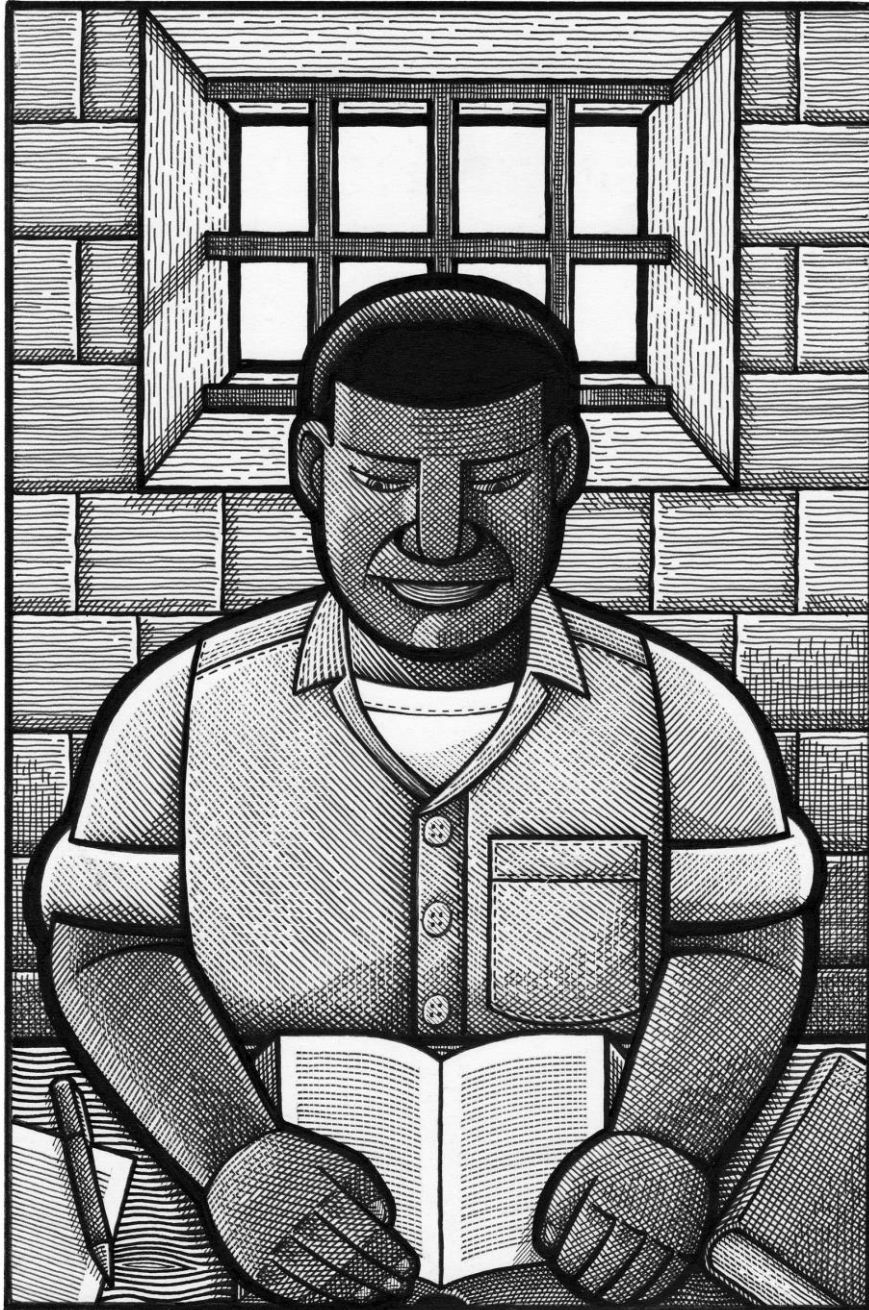


Haven Distribution



Annual Report 2017 - 2018

Haven Distribution Annual Report 2017 - 2018

General Information

Registered Office:

27 Old Gloucester Street, London, WC1N 3XX

Registered Charity Number: 1089868

Website: www.havendistribution.org.uk

Email: info@havendistribution.org.uk

Patron: Benjamin Zephaniah

Trustees:

Lee Humphries – Founder & Chair

Kim Shearer – Secretary

Emma Long – Trustee

Luke Billingham – Trustee

Volunteers:

John Child & Tony Martin

Bankers: CAF Bank Ltd, West Malling, Kent, ME19 4TA

Accounts: Antony Wood, 22 Chester Road, London, N17

Haven Distribution Annual Report 2017 - 2018

Chair's Report

We have had another successful year with Haven Distribution being able to supply 2576 books into over 100 prisons across the UK. This is an increase of over 20% on the previous year.

In late 2017 we launched a Christmas appeal which attracted a lot of support from the general public, and we were able to send 52 children's books into HMP Whitemoor, so that the dads could not only hand over a new book to their child on their family Christmas visit but they were able to read to their children from the books we provided. Thanks to the interest generated by the Christmas appeal, we were also able to arrange the supply of 100 other books to support future family visit days at Whitemoor, which came from our friends at Cambridge University Press and Storybook Dads.

Haven Distribution is still run entirely by volunteers with no paid staff, so we depend on the generosity of individuals and charitable funds committed to ensuring that our vital service continues. A big thank you to all those who have made donations, large or small. To the people who regularly donate money each month, thank you - it means a lot to us.

People have donated to us in all sorts of ways – we've had authors donate speaking fees to us, newly-weds collect donations for us rather than wedding presents, and publishers generously give cash donations as well as books. Especial thanks this year to Sage Publications, who gifted us £500, and to Halfords Academy at HMP Onley, who raised £175 for us by raffling a bike! I also want to thank Housmans bookshop in London, who continue to collect customer donations for Haven at their till.

Donations are particularly appreciated given the increasing cost of our work, as postage charges continue to rise. We always look for ways to reduce our outgoings, such as emailing prison tutors rather than posting letters, but it always remains true that we would not be able to continue our service without the generosity of our donors.

I wish to thank the following people for their time and energy in assisting with Haven: Kim for her long-standing support of the work of Haven, an essential part of the team, and to our newest trustee, Luke, for all his work both in the office and on social media, making sure our service runs smoothly. Big thanks go to Emma & John for fundraising and promoting Haven's work in the North.

What we do would not have been possible without the generous support of Aldo Trust and JJ Charitable Trust, who continue to believe in the valuable work of Haven.

Lee Humphries
Founder and Chair

Haven Distribution Annual Report 2017 – 2018

A selection of letters from our beneficiaries

Re: Thank you

I would like to take this opportunity to express my sincere gratitude and deep appreciation for your kind gesture in delivering the GCSE Business Studies textbook. I am eternally grateful and deeply thankful for the good deed you have done as I know that this is a big task for your charity to accomplish.

I am currently studying the iGCSE Business Studies course with National Extension College. The course has been funded by P.E.T. This book you have kindly sent to me, means a lot to me. It will allow me to delve into the subject to gain a better understanding of what will be required for me to learn and successfully pass my course. I was immensely delighted to receive the book.

The beautiful textbook has a colourful design, embellished with informative diagrams and detailed explanations of all the key aspects of the syllabus. Thank you for granting me the opportunity to read this brilliant book – and I really do mean this.

This book has increased my hope, it has motivated me and inspired me to work really hard to achieve the qualification. In a challenging environment, it has become my beacon of hope to achieve my ambitious dreams of one day becoming a successful entrepreneur. It has allowed me to fulfil my desire of lifelong learning. Thank you, from the bottom of my heart.

“Five years ago when I came to the prison, I didn’t speak English at all. First book which I possessed was Polish-English dictionary, from your charity. Thank you. Currently, I am working as an Education Mentor in Maths Class where I am helping other peers.”

“Many thanks for the two books. They arrived today in perfect condition. I’ll read them avidly and then incorporate them into the wing library of which I’m the librarian.”

“Thanks so much for the wonderful interior design books I received this week. What a difference this has already made to my studies and I can now visualise what I have been reading as well as inspiring my answers to the questions. This act of kindness has brought so much to me.”

“Thanks for supplying me with this Photoshop book I’m sure it will be a big help with my learning and course work. I find the book easy to understand and read so all in all it’s a great learning tool.”

“Thank you for the recent batch of dictionaries for our learners. They really do make a difference to our learners, as they spend a lot of time in their cells and this enables them to do homework within their cells.”

“I applied to Haven Distribution last September with regards to helping me to obtain a couple of books for my first 60 credit module in a degree in English Language and Literature. I achieved a distinction grade which would not have been possible without your help so thank you.”

“Thank you for the dictionary and rhyming dictionary, this will help me a lot as I’m always reading books and sometimes come across a word that I don’t understand, but thanks to you all at Haven I can simply find and understand the word in the dictionary you kindly gave me! Thank you ever so much I am truly grateful. What you are doing is helping people who want to change and, like myself, want to learn as much as possible.”

“Thank you for your help with reading over the past 2 years... I got a high 2:1 for my first year of my degree in Politics, Philosophy and Economics and am now about to begin my second year.”

Haven Distribution Annual Report 2017 – 2018

Courses supported

During the financial year we supplied 2035 educational books to support prisoners' study in 116 different subject areas – full list below. We supported courses at every level from Level 1 Functional Skills to Master's Degree. We also provided books to support courses led by charities such as the Shannon Trust.

ACCOUNTING	ENGLISH LITERATURE
ADVICE AND GUIDANCE NVQ	ENGLISH MENTOR
ANIMAL CARE	ENVIROMENTAL MANAGEMENT
ARBORICULTURE	ENVIROMENTAL SCIENCE
ART	ESOL
ART & DESIGN	FARM MANAGEMENT
ART HISTORY	FISHKEEPING
BARBERING	FITNESS DIPLOMA
BIOGRAPHY WRITING	FITNESS INSTRUCTOR
BIOLOGY	FLORISTRY
BOOK KEEPING	FRENCH
BRICKLAYING	GAELIC
BSL	GERMAN
BUSINESS	GYM INSTRUCTOR
CANINE PSYCHOLOGY	HALFORDS ACADEMY
CARPENTRY	HEALTH
CATERING	HEALTH & FITNESS
CCNA	HEALTH & SAFETY
CHINESE	HEALTH & SOCIAL CARE
CLASSICAL CIVILISATION	HEALTH FOR LIFE
COACHING	HERPETOLOGY
COGNITIVE BEHAVIOURAL THERAPY	HISTORY
COMBINED SOCIAL SCIENCE	HORTICULTURE
COMPUTER PROGRAMMING	HOSPITALITY
COMPUTING	INTERIOR DESIGN
CONSERVATION STUDIES	INVESTIGATING THE SOCIAL WORLD
CONSTRUCTION THEORY	IT
COUNSELLING	ITALIAN
CREATIVE MEDIA	LATIN
CREATIVE TECHNIQUES	LAW
CREATIVE WRITING	LITERACY
CRIME & JUSTICE	MAINTENANCE OPERATION MANAGEMENT
CRIMINOLOGY	MATHEMATICS
DRIVING TEST	MECHANICS
ECO BUILD	MENTAL HEALTH AWARENESS
ECONOMICS	MENTORING
ELECTRICAL INSTALLATION	MONEY MANAGEMENT
ENGINEERING	

MOTOR MECHANICS
MUSIC
MUSIC TECH
MUSIC THEORY
NUTRITION
PAINTING & DECORATING
PAINTING BA
PEER ADVISOR
PEER LED SERVICES
PEER MENTORING
PEOPLE, WORK & SOCIETY
PERSONAL DEVELOPMENT
PERSONAL TRAINER
PHILOSOPHY
PHYSICS
PLASTERING
PLUMBING
POLITICS
POLITICS, PHILOSOPHY &
ECONOMICS
POSITIVE LIFESTYLES

PROJECT MANAGEMENT
PROPERTY MANAGEMENT
PSD
PSYCHOLOGY
SCIENCE
SCRIPTWRITING
SOCIAL SCIENCE
SOCIOLOGY
SPANISH
SPORT COACHING
SPORTS FITNESS
STATISTICS
STOCK TRADING
SUBSTANCE MISUSE
AWARENESS
WEB DESIGN
WELDING
WELSH
WRITING COURSE
YOGA

Haven Distribution Annual Report 2017 – 2018

Prisons we have sent books into

The books were sent to prisoners in over 100 prisons across the UK, and this is the list of all those prisons.

ALBANY (IOW)	HIGH DOWN
ASHFIELD	HIGHPOINT
AYLESBURY	HULL
BARLINNIE	HUMBER
BEDFORD	HUNTERCOMBE
BELMARSH	HYDEBANK WOOD
BERWYN	KILMARNOCK
BIRMINGHAM	KIRKHAM
BRIXTON	LEEDS
BRONZEFIELD	LEICESTER
BUCKLEY HALL	LEWES
BULLINGDON	LINCOLN
BURE	LITTLEHEY
CARDIFF	LIVERPOOL
CASTLE HUNTLEY	LONG LARTIN
CASTLEREA	LOW NEWTON
CHANNINGS WOOD	LOWDHAM GRANGE
CHELMSFORD	MAGILLIGAN
COLDINGLEY	MAIDSTONE
DARTMOOR	MANCHESTER
DONCASTER	MOORLAND
DOVEGATE	MOUNT
DOWNVIEW	NEWPORT (IOW)
DUMFRIES	NORTH SEA CAMP
DURHAM	NORTHUMBERLAND
EDINBURGH	NORWICH
ELMLEY	NOTTINGHAM
ERLESTOKE	OAKWOOD
EXETER	ONLEY
FEATHERSTONE	PARC
FORD	PARKHURST (IOW)
FRANKLAND	PENTONVILLE
FULL SUTTON	PERTH
GARTH	PETERBOROUGH
GARTREE	PORTLAND
GLENOCHIL	PRESCOED
GRAMPIAN	PRESTON
GREENOCK	RISLEY
GRENDON	ROCHESTER
HAVERIGG	RYE HILL
HEWELL	SEND

