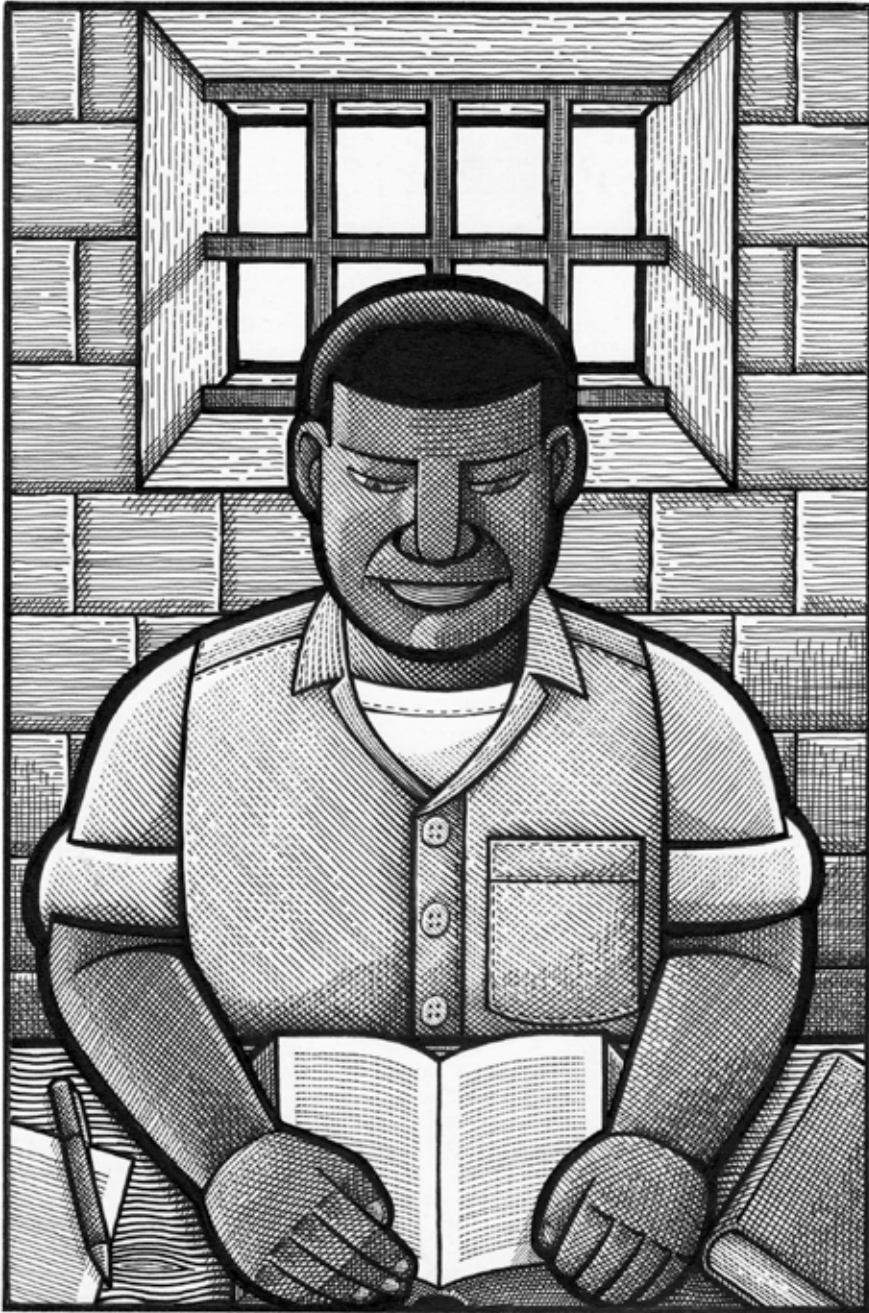


Haven Distribution



Annual Report 2011 - 2012

Haven Distribution Annual Report 2011 - 2012

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

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

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

Haven Distribution Annual Report 2011 - 2012

Chair's Report

April 2011 found us in a challenging situation as we had not managed to find replacement funding at the end of a three year grant for our core service and we therefore had to suspend purchasing books *en masse* for a few months. Luckily we had stocked up on English dictionaries and we had a few returned books (& some second hand books), which meant we could continue to operate. Fortunately for Haven, we were granted the opportunity to have a Radio 4 Appeal which aired a couple of weeks before Christmas 2011. Although we were a bit sceptical that we may not do so well being a charity unknown outside of the prison sector and when many people were short of cash we were amazed and heartened by the generosity of strangers.

We enlisted the help of Erwin James, who we know as a friend of Haven and we wanted someone who had experienced life in prison to be our voice of the appeal. He was perfect for the role and we're very grateful he gave his time to do this. We managed to raise £16,000 which for a small charity like ours is fantastic and helped to fund the purchase of more books. I would like to thank both Erwin James and fellow trustee Kim Shearer for organising the Radio 4 Appeal. The Appeal also opened doors as we were approached by the publishers Hachette UK to apply for a donation through their Hodder Trust which we did and we were successful in our new project to fund books for female prisoners over three years. This was given to us in April 2012 so more on this project in next year's report.

With the year ahead looking rather grim for charities, it is clear that we will face further challenges but we are dedicated to continuing to provide books for prisoners wishing to use their time in prison constructively. We managed to send in 1,200 educational books throughout this year and long may it continue.

I would like to thank those individuals who have given their time to assist with Haven, Emma Long for her voluntary help at weekends and Jon the Driver whose support especially helping us acquire merchandise has been really appreciated and not forgetting our anonymous website volunteer for his *pro bono* work. What we do would not have been possible without the generous support of the following charitable trusts that believe in the valuable work of Haven - Aldo Trust, Whitaker Charitable Trust, JJ Charitable Trust, J Paul Getty Charitable Trust, Garfield Weston Foundation, William Cadbury Trust, Ernest Cook Trust & Brewin D Jurge.

Lee Humphries

Founder & Chair

Haven Distribution Annual Report 2011 – 2012

A selection of letters from our beneficiaries

“Thank you kindly for your assistance in helping me to gain a better future with regards to education ability. Your organisation is worth its weight in gold, that’s for sure. I first wrote to you in 2011 & you were unfortunately going through a financial problem. It was touch & go for the organisation. I am so glad you made it possible to continue with this outstanding commitment in aid of the needy”.

Mr A.R. - HMP Brixton

“I’d just like to say a big thank you for my Fundamentals of Motor Vehicle Technology book. As I am studying VT Motor Vehicle studies this book will be a massive help to me in passing my final exams. I think the work you do at Haven is a positive, amazing and very appreciative. Thank you and all the best in the good work you do”.

Mr C.C - HMP Stocken

“I am writing to thank you for my book which I received. I really appreciate your charity for getting me this book, it is very beneficial to me and my future as I am currently studying to be a drug & alcohol counsellor”.

Mr R.W. – HMP Coldingley

“I thank you very much for the most generous gift of the Citizens Advice Guide & dictionary. They have both been so helpful to me. Spelling and knowledge is essential when you are doing prison courses. It gave me a fantastic sense of achievement to hand in well written work. Without help from organisations like yours the world would be a sadder place”.

Mr R.M. – HMP Wandsworth

“Just a short note to let you know that I received the book – ‘Learning to Counsel’. It is coming in really useful to me in my studying. I am really grateful to you for sending it in. I would like to thank Haven Distribution for a wonderful job you are providing to us prisoners, regards & respect”.

Mr GM – HMP Highdown

“I am writing to update you on the progress I am making on my Psychology & Criminology degree with the Open University. I got 92% on my last essay which is my highest grade yet. It falls within the Pass 1 mark which is the highest achievable grade...To date I have received three publications from Haven. All these books have been paramount to my success so far. The English dictionary has increased and strengthened my vocabulary; the Sociology dictionary aided me on my last 60 point Social Sciences course. Finally, the Origin of Species was a compelling read in conjuncture with my current Psychology course which focused on development & how ethnology & evolution helped us to understand human behaviours. I know prisoners can be very selfish & only think about their own wants & needs, so I’m guessing you probably don’t get much recognition or appreciation for the work you do in supplying us with educational literature that benefits our lives. I just wanted to say how grateful I am for you’re generosity & fully appreciate the books you have provided me with”.

Mr DC – HMP Lewes

Haven Distribution Annual Report 2011 – 2012

A selection of letters from our beneficiaries

“Thanks first & foremost for the service you provide to us prisoners. I truly find it a blessing that there are organisations out there that have an eye open for those in need of help and support. I received my book & it has made me more focused in achieving my endeavour with the Open University. My mother has always promoted the mantra that ‘knowledge is power’. With your contribution you have helped a young man down a road which one day will help provide for his family” **Mr MM – HMP Leyhill**

“I am writing to thank you for the dictionary that I recently received. I am very grateful to have been given this opportunity to receive this book which I know will be very helpful with English language learning” **Ms JJ – HMP Downview**

*“Having access to a dictionary & other useful reference material within my cell has proved to be invaluable. Your generous donation has been valuable to improving my reading skill. I have learned new words & been able to enjoy reading a wide variety of books with the use of my dictionary. I am currently reading *Great Expectations* by Dickens & I am encouraged to read other such great novels. I have also been inspired to write poetry & I have submitted entries to the Koestler Award scheme. This has partly been achieved as a result of my access to a dictionary & thesaurