile books were provided to support families with additional support needs, 2,105 families benefited from Gaelic translated versions of the Bookbug books and Family Nurse practitioners gifted packs to 1,440 young parents-to-be including copies of Julia Donaldson's '*The Snail & the Whale*', and a supporting leaflet with advice on reading, singing and rhyming pre-birth.

Of note is the renewed fundraising appeal we ran in 2024 in collaboration with British publishers, Local Authorities and Third Sector partners to provide over 80,000 free books at Christmas to families using foodbanks, schools, libraries, other charities and Ukrainian refugees. We also made good progress with our fundraising strategy, meeting our annual

## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

target while continuing to develop our individual donors scheme.

Our well-developed digital capabilities continue to allow us to extend the accessibility, range and impact of our programmes. In 2023-24 over 75,000 children viewed the Authors Live series of programmes that included sessions with Nadia Shireen, Alan Bissett and Nadine Aisha Jasset. Our Bookbug app continued to be an invaluable asset to many families and we added new content including songs and rhymes in Spanish, Arabic and new original Gaelic songs. We continued our work to improve the accessibility of our website and our Bookbug and Bookzilla apps. More than one hundred online training events were delivered to over 4,000 participants, including teachers, librarians, parents/carers, Bookbug session leaders and other learning professionals.

We completed a fourth year of our Digital Storytelling programme with Macmillan Cancer to support, train and mentor Macmillan Digital Storytelling Champions and explore with participants how they would like their stories used to effect change in cancer support services. We are also working with Scottish Adoption and MS Society to allow people to share their stories and experiences.

We continue to develop our Reading is Caring programme which specifically targets the needs and experiences of older people living with dementia and the people who care for them. This year we have developed the model to have multiple pathways by which people can participate in shared reading because the circumstances of people living with dementia and those who care for them are challenging and changing.

During 2023-24, practitioners delivered over 21,023 in person and online Bookbug Sessions, with 518,065 child and parent/carer attendances. The majority of Bookbug Sessions are now taking place in person, with the trend for online Bookbug Sessions diminishing after the pandemic. Thousands of families continue to benefit from *Bookbug for the Home* sessions, our targeted outreach programme that supports families affected by barriers including social isolation and poverty. These sessions promote bonding, social skills and early literacy in the home

Evidence is important to us. We have completed work on our Impact framework that will strengthen our evaluation processes and provide compelling data for our fundraising and advocacy work. At the same time our Research and Evaluation team commissioned external evaluations of our Reading is Caring and Reading Schools programmes.

We continue to embed equality, diversity and inclusion in our programmes, organisational structure and culture. Our EDI Advisory Group focuses on ensuring that our principles are proactively embedded in all aspects of our work and that we are alive to making changes and improvements where we see we can do better.

During this time we also strengthened our Board, with the recruitment of new trustees Sarah English from Scotland House in Brussels, Professor Jo Gill from Glasgow University, and Bernadette Monaghan, formerly in charge of equalities at Glasgow Council.

In all our activities this year, we have championed creativity, self-expression, equality, and personal fulfilment, through an engagement with the world of books. In doing so, we have endeavoured to deliver programmes of the highest quality and impact.

Signed by:  
  
**Andy Marchant**  
**Chair**

## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

#### **Objectives and activities**

Scottish Book Trust is a national charity, which aims to change, lives through reading and writing. The charity champions the benefits of reading and writing for pleasure and works towards a Scotland where everyone has an equal opportunity to thrive through literacy. The charity seeks to build and sustain a Scotland where everyone values and understands the power of reading and writing to transform lives. We believe in and promote the fundamental right of every person in Scotland to read books they love, to develop their own voice through creative writing, and have that voice heard. Scottish Book Trust champions this right, so that literacy, imagination and creativity are acknowledged as integral to our society's success and wellbeing.

Scottish Book Trust achieves its objectives in the following ways:

- By connecting writers and readers
- By supporting professional practice for writers in Scotland
- By providing continuing professional development opportunities for writers and learning professionals
- By facilitating and delivering author events throughout Scotland, in schools, libraries and other community spaces
- By delivering fully funded book-gifting programmes for every child in Scotland from birth to eight years of age
- By gifting learning resources to families to support attainment through parental involvement
- By programming annual national reading and writing campaigns, supporting local groups to involve diverse communities and audiences
- By running an educational outreach programme of events and projects across Scotland, focussing on areas of deprivation and/or geographical remoteness
- By providing independent information on books, writers and reading
- By advocating for the pleasures and benefits of reading and writing, and by campaigning publicly on these matters
- By maintaining and promoting a huge range of innovative and inspiring materials and resources on our website

#### **Review of achievements and performance**

This report reviews performance against the priorities identified in Scottish Book Trust's 2023-2025 Business Plan and subsequent Strategic Framework.

#### **Monitoring and evaluation**

The diverse nature of Scottish Book Trust's programmes demands a tailored approach to the evaluation of impact. In some programme areas quantitative outputs are identified and measured (e.g. numbers of books delivered or sessions held) and in others, deeper impacts and more complex outcomes are achieved through targeted work with specific groups (and tracked for example through case studies or attitudinal surveys). The charity also commissions programme-specific independent evaluation reports and in 2023-24 we published evaluations for Reading Schools and Reading is Caring

#### **Key achievements during 2023-24**

##### **1. Building a reading culture**

###### ***Schools Programmes***

###### ***Reading Schools***

Our Reading Schools accreditation programme, supported by Scottish Government, was delivered nationally from August 2023. Reading Schools provides a three-tiered framework for schools to deliver reading for pleasure to the whole school. Over 440 schools now have an



## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

accreditation with a further 690 working towards an accreditation. A bespoke website allows schools to upload their evidence and features resources, case studies and interactive participation map.

#### *First Minister's Reading Challenge*

The First Minister's Reading Challenge (FMRC) finished in August 2023. The Challenge encouraged children to read for pleasure and introduced reading for pleasure into the classroom. The challenge was open to primary schools, secondary schools, libraries and community groups. 9% of primary schools and 16% of secondary schools took part in the Challenge. Challenge winners were presented with their trophies in their school. There was also a celebration of reading event held in Glasgow for 150 children from across Scotland featuring author events, creative activities and a show case of good practice. Our Reading Schools programme continues to encourage reading for pleasure in schools.

#### *Read Write Count with the First Minister*

As part of our annual gifting programme, we gifted Read Write Count bags to all 130,000 children in Primary 2 & 3 in November 2024. The bags contained two books, a family activity guide and other materials. The programme is funded by Scottish Government and delivered in partnership with Education Scotland.

#### *Authors Live*

Delivered in collaboration with BBC Scotland, this annual programme gives schools, libraries and families, access to children's author and illustrator events live on the web. In 2023-24 over 75,000 children viewed the Authors Live series of programmes that included sessions with Nadia Shireen, Alan Bissett and Nadine Aisha Jasset. A selection of events are available to watch on-demand on the BBC iPlayer and on our on-demand library.

#### *Scottish Friendly Children's Book Tour*

Scottish Friendly has sponsored the tour for 24 years and tens of thousands of children across Scotland are given the opportunity to meet the best children's authors in their classroom or through digital events.

#### *Sharing Sensory Stories*

The Sharing Sensory Stories project brings books, stories, and authors to children with Additional Support Needs across Scotland. During the 2023-24 school year, the project undertook several key initiatives. The project awarded 22 grants through the Sensory Stories Fund and delivered training to more than 200 learning professionals. In February, the Inclusive Stories Tour with author Lisette Auton visited eight schools in Perthshire and Stirling, reaching over 600 pupils. ASN School Residencies were held at Rowanfield Special School in Edinburgh, Glaitness Primary School in Orkney, Dumfries Academy in Dumfries and Galloway, and Keith Grammar School in Moray. These residencies provided tailored, immersive storytelling and creative writing experiences for more than 50 pupils.

## **2. Reading Programmes: Inspiring Readers – Young and Old**

#### *Book Week Scotland*

Book Week Scotland is an annual Scotland-wide celebration of books and reading delivered in collaboration with funded partners, libraries, community groups, and schools. In 2023 Book Week Scotland had the theme "Adventure" for Scotland's Stories, our public writing campaign. With the support of the Scottish Library and Information Council we were once again able to offer support to 31 local authority's Library Service to take part, and in the wider programme we supported 80 partners to put on Book Week Scotland events and activities in their local communities.

We partnered with the University of Edinburgh and the Portobello Bookshop for an event with our patron Val McDermid, discussing the impact of reading on wellbeing (linked to our partnership research project on this topic) with researcher Dr Sarah McGeown and our Head

## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

of Reading Communities Philippa Cochrane. In total over 790 events and activities were held during Book Week Scotland with audiences of nearly 43,000 people engaging with the Book Week Scotland programme of events. We gifted 70,000 copies of the free *Scotland's Stories - Adventure* book during the week and, as well as partnering with RNIB Scotland to provide audio versions of the stories.

#### *Digital Storytelling*

We completed a fourth year of working with Macmillan Cancer support, developing the partnership by training and mentoring Macmillan Digital Storytelling Champions and exploring with participants how they would like their stories used to effect change in cancer support services.

We continued to work with Scottish Adoption, to support adoption experience young people and their families to make digital stories about their experience and we also began new work with Scottish Adoption, using Digital Storytelling with birth parents. In 2023-24 we also continued to work with the MS Society, supporting people living with Multiple Sclerosis to tell their stories.

### **3. Building a writing culture - Writing Programmes**

#### *New Writers Awards*

In 2023-24, 11 writers completed their year on the New Writers Awards programme, and a further 11 writers started the programme in February 2024. In February 2024, we ran our annual New Writers Awards Showcase. We had 200 attendees from across the industry. The event was also live streamed. The New Writing Sampler was distributed digitally to 600 contacts, and we distributed 200 printed copies at the Showcase. We have received 2 notes of interest from agents and publishers so far. 11 titles by 11 New Writers Award recipients were published during this period.

#### *Ignite Fellowship*

In 2023-24, 3 writers completed their year on the Ignite Fellowship programme, and a further 3 writers started the programme in January 2024. Awardees receive a bursary, writing retreat, mentoring and training in marketing and promotion.

### **4. Promoting equality**

#### ***Targeted interventions through the Early Years Programme***

##### *Universal book gifting and targeted resources*

In 2023-24 we distributed 200,908 Bookbug Bags, as part of our universal book gifting offer ensuring that babies, toddlers, 3-year-olds and P1 children in Scotland had books of their own at home. All families who opted to receive Scottish Government's Baby box also received two Bookbug books, approx. 50,000 families. 4,470 tactile books were provided to support families with additional support needs, and 2,105 families benefited from Gaelic translated versions of the Bookbug books. 1,850 families with babies in neonatal intensive care received a copy of *'Jack and the Flum Flum Tree'* to read to their baby. In total 724,048 books were distributed in 2023-24 as part of the Bookbug programme.

##### *Bookbug Sessions and Bookbug for the Home*

During 2023-24, practitioners delivered over 21,023 in person and online Bookbug Sessions, with 518,065 child and parent/carer attendances. The majority of Bookbug Sessions were run in person, with the trend for online Bookbug Sessions diminishing since the pandemic. We reduced the number of online sessions led by SBT to 4 in a year and these were viewed 13,500 times. A number of local authorities continue to run their own online Bookbug Sessions to support families who cannot attend in person. Approximately 40% of Bookbug Sessions take place in libraries, with the remainder happening in other community groups or early learning and childcare centres. There were 2,286 active Bookbug Session leaders in Scotland in February 2024.

Thousands of families continue to benefit from *Bookbug for the Home* sessions, our targeted



## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

outreach programme that supports families affected by barriers including social isolation and poverty. These sessions promote bonding, social skills and early literacy in the home. There are currently 717 active Bookbug for the Home practitioners (February 2024). Each practitioner works with an average of 8.5 families each leading to approximately 12,000 children, parents and carers reached with Bookbug for the Home.

#### *Bookbug app*

In 2023-24, the Bookbug app continued to be an invaluable asset to many families, standing alongside our online Bookbug sessions to support families sharing songs, rhymes and stories with their children at home. With 11,679 new downloads over the course of the year, taking the total number of downloads to 75,780.

The improved usability, and search and filter functions of the app continued to be well used in 2023-24. New content was filmed and added including songs and rhymes in Spanish and Arabic, and new original Gaelic Songs.

#### *Family Nurse Partnerships – Antenatal support for young parents*

In 2023-24, copies of Julia Donaldson's 'The Snail & the Whale', and a supporting leaflet with advice on reading, singing and rhyming pre-birth, were distributed to FNP's across the country, to gift to 1,440 young parents-to-be.

#### *Care-experienced and adopted children*

Working in collaboration with Dolly Parton's Imagination Library, Scottish Book Trust provides targeted support for care experienced and adopted children, and their caregivers. Grant funding from Scottish Government enables the charity to provide a free book every month to all looked after and adopted children in Scotland up to the age of five. Having access to their own personal library encourages caregivers to read regularly to the children, forming attachments and improving children's social and literacy skills. In 2023-24 we reached 2,614 eligible children, gifting 23,367 books. 15,824 additional books were gifted to children to the edge of care via Children 1<sup>st</sup> and the Scottish Children's Reporter via Children's Hearing Centres. We are working closely with the Imagination Library and local authorities to increase this reach over the coming year.

#### **Targeted interventions through the Writing Programme**

##### *Live Literature Residencies*

In 2023-24, funding from the Walter Scott Giving Committee provided targeted support to schools in areas of high deprivation or lacking opportunities due to location. Ten in-school author residencies were supported – from Edinburgh to Aberdeen and the Highlands – reaching over 1,000 pupils. These residencies allowed authors including writers, poets and storytellers to encourage pupils to find their voice and engage with writing. Working alongside authors also equipped teachers with skills to embed creativity in their own teaching and across the school community.

#### **Targeted interventions through the Reading Programme**

##### *Reading is Caring*

We continue to develop our Reading is Caring programme which specifically targets the needs and experiences of older people living with dementia and the people who care for them by training the care partners in a highly tailored, person-centred shared reading model. We currently deliver this programme in Edinburgh, East Lothian, West Lothian, Mid Lothian, Fife, and the Scottish Borders.

This year we continued to deliver one-to-one training, and we appointed a Reading is Caring trainer to help us respond to the demand to train nurses. We have developed the model to have multiple pathways by which people can participate because the circumstances of people living with dementia and those who care for them are challenging and changing. To date, we have trained 380 carers who are supporting 640 individuals living with dementia.

## SCOTTISH BOOK TRUST

### Report of the Board of Trustees for the Year Ended 31 March 2024

#### *Book Week Scotland*

Our aim is to ensure diverse voices and lived experience are represented throughout the Book Week Scotland programme. In 2023-24, we found that the combination of re-engaging with in-person events and utilizing unique digital content led to an uptake in new audience engagement – 57% of those engaging with Book Week Scotland were doing so for the first time. We will take this learning regarding in-person, hyper-local and unique content forward to inform the future of the festival and expand our reach. Total audience for BWS was 43,000; partners reported on a total of 790 events and activities that they programmed during Book Week Scotland. 658 events (remote and in-person) were run by library services: 79 events using their SLIC funding, an additional 315 events, and 264 Bookbug sessions. We also ensured, as always, that a range of Scotland's languages were represented in the programme.

#### **5. Professional leadership and development**

##### *National training programmes*

Scottish Book Trust delivers a broad and diverse number of training and development sessions to professionals working across Scotland.

**Early Years:** Scottish Book Trust offers courses to professionals working across the early year's sector from health, education and social work professionals, to libraries and third-sector partners.

In 2023-24, we offered a blended programme of training with in-person and online courses and webinars. We ran 67 training sessions (in person and online) for 714 delegates to train new Bookbug Session Leaders and Bookbug for the Home practitioners, and to develop skills within the early years sector. We hosted 11 webinars (funded and paid for) with at least 467 attendees from all over Scotland and beyond. Webinars were recorded and available to watch on our website afterwards, to ensure greater accessibility.

**Schools Communities Programme:** In 2023-24, over 80,000 pupils in primary, secondary and ASN schools across Scotland, participated in events delivered by the charity's Schools Programme. Additionally every child in primaries 1-3 (195,000) received a Bookbug P1 Family Bag, P2 Read Write Count or P3 Read Write Count bag of books and learning materials. Furthermore, 440 schools now have a Reading School Accreditation.

During this period, the charity's website resources section for teachers and librarians generated over 59,000 downloads of classroom, library and school resources. Separate websites for The First Minister's Reading Challenge and Reading Schools had over 75 unique resources, with blogs, book lists and case studies to support schools, libraries and community group participation in the programmes. Two bi-annual Book Guides are produced each year to support teachers' knowledge of contemporary fiction. The Bookzilla app has been extended to include titles for pupils between age 8-14 and has been downloaded 13,000 times since its relaunch.

More than fifty training events were delivered to over 3,500 participants, including teachers, librarians, parents/carers and other learning professionals. Our Sharing Sensory Stories project also delivered two webinars to more than 200 learning professionals in collaboration with Emma Spiers. Additionally, an in-person Shared Practice Event was organized, featuring teachers, authors, and Every Cherry publisher, focusing on the practice of sharing sensory stories.

**Writer Development:** 11 writers benefitted from the training and mentoring offered through the New Writers Awards. 3 writers benefitted from mentoring and support offered through the Ignite Fellowship. There were participants over 3 sessions for our new online 'coffee mornings' for published authors on our Live Literature directory, offering advice from Scottish Book Trust on Marketing and Child Safeguarding as well as informing them of opportunities available through Book Week Scotland.

**Reader Development/Adult Literacy:** During 2023, we maintained our partnership with OpenBook to enable participation in *Scotland's Stories*, our public writing campaign with all of

## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

their groups. This includes groups working in prison, multicultural groups, support groups for homeless people, people in recovery, people living with cancer and adult learners.

#### **Plans for the future**

The charity will continue to pursue its strategic aims:

1. To extend the scope and deepen the impact of our work to reach currently under-represented audiences.
2. To be the leading advocate in Scotland for the power, value and joy of reading and writing, empowering the people of Scotland and enhancing their lives.
3. To implement organisational strategies to promote a sustainable future for Scottish Book Trust.

The next few years offers a challenging operating environment for SBT (Scottish Book Trust), with a probable reduction in funds publicly available. However, there will never be a greater need for our services. To prepare for and address this we are already doing the following:

- Continuing to carefully monitor our budget and fundraising plan, as we navigate the pressures associated with increased operating costs, limited public funding and a challenging fundraising environment.
- Continuing the implementation of our fundraising strategy and promotion of Scottish Book Trust as a national charity through our ongoing national fundraising campaign.
- Continuing to develop our digital capacity and capability through the work of our digital development group, with the aim of underlining SBT's leading position in online content.
- Investigating the monetisation of certain services, such as merchandise and our training programme.

Key pieces of work for 2024-25 include:

- Continuing to cement our charity positioning and ensure the Scottish Book Trust name is clearly associated with all our programmes and will communicate the impact of our work effectively.
- Develop the functions of our Learning Management system to manage Bookbug registration and core training and manage our paid for training modules
- Roll out our reflective practice processes aligned to our Impact Framework to evaluate and improve our creative programmes
- Establishing long-term, strategic partnerships to embed the use of Digital Storytelling into Scottish civic society and health and wellbeing delivery.
- Our EDI Advisory Group will continue to develop and deliver our Equalities, Diversity and Inclusion strategy.
- Continuing to identify, develop and support writing talent in Scotland, from teenagers to established writers, with an emphasis on assisting writers who face additional barriers to ensure they can access and benefit from the charity's work
- Fundraising to grow, develop and increase the capacity Reading is Caring, a programme working with dementia kinship carers to incorporate reading into their caring strategies for the person they care for and for their own self-care.
- Continue to develop commercial activity by expanding our product range.
- Focus our contribution to the anti-poverty agenda through targeted programming

#### **Enablers**

In order to realise these aims Scottish Book Trust will:

- Continue to provide our staff with an environment where they enjoy their work, have an opportunity to grow and develop, whilst playing to their strengths
- Continue to drive forward the charity's digital and social media strategy to support our organisational aim to continue to be a digital leader in our field and extend our digital reach to new audiences

## SCOTTISH BOOK TRUST

### Report of the Board of Trustees for the Year Ended 31 March 2024

- we will develop our web offering to increase our reach and accessibility, improve participation and deepen audience engagement with our programmes. We will explore different technologies and media and develop the most effective means to meet audience needs.
- Improve user experience across the website, CRM and LMS by integrating more programme application processes and enhancing communications
- Invest in our IT infrastructure and training to support our staff in a hybrid-working environment.

## Financial review

Total year-end funds of £3.6m show a slight increase compared to the previous year (2023: £3.5m) due to lower restricted funding being offset against decreased activity in expenditure. Unrestricted income has remained at a constant level. The Creative Scotland Regular Funding makes up most of the unrestricted income that pays for core staffing and operations, as well as for specific programmes. We plan to continue to invest in our CRM & Website development, our fundraising programme, as well as our commercial activity. These strategically important projects will build Scottish Book Trust's future sustainability, as well as significantly improving the charity's performance and capacity.

The £217k decrease in restricted income reflects the completion of the First Ministers Reading Challenge Scottish Government funded programme and the end of the Creative Scotland COVID recovery funding. The carried forward restricted fund of £2.8m, represents funding received in advance for programmes where book stocks and other resources must be purchased ahead of programme delivery. See Note 20 to the Accounts for further detail.

Income sources during 2023-24 were as follows:

Scottish Government	65%
Creative Scotland – Regular Funding	16%
Creative Scotland – Programme Funding	4%
Other grants	1%
Donations & Sponsorship	6%
Trusts & Foundations	5%
Earned income (Live Literature)	3%

Overall, the Trustees are satisfied that Scottish Book Trust has managed its finances appropriately and that it is in an acceptable position to be able to manage the risks of a tougher funding climate in the coming few years.

## Reserves policy

It is the policy of the Board that unrestricted funds should be maintained to meet any sudden drop in funding or other unforeseen event impacting negatively on the financial situation of the charity. The Board has decided an appropriate level of reserves for 2024-25 to hold is 3 months' of central costs, 8 weeks of programme-specific staff costs and 1 years rental charges. Based on budgeted expenditure for 2024-25, we need approximately £634,000 of free reserves to meet this target.

After allowing for funds tied up in fixed assets and amounts designated for and committed to programme spend and future strategic developments (e.g. technology & commercial activities) our free reserves amount to £637k (see note 20 for more detail).

## Risk Management

The Trustees have a risk management strategy that comprises:

- A biannual review of the principal risks and uncertainties the charity faces – captured in its Risk Register
- Any significant changes to the risk profile of the organisation during the year are



## SCOTTISH BOOK TRUST

### Report of the Board of Trustees for the Year Ended 31 March 2024

- brought to the quarterly Board meetings to agree any change to risk management
- Investment in strategic development and maintenance activity which addresses the risks identified
- Establishment of policies, systems and procedures to mitigate those risks identified
- Implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The biannual review of the Risk Register has identified the following as key risks for the charity:

- **Direct funding risks:** Sustainability of Charity undermined by loss of or significant reduction in income from one or more of our major funders
- **Independence risk:** Scottish Book Trust's charitable and/or financial independence is compromised by insufficiently diversified income streams
- **Key partner risk or risk to collaborations:** Programme delivery is adversely affected by funding cuts to local authorities
- **Business Continuity:** A crisis threatens business continuity and ability to deliver our services

These risks are being managed in the following ways:

#### Direct Funding Risks:

- Advocacy strategy in place ensuring staff maintain effective relationships with major funders to promote alignment of Scottish Book Trust aims and priorities with funder interests
- Evaluation of impact of funded programmes is carried out and shared with funders
- Funding streams are diversified through development of our fundraising and commercial operations
- Longer term financial planning considers scenarios which include loss/reduction of key funding
- Appropriate levels of Unrestricted Reserves are managed and monitored by Finance committee

#### Independence Risk:

- Continue to position SBT clearly as a charity and ensure the impact of our work is communicated clearly to a diverse range of stakeholders
- Programme design and delivery is robustly negotiated to ensure Scottish Book Trust's aims and objectives are fulfilled within agreed programme/services contracts
- Position SBT as an expert in our field. Research, evaluation & impact supporting Scottish Book Trust's aims and objectives is shared with funders to influence policy development and strategic priority decisions
- Effective relationships with key strategic groups and forums are built and maintained in order to influence policy and decision making within Scottish Government and local authorities

#### Key Partner/Risk to Collaborations:

- Continue to diversify our range of stakeholders and partners to embrace a wide variety of local and national organisations and interests
- Support advocacy for public and school libraries, local authority partnerships. Our research will be published in autumn 2024

#### Business Continuity

- Business continuity plan in place to provide an agreed framework within which people can work in a concerted manner to solve problems caused by an emergency/incident
- Policies, processes and training in place to mitigate occurrence of incidents
- Programme delivery can switch to digital delivery if necessary
- Hybrid working in place so staff can work from home if necessary
- Risk assessments completed for all events in advance



## **SCOTTISH BOOK TRUST**

### **Report of the Board of Trustees for the Year Ended 31 March 2024**

- IT provider carries out daily backups and maintains firewalls, spam and virus filters proactively

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

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association.

The charity is governed by the Board of Trustees, who are also the directors for the purpose of company law. Members of the Trustee Board during the year to 31<sup>st</sup> March 2024 and since, were as follows:

Andy Marchant (Chair)  
Hilde Frydnes  
Laura van der Hoeven (retired 28<sup>th</sup> November 2023)  
Morag Dunlop  
Udita Banerjee  
Pippa Johnston  
Sue Ellis  
Jo Gill (joined 22<sup>nd</sup> September 2023)  
Bernadette Monaghan (joined 19<sup>th</sup> September 2023)  
Sarah English (joined 19<sup>th</sup> September 2023)

The skills and expertise of Board members in the fields of finance, education, literature, marketing, strategic planning and leadership, local and central government, reflect the current needs of the charity. The Board's skills mix is reviewed regularly to identify any gaps and new Board members are recruited via open advert and/or by invitation to address identified skills gaps.

Induction training is provided to all new Trustees. Ongoing training and development is also provided to Trustees throughout their term of office.

The Board of Trustees, which can have up to 15 members, administers the charity. The Board usually meets quarterly. There is also a quarterly finance sub-committee for financial management and monitoring. A Chief Executive (CEO) is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority within terms of delegation approved by the Trustees. This delegation covers all operational matters, including finance, employment and programme related activity.

#### **Related party transactions**

None of the Trustees receives remuneration or other benefit from their work with the charity. Any connection between a Trustee and a supplier or funder must be disclosed to the full Board of Trustees. A Register of Board Members' Interests is maintained and each Board meeting requires disclosure of any conflicts of interest. No related party transactions were reported in the year.

#### **Key management personnel**

The CEO, Marc Lambert, leads the staff team and holds responsibility for strategic planning, policy formation and creative vision. He is supported in his role and in the day-to-day operational management of the charity by the rest of the Senior Management Team (SMT): the Director of Finance & Operations, Alison Bunn, the Director of Programme, Rosemary Ward and the Director of Marketing & Communications, Sarah Bailey.

#### **Pay policy for senior staff**

The charity's Board of Trustees and the SMT comprise the key management personnel of the charity, in charge of directing, controlling and operating Scottish Book Trust on a day-to-day basis. All Trustees give their time freely and no Trustee received remuneration in the year.

## SCOTTISH BOOK TRUST

### Report of the Board of Trustees for the Year Ended 31 March 2024

Details of Trustees' expenses are disclosed in Note 4 to the accounts. The pay of the SMT is set annually when the budget is drawn up. Any approved increases are informed by general economic conditions, relevant sector pay awards and inflation rates. A periodic benchmarking exercise is carried out along with one conducted for the rest of the staff group. The chief executive's salary represents 4.4 times the lowest salary in the organisation and the average for the rest of the SMT is 3 times the lowest salary.

#### Trustees' responsibilities in relation to the financial statements

The charity Trustees (who are also the directors of the Scottish Book Trust for the purposes of company law) are responsible for preparing a Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources for that period. In preparing the 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 UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in 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 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 charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### Statement of Disclosure to the Auditor

In so far as the Trustees are aware:

- there is no relevant audit information of which the charity auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Approved by the Trustees on 10th September 2024 and signed on their behalf by:

Signed by:  
  
 27E89B0A86854AA...

Name: Andy Marchant

**SCOTTISH BOOK TRUST  
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF  
SCOTTISH BOOK TRUST  
FOR THE YEAR ENDED 31 MARCH 2024**

**Opinion**

We have audited the financial statements of Scottish Book Trust (the 'charitable company') for the year ended 31st March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31<sup>st</sup> March 2024, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in Report and Financial Statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Report and Financial Statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If,

**SCOTTISH BOOK TRUST  
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF  
SCOTTISH BOOK TRUST  
FOR THE YEAR ENDED 31 MARCH 2024**

based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustee's report incorporating the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustee's report incorporating the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustee's report incorporating the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors report and from preparing a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 13, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect



**SCOTTISH BOOK TRUST  
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF  
SCOTTISH BOOK TRUST  
FOR THE YEAR ENDED 31 MARCH 2024**

a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

**Extent to which the audit was considered capable of detecting irregularities including fraud**

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures response to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

In identifying and assessing the risks or material misstatements in respect of irregularities, including fraud and non-compliance with laws and regulations we considered the following;

- The nature of the charitable company, the environment in which it operates and the control procedures implemented by management and the trustees; and
- Our enquiries of management and trustees about their identification and assessment of the risks of irregularities.

Based on our understanding of the charitable company and the sector we identified that the principal risks of non-compliance with laws and regulations related to, but were not limited to;

- Regulations and legislation pertinent to the charity's operations

We considered the extent to which non-compliance might have a material impact on the financial statements. We also considered those laws and regulations which have a direct impact on the preparation of the financial statements, such as the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006. We evaluated management and trustees' incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of management override of controls), and determined that the principal risks were related to;

- Posting inappropriate journal entries.
- Overstated gift aid claims

**Audit response to the risks identified;**

Our procedures to respond to the risks identified included the following;

- Gaining an understanding of the legal and regulatory framework applicable to the charity and the sector in which it operates;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management, trustees and legal advisors concerning actual and potential litigation and claims;
- Reading minutes of meetings of those charged with governance;
- In addressing the risk of fraud as a result of management override of controls, testing the appropriateness of journal entries and other adjustments; evaluating rationale of any significant transactions that are unusual or outside the normal course of business.



**SCOTTISH BOOK TRUST  
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF  
SCOTTISH BOOK TRUST  
FOR THE YEAR ENDED 31 MARCH 2024**

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006.

Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:  
  
0575527041FA406...  
*Claire Dalrymple FCCA (Senior Statutory Auditor)*  
Date: 10 September 2024

168 Bath Street  
Glasgow  
G2 4TP

*For and on behalf of Wbg (Audit) Limited, Statutory Auditor*

*Wbg (Audit) Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.*

## SCOTTISH BOOK TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2024

(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
<b>Income and endowments from:</b>							
Donations and grants	5	1,545,972	-	1,545,972	1,512,057	-	1,512,057
Charitable activities	6	-	4,316,806	4,316,806	-	4,533,524	4,533,524
Investments – Bank Interest	7	30,927	-	30,927	11,157	-	11,157
Other	8	13,182	-	13,182	66,395	-	66,395
<b>Total Income</b>		<b>1,590,081</b>	<b>4,316,806</b>	<b>5,906,887</b>	<b>1,589,609</b>	<b>4,533,524</b>	<b>6,123,133</b>
<b>Expenditure on:</b>							
Raising funds	9	276,598	-	276,598	276,803	-	276,803
Charitable activities	11	1,357,882	4,173,589	5,531,471	1,373,093	4,169,368	5,542,461
<b>Total Expenditure</b>		<b>1,634,480</b>	<b>4,173,589</b>	<b>5,808,069</b>	<b>1,649,896</b>	<b>4,169,368</b>	<b>5,819,264</b>
<b>Net expenditure/(income)</b>		<b>(44,399)</b>	<b>143,217</b>	<b>98,818</b>	<b>(60,287)</b>	<b>364,156</b>	<b>303,869</b>
Transfers between funds		60,000	(60,000)	-	58,000	(58,000)	-
<b>Net movement in funds</b>		<b>15,601</b>	<b>83,217</b>	<b>98,818</b>	<b>(2,287)</b>	<b>306,156</b>	<b>303,869</b>
<b>Total funds brought forward</b>	20	808,641	2,739,505	3,548,146	810,928	2,433,349	3,244,277
<b>Total funds carried forward</b>	20	<b>824,242</b>	<b>2,822,722</b>	<b>3,646,964</b>	<b>808,641</b>	<b>2,739,505</b>	<b>3,548,146</b>

The Statement of Financial Activities includes all gains and losses recognised in the year

All income and expenditure derives from continuing activities.

**SCOTTISH BOOK TRUST****BALANCE SHEET AS AT 31 MARCH 2024**

	Note	Total Funds 2024  £	Total Funds 2023  £
<b>Fixed assets:</b>			
Tangible assets	15 (a)	8,806	12,842
Intangible assets	15 (b)	18,047	31,415
<b>Current assets:</b>			
Investments	16	-	100,000
Stocks	17	559,245	573,384
Debtors	18	199,907	180,408
Cash at bank and in hand	23	3,091,972	2,957,042
Total Current Assets		3,851,124	3,810,834
<b>Current Liabilities:</b>			
Creditors falling due within one year	19	231,013	306,945
Net Current Assets		3,620,111	3,503,889
<b>Total Net Assets</b>		<b>3,646,964</b>	<b>3,548,146</b>
<b>The funds of the charity:</b>			
Restricted income funds	20	2,822,722	2,739,505
Unrestricted funds	20	824,242	808,641
<b>Total Charity Funds</b>		<b>3,646,964</b>	<b>3,548,146</b>

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to the members of the company.

Approved by the Trustees on 10<sup>th</sup> September 2024 and signed on their behalf by:

Signed by:  
  
27E89B0A86854AA...  
 Name: Andy Marchant

DocuSigned by:  
  
F5980FD482C246B...  
 Name: Morag Dunlop

Company Number: SC184248

**SCOTTISH BOOK TRUST****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDING 31 MARCH 2024**

	<b>Note</b>	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
<b><i>Cash flows from operating activities:</i></b>			
Net cash provided by/ (used in) operating activities	22	111,252	1,266,625
<b><i>Cash flows from investing activities:</i></b>			
Interest received	7	30,927	11,157
Purchase of property, fixtures and equipment	15	-	(5,009)
Development of Intangibles	15 (b)	(7,249)	(19,389)
Net cash provided by/ (used in) investing activities		23,678	(13,241)
Change in cash and cash equivalents in the year		134,930	1,253,384
Cash and cash equivalent brought forward		2,957,042	1,703,658
Change in cash and cash equivalents		134,930	1,253,384
<b>Cash and cash equivalents carried forward</b>	<b>23</b>	<b>3,091,972</b>	<b>2,957,042</b>

## **SCOTTISH BOOK TRUST NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

### **1. Accounting Policies**

#### **a) Basis of preparation and assessment of going concern**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity's functional currency is sterling. Amounts in the financial statements are rounded to the nearest £.

Scottish Book Trust constitutes a public benefit entity as defined by FRS 102.

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

#### **b) Funds structure**

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor, funder or trust deed, or through the terms of an appeal.

Further details of each fund are disclosed in note 20.

#### **c) Income recognition**

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

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 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 those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.



## SCOTTISH BOOK TRUST

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

#### d) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

- Costs of raising funds comprise the costs of fundraising staff, management support, marketing, the website, as well as the direct costs of holding events and other fundraising related activities
- Expenditure on charitable activities includes direct staff time, books, other resources and external fees from authors and venues, as well as marketing, management and other support costs undertaken to deliver the programmes

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

#### e) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Board Members is not recognised. Refer to the Trustees' annual report for more information about their contribution.

#### f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

Governance costs and other support costs relating to charitable activities have been apportioned based on staff time required to run the programmes and activities. The allocation of support and governance costs is analysed in note 10.

#### g) Tangible fixed assets and depreciation

All individual assets costing more than £5,000 are capitalised and valued at historical cost. Assets are depreciated when brought into use. Depreciation is charged as follows:

	Basis	
Tenant's improvements to leased buildings	10%	Straight line
Office fixtures and equipment	25%	Straight line
Motor vehicles	25%	Straight line
Computer equipment	33.3%	Straight line

#### h) Intangible fixed assets and amortisation

Individual assets costing more than £5,000 are capitalised and valued at historic cost. Assets are amortised when brought into use. Amortisation is charged as follows:

	Basis	
Website and CRM Software development	25%	Straight line

**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**i) Stock**

Stock held for distribution to beneficiaries is valued at cost less any provision for obsolescence.

**j) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**k) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**l) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**m) Employee Benefits**

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**n) Pensions**

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution is restricted to the contributions disclosed in note 12. The costs of the defined contribution scheme are included within support and governance costs and are charged to activity cost centre the staff member belongs to.

The money purchase plan is managed by Legal & General. The plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan. The annual management charge is 0.5% and this is deducted from the investment fund annually. Scottish Book Trust has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

**o) Contingent liabilities**

A contingent liability is identified and disclosed for those grants resulting from:

- a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the Trustees' control; or
- a present obligation following a grant offer where settlement is either not considered probable; or
- the amount has not been communicated in the grant offer and that amount cannot be estimated reliably.

**p) Operating leases**

The charity classifies the lease of printing equipment as operating leases; the title to the equipment remains with the lessor and the equipment is replaced every 5 years whilst the economic life of such equipment is normally 10 years. Rental charges are charged on a straight line basis over the term of the lease.

## **SCOTTISH BOOK TRUST**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

#### **q) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### **r) Taxation**

The company is a charitable company within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

#### **2. Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Amortisation of intangible assets - Intangible assets are amortised over the useful life of the asset. The useful lives of intangible assets are based on the knowledge of Senior Management, with reference to assets expected life cycle.

Depreciation of fixed assets - Fixed assets are depreciated over the useful life of the asset. The useful lives of fixed assets are based on the knowledge of Senior Management, with reference to assets expected life cycle.

Bad debt provision - Trade debtors are reviewed by appropriate experienced senior management on a case by case basis with the balance outstanding and the ageing of the debtor taken into consideration.

Allocation of expenditure between activities - Support costs are allocated between charitable activities and governance based on the time spent by staff on undertaking the charity's activities.

### **3. Legal status of the Trust**

Scottish Book Trust is a registered Scottish charity.

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

### **4. Related party transactions and Trustees' expenses and remuneration**

All Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind (2023: £0). Expenses paid to the Trustees in the year totalled £151 (2023: £0). During the year Trustees waived their right to claim expenses of £70 (2023: £166). During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2023: none). During the year there were Trustee donations received of £611 (2023: £563).

**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**5. Income from donations and grants**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Donations	125,223	121,215
In kind donations	560,818	530,911
General grants – Creative Scotland Regular Funding	859,931	859,931
	<u>1,545,972</u>	<u>1,512,057</u>

**6. Income from charitable activities**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Writing Communities & Live Literature Events	230,733	210,290
Schools Communities Programme	210,532	193,429
Reading Communities Programme	348,607	387,865
Early Years Programme	1,999,062	2,048,262
Attainment programme	1,527,872	1,693,678
	<u>4,316,806</u>	<u>4,533,524</u>

**7. Investment income**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Interest on all cash deposits held during the year	<u>30,927</u>	<u>11,157</u>

**8. Other income**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Other Income	<u>13,182</u>	<u>66,395</u>

**9. Cost of raising funds**

	<b>Direct Costs £</b>	<b>Support Costs £</b>	<b>Total 2024 £</b>
Staff time, cost of events and marketing	76,000	200,598	276,598
	<b>Direct Costs £</b>	<b>Support Costs £</b>	<b>Total 2023 £</b>
Staff time, cost of events and marketing	64,463	212,340	276,803

**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**10. Allocation of governance and support costs**

The breakdown of support costs and how these were allocated between governance and other support costs are shown in the table below:

<b>Cost type</b>	<b>Total Allocated 2024 £</b>	<b>Governance related £</b>	<b>Other support costs £</b>	<b>Basis of apportionment</b>
Staff costs	803,938	9,188	794,750	Staff time
Office rental and costs	285,831	2,775	283,056	Staff time
Repairs	(9,745)	(111)	(9,634)	Staff time
Depreciation	130,649	1,493	129,156	Staff time
<b>Total</b>	<b>1,210,673</b>	<b>13,345</b>	<b>1,197,328</b>	

<b>Cost type</b>	<b>Total Allocated 2023 £</b>	<b>Governance related £</b>	<b>Other support costs £</b>	<b>Basis of apportionment</b>
Staff costs	732,070	8,492	723,578	Staff time
Office rental and costs	304,049	2,812	301,237	Staff time
Repairs	7,423	86	7,337	Staff time
Depreciation	110,032	1,276	108,756	Staff time
<b>Total</b>	<b>1,153,574</b>	<b>12,666</b>	<b>1,140,908</b>	

<b>Governance costs:</b>	<b>2024 £</b>	<b>2023 £</b>
Trustee expenses	151	-
Auditor's remuneration	6,500	6,150
Support costs (see above)	13,345	12,666
<b>Total</b>	<b>19,996</b>	<b>18,816</b>

**Breakdown of governance and other support costs by activity**

	<b>Support Costs £</b>	<b>Governance £</b>	<b>2024 Total £</b>
Raising Funds	200,598	-	200,598
Writing Communities	136,372	2,736	139,108
Schools Communities	165,568	3,321	168,889
Reading Communities	183,915	3,690	187,605
Early Years Programme	310,696	6,233	316,929
Attainment Programmes	200,179	4,016	204,195
<b>Total</b>	<b>1,197,328</b>	<b>19,996</b>	<b>1,217,324</b>



**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**10. Allocation of governance and support costs (cont)**

	<b>Support Costs</b>	<b>Governance</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>Total</b>
			<b>£</b>
Raising Funds	212,340	-	212,340
Writing Communities	124,916	2,531	127,447
Schools Communities	157,237	3,186	160,423
Reading Communities	176,453	3,576	180,029
Early Years Programme	288,266	5,841	294,107
Attainment Programmes	181,696	3,682	185,378
<b>Total</b>	<b>1,140,908</b>	<b>18,816</b>	<b>1,159,724</b>

**SCOTTISH BOOK TRUST  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**11. Analysis of expenditure on charitable activities**

	Writing Communities £	Schools Communities £	Reading Communities £	Early Years Programme £	Attainment Programmes £	Other £	2024 Total £
Staff costs	157,212	109,365	228,251	517,987	544,245	-	1,557,060
Direct programme costs	252,200	80,643	135,663	1,003,321	561,183	-	2,033,010
Office and administration costs	17	120	572	7,578	3,373	-	11,660
Travel & subsistence	36,346	21,954	2,760	18,105	13,491	-	92,656
Irrecoverable VAT	1,850	1,565	6,712	69,790	104,129	-	184,046
Marketing & publicity	111	2,044	18,018	28,188	25,414	-	73,775
Other costs	387	268	90	852	123	-	1,720
In kind donations direct expenditure	-	-	-	-	-	560,818	560,818
Governance costs (note 10)	2,736	3,321	3,690	6,233	4,016	-	19,996
Support costs (note 10)	136,372	165,568	183,915	310,696	200,179	-	996,730
	<b>587,231</b>	<b>384,848</b>	<b>579,671</b>	<b>1,962,750</b>	<b>1,456,153</b>	<b>560,818</b>	<b>5,531,471</b>

  

	Writing Communities £	Schools Communities £	Reading Communities £	Early Years Programme £	Attainment Programmes £	Other £	2023 Total £
Staff costs	156,203	136,616	211,062	467,661	461,300	-	1,432,842
Direct programme costs	366,263	59,540	201,336	1,029,080	624,731	-	2,280,950
Office and administration costs	-	216	238	7,772	550	-	8,776
Travel & subsistence	1,025	9,662	6,933	17,133	10,927	-	45,680
Irrecoverable VAT	1,384	317	11,978	83,097	114,825	-	211,601
Marketing & publicity	4,262	228	15,441	21,351	40,970	-	82,252
Other costs	294	2,989	-	217	75	-	3,575
In kind donations direct expenditure	-	-	-	-	-	529,401	529,401
Governance costs (note 10)	2,531	3,186	3,576	5,841	3,682	-	18,816
Support costs (note 10)	124,916	157,237	176,453	288,266	181,696	-	928,568
	<b>656,878</b>	<b>369,991</b>	<b>627,017</b>	<b>1,920,418</b>	<b>1,438,756</b>	<b>529,401</b>	<b>5,542,461</b>

**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**12. Analysis of staff costs and remuneration of key management personnel**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Salaries and wages	2,066,393	1,881,513
Social security costs	194,617	182,451
Employer contributions to defined contribution pension scheme	175,987	165,411
Total staff costs	<u>2,436,997</u>	<u>2,229,375</u>

The charity made £175,987 of contributions to the pension plan operated by Legal & General on behalf of the employees (2023: £165,411). For more information about the pension contributions refer to note 1(n)

The number of employees whose employee benefits fell within the following bands are as follows:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
£60,000 - £69,000	3	3
£90,000 - £99,999	1	1

**Key Management Personnel**

Total key management personnel remuneration was £335,583 (2023: £321,867).

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
The average monthly number of persons, by headcount employed by the charity during the year was:	<u>72</u>	<u>70</u>

**13. Net income for the year**

This is stated after charging:	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Depreciation	4,036	4,036
Amortisation of intangible assets	20,617	34,353
Auditor's remuneration: Audit Fees	6,500	6,150

**14. Government Grants**

Income from government grants comprises amounts received from the Scottish Government, Creative Scotland, SLIC, Bord na Gaidhlig and City of Edinburgh Council. These amounts totalled £4,623,341 in the year (2023: £4,931,394)

**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**15. Fixed Assets**

**(a) Tangible Fixed Assets**

	<b>Tenant's Improve- ments</b>	<b>Computer Equipment</b>	<b>Other Office Equipment</b>	<b>Motor Vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost or valuation</b>					
As at 1 April 2023	66,137	38,850	8,760	18,999	132,746
Disposal	-	(28,631)	-	-	(28,631)
As at 31 March 2024	<u>66,137</u>	<u>10,219</u>	<u>8,760</u>	<u>18,999</u>	<u>104,115</u>
<b>Depreciation</b>					
As at 1 April 2023	55,701	36,444	8,760	18,999	119,904
Charge per year	1,629	2,407	-	-	4,036
Eliminated on disposals		(28,631)			(28,631)
As at 31 March 2024	<u>57,330</u>	<u>10,220</u>	<u>8,760</u>	<u>18,999</u>	<u>95,309</u>
<b>Net book value</b>					
At 31 March 2024	<u>8,807</u>	<u>(1)</u>	<u>-</u>	<u>-</u>	<u>8,806</u>
As at 31 March 2023	<u>10,436</u>	<u>2,406</u>	<u>-</u>	<u>-</u>	<u>12,842</u>

**(b) Intangible Fixed Assets**

	<b>Software and Website</b>
	<b>£</b>
<b>Cost or valuation</b>	
At 1 April 2023	137,411
Additions	7,249
At 31 March 2024	<u>144,660</u>
<b>Amortisation</b>	
At 1 April 2023	105,996
Charge for the year	20,617
At 31 March 2024	<u>126,613</u>
<b>Net book value</b>	
At 31 March 2023	<u>31,415</u>
At 31 March 2024	<u>18,047</u>

**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**16. Investments**

Represents investment of cash balances with a maturity date of less than one year but more than three months after the balance sheet date.

**17. Stock**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Books and other resources	<u>559,245</u>	<u>573,384</u>

**18. Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	68,407	68,832
Prepayments and accrued income	<u>131,500</u>	<u>111,576</u>
	<u>199,907</u>	<u>180,408</u>

**19. Creditors: amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	74,310	109,660
Other creditors and accruals	111,333	82,379
Taxation and social security costs	<u>45,370</u>	<u>114,906</u>
	<u>231,013</u>	<u>306,945</u>

**Deferred Income**

	<b>£</b>
Included in other creditors and accruals	
As at 1 <sup>st</sup> April 2023	59,340
Amount released to income earned from charitable activities	(59,340)
Amount deferred in year	<u>52,424</u>
As at 31 <sup>st</sup> March 2024	<u>52,424</u>

Deferred income comprises Grant income of £52,424 (2023: £59,340).



**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**20. Analysis of charitable funds**

**Year ended 31<sup>st</sup> March 2024**

<b>Analysis of Fund movements</b>	<b>Balance b/fwd £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Fund c/fwd £</b>
<b>Unrestricted Funds</b>					
Fixed Assets Fund	44,258	-	(24,653)	7,249	26,854
Big Campaign	50,000	-	(42,956)	42,956	50,000
Commercial Fund	50,000	-	-	-	50,000
CRM & Web Dev. Fund	40,000	-	(14,313)	34,313	60,000
Total Designated Funds	184,258	-	(81,922)	84,518	186,854
General Funds	624,383	1,590,081	(1,552,558)	(24,518)	637,388
Total Unrestricted Funds	808,641	1,590,081	(1,634,480)	60,000	824,242
<b>Restricted Funds</b>					
Writing Communities	231,527	230,733	(192,483)	-	269,777
Schools Communities	74,509	210,532	(214,228)	-	70,813
Reading Communities	144,969	348,607	(343,528)	-	150,048
Early Years Programme	1,213,361	1,999,062	(1,967,004)	(20,000)	1,225,419
Attainment Programme	1,075,139	1,527,872	(1,456,346)	(40,000)	1,106,665
Total Restricted Funds	2,739,505	4,316,806	(4,173,589)	(60,000)	2,822,722
<b>TOTAL FUNDS</b>	<b>3,548,146</b>	<b>5,906,887</b>	<b>(5,808,069)</b>	<b>-</b>	<b>3,646,964</b>

**Year ended 31<sup>st</sup> March 2023**

<b>Analysis of Fund movements</b>	<b>Balance b/fwd £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Fund c/fwd £</b>
<b>Unrestricted Funds</b>					
Fixed Assets Fund	58,249	-	(38,389)	24,398	44,258
Big Campaign	78,959	-	(61,654)	32,695	50,000
Commercial Fund	50,000	-	-	-	50,000
CRM & Web Dev. Fund	42,293	-	(29,493)	27,200	40,000
Total Designated Funds	229,501	-	(129,536)	84,293	184,258
General Funds	581,427	1,589,609	(1,520,360)	(26,293)	624,383
Total Unrestricted Funds	810,928	1,589,609	(1,649,896)	58,000	808,641
<b>Restricted Funds</b>					
Writing Communities	281,245	210,290	(260,008)	-	231,527
Schools Communities	24,659	193,429	(143,579)	-	74,509
Reading Communities	165,860	387,865	(408,756)	-	144,969
Early Years Programme	1,098,520	2,048,262	(1,919,421)	(14,000)	1,213,361
Attainment Programme	863,065	1,693,678	(1,437,604)	(44,000)	1,075,139
Total Restricted Funds	2,433,349	4,533,524	(4,169,368)	(58,000)	2,739,505
<b>TOTAL FUNDS</b>	<b>3,244,277</b>	<b>6,123,133</b>	<b>(5,819,264)</b>	<b>-</b>	<b>3,548,146</b>

## **SCOTTISH BOOK TRUST NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

### **20. Analysis of charitable funds (contd)**

- a) The unrestricted funds are available to be spent for any of the purposes of the charity.

The Trustees have created the following designated funds:

The Fixed Assets Fund represents the funds tied up in fixed assets and therefore not readily available for other purposes. The amount is equal to the net book value at the end of the financial year.

The Big Campaign Fund set up in 2020-21, represents funds set aside to invest in our fundraising capability. Our national fundraising campaign launched in October 2021 and we continue to refine and develop our approach as we build experience.

The Commercial Fund has been set up in 2021-22 to support our plans to develop our commercial activity that will generate earned income to contribute to the growth and sustainability of Scottish Book Trust. Activity was launched in autumn 2023.

The Trustees set up a new fund in 2017-18 to pay for the purchase and development of a new CRM system and a new website, both of which are essential to the strategic performance, capacity and sustainability of the charity. In 2023-23 a further amount has been added to the fund for ongoing developments.

The General Funds are maintained in line with the Reserves Policy set out in the Trustees Report which provides protection for the charity against a sudden significant loss of funding or unavoidable unplanned expenditure (e.g. on buildings or IT).

- b) Restricted funds comprise funding received in advance for committed planned expenditure for specific programmes, as agreed with the funder and are not available for expenditure on any other activities.

The majority of funding carried forward for expenditure in the next financial year comes from the Scottish Government for our Early Years and Attainment programmes and represents funding earmarked for purchasing books and other resources needed to deliver the programmes to agreed timelines.

The majority of the rest of the funding carried over for expenditure in the next financial year comes from Creative Scotland and other funders and represents funding for approved programme activities which by their nature straddle more than one financial year.

Transfers from restricted to unrestricted funds represent charges for programme development and management as agreed and provided for in the funding contracts.

**SCOTTISH BOOK TRUST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**21. Net assets over funds**

**Year to 31<sup>st</sup> March 2024**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2024 £</b>
Fixed assets	8,806	-	8,806
Intangible fixed assets	18,047	-	18,047
Stocks	-	559,245	559,245
Debtors	199,907	-	199,907
Investments	-	-	0
Cash at bank & in hand	828,495	2,263,477	3,091,972
Creditors due in less than 1 year	(231,013)	-	(231,013)
	<u>824,242</u>	<u>2,822,722</u>	<u>3,646,964</u>

**Year to 31<sup>st</sup> March 2023**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2023 £</b>
Fixed assets	12,842	-	12,842
Intangible fixed assets	31,415	-	31,415
Stocks	-	573,384	573,384
Debtors	180,408	-	180,408
Investments	100,000	-	100,000
Cash at bank & in hand	790,921	2,166,121	2,957,042
Creditors due in less than 1 year	(306,945)	-	(306,945)
	<u>808,641</u>	<u>2,739,505</u>	<u>3,548,146</u>

**22. Reconciliation of net income/ (expenditure) to net cash flow from operating activities**

	<b>2024 £</b>	<b>2023 £</b>
Net income for the year (as per the Statement of Financial Activities)	98,818	303,869
Adjustments for:		
Depreciation charges	4,036	4,036
Amortisation of intangible fixed assets	20,617	34,353
Interest received	(30,927)	(11,157)
Decrease in stocks	14,139	32,383
Decrease in investments	100,000	200,000
(Increase)/ decrease in debtors	(19,499)	771,173
(Decrease) in creditors	(75,932)	(68,032)
Net cash provided by/ (used in) operating activities	<u>111,252</u>	<u>1,266,625</u>

**SCOTTISH BOOK TRUST  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**23. Analysis of cash and cash equivalents**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Total cash and cash equivalents	<u>3,091,972</u>	<u>2,957,042</u>

**24. Commitments under operating leases**

At 31 March 2024 the charity had future lease commitments under non-cancellable operating leases as follows:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Less than one year	<u>55,000</u>	<u>55,000</u>

**25. Contractual Commitments**

As at 31 March 2024, the charity had contractual commitments in respect of website software development of £7,200 (2023: £7,200)