SHOTTS
STAFFORD
STOCKEN
STOKE HEATH
SUDBURY
SWALESIDE
SWINFEN HALL
THAMESIDE
THORN CROSS
WAKEFIELD

WANDSWORTH
WARREN HILL
WAYLAND
WHATTON
WHITEMOOR
WINCHESTER
WOODHILL
WORMWOOD SCRUBS
WYMOTT

Haven Distribution Annual Report 2017 – 2018

Accounts

HAVEN DISTRIBUTION

Report of the Trustees

For the year ended 31st March 2018

The Trustees present their annual report and the unaudited financial statements for the year ended 31st March 2018. In preparing this report the Trustees have complied with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP FRS102) and applicable accounting standards.

Reference and administrative information

Charity name: Haven Distribution

Charity registration number: 1089868

Registered in: England and Wales

Registered Office: 27 Old Gloucester Street, London, WC1N 3XX

The charity is not a limited company

Bankers: Cafbank

Trustees

The following persons acted as Trustees of the charity during the year:

Lee Humphries; Kim Shearer; Emma Long, Luke Billingham.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Trustees' responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board



Lee Humphries
Chair



Kim Shearer
Secretary

Independent Examiner's Report To the Trustees of HAVEN DISTRIBUTION On the accounts for the year ended 31st March 2018

I have examined the accounts on pages 4 to 8 which have been prepared on the basis of the accounting policies set out on page 6.

Respective Responsibilities of Trustees and Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year, under section 144(2) of the Charities Act 2011 ("the Act"), and that an independent examination is needed.

As independent examiner it is my responsibility to:

- (1) Examine the accounts under section 145 of the Act;
- (2) Follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act;
- (3) State whether particular matters have come to my attention.

Basis of Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirement to ensure that:
- (2) Proper accounting records are kept; and
- (3) Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (4) To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Antony Wood
22 Chester Road
London
N17 6BY

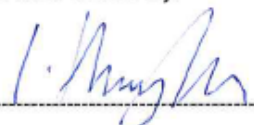
Date: 15th January 2019


HAVEN DISTRIBUTION STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2018

	Notes	2018	2017
		£	£
FIXED ASSETS	2	164	246
CURRENT ASSETS			
Bank accounts:	CafGold	37,954	56,514
	CafCash	677	679
Paypal account		202	0
Debtors & prepayments		<u>0</u>	<u>0</u>
TOTAL CURRENT ASSETS		38,833	57,193
CURRENT LIABILITIES:			
Creditors		0	0
Accrued expenses		<u>0</u>	<u>0</u>
TOTAL CURRENT LIABILITIES		0	0
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>38,997</u>	<u>57,439</u>
RESERVES:			
Restricted funds		254	0
Unrestricted funds		38,743	57,439
TOTAL FUNDS		<u>38,997</u>	<u>57,439</u>

APPROVED BY THE TRUSTEES ON: 16th January 2019

and signed on their behalf by:

Chair 

Secretary 

Print name: Lee Humphries

Print name: Kim Shearer

HAVEN DISTRIBUTION INCOME STATEMENT YEAR ENDED 31 MARCH 2018

	notes	restricted	unrestricted	TOTAL 2018	TOTAL 2017
		£	£	£	£
Receipts					
Grants	3	0	0	0	20,000
Donations	4	475	4,745	5,220	3,661
Prisoner Contributions		0	273	273	155
Book Sales		0	421	421	631
Bank Interest		0	23	23	70
Total Receipts		<u>475</u>	<u>5,462</u>	<u>5,937</u>	<u>24,517</u>
Payments					
Bank Charges		0	194	194	74
Postage		0	1,299	1,299	1,180
Postal Box Charges		0	360	360	400
Premises Costs	5	0	2,929	2,929	2,691
Publications		221	18,886	19,107	17,883
Stall Hire		0	45	45	50
Stationery		0	9	9	179
Promotional Materials		0	80	80	0
Website Costs		0	24	24	0
Professional Fees		0	250	250	170
Depreciation		0	82	82	82
Total Payments		<u>221</u>	<u>24,158</u>	<u>24,379</u>	<u>22,709</u>
SURPLUS FOR YEAR		254	(18,696)	(18,442)	1,808
Fund balances brought forward		0	57,439	57,439	55,631
Fund balances carried forward	6	<u>254</u>	<u>38,743</u>	<u>38,997</u>	<u>57,439</u>

HAVEN DISTRIBUTION

Notes to the Accounts

For Year Ended 31st March 2018

1) ACCOUNTING POLICIES

(A) Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard FRS102 (section 1A) and the Charities SORP. A summary of the more important accounting policies, which have been applied consistently, are set out below.

Haven Distribution meets the definition of a public benefit entity under FRS102. The society has taken advantage of the exemption in Financial Reporting Standard FRS102 (Section 1a) from producing a Cash Flow Statement.

(B) Preparation of the accounts on a going concern basis

The Trustees are of the view that the charity is a going concern and the financial statements have been prepared on this basis.

(C) Incoming Resources

Incoming Resources are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, the trustees are certain they will receive the resources, and the monetary value can be measured with sufficient reliability. Legacies, grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources. Investment income is included in the accounts when receivable. Gifts in kind and donated services and facilities are not given an estimated value in the accounts. Volunteer help is not given any value in the accounts but is described in the trustees' annual report.

(D) Tangible Fixed Assets

The cost of tangible fixed assets is their purchase cost.

Depreciation is provided on tangible fixed assets to write off the cost, less the estimated residual value, of each asset over its expected useful life as below.

Computer equipment	25% Straight Line method
--------------------	--------------------------

(E) Taxation

The charity is recognised as a charity for taxation purposes. As such, the charity is exempt from tax on income and gains to the extent that these are applied to charitable objectives. No tax charges have arisen in the charity. The charity is not registered for Value Added Tax (VAT). Expenditure includes any attributable VAT.

(F) Reserves & Funds

The accounts distinguish between restricted and unrestricted funds:

Restricted funds are received from donors and are subject to restrictions on the purpose for which they may be used. The costs of raising, spending and administering those funds are charged against each fund. Unrestricted funds are those where there are no externally imposed restrictions. These include those freely available to the Charity for expenditure or appropriation to reserves for general charitable purposes.

HAVEN DISTRIBUTION

Notes to the Accounts

For Year Ended 31st March 2018

1) ACCOUNTING POLICIES

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HAVEN DISTRIBUTION

Notes to the Accounts

For Year Ended 31st March 2018 continued

(G) Debtors and Creditors

Debtors and Creditors with no stated interest and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the profit and loss account in other administrative expenses.

2) FIXED ASSETS

	2018
Computer Equipment	
Cost	
Opening Balance	328
Additions in year	<u>0</u>
Closing Balance	<u>328</u>
Depreciation	
Opening Balance	82
Charge for year	<u>82</u>
Closing Balance	<u>164</u>
Net Book Value – 31 March 2018	<u>164</u>
Net Book Value – 31 March 2017	<u>246</u>

3) GRANTS RECEIVED

	Restricted 2018 £	Unrestricted 2018 £	Restricted 2017 £	Unrestricted 2017 £
Aldo Trust	0	0	6,000	0
JJ Charitable Trust	0	0	12,000	0
Persula Foundation	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
Total	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>2,000</u>

HAVEN DISTRIBUTION

Notes to the Accounts

For Year Ended 31st March 2018 continued

4) DONATIONS

Within the donations figures the Trustees would like to highlight the following amounts: Sage Publications - £500; Halfords Academy - £175.

5) PREMISES COSTS

The premises costs are split as following:

	2018	2017
Rent	2,400	2,200
Phone & Broadband	<u>529</u>	<u>491</u>
Total	<u>2,929</u>	<u>2,691</u>

6) RESTRICTED & UNRESTRICTED FUNDS

The restricted funds of £475 is an appeal run by the organisation for children's books for prisoners. All other fund received during the year are unrestricted funds.

7) TRANSACTIONS WITH RELATED PARTIES

There were no transactions with related parties.

8) EMPLOYEES

The average number of employees during the year was nil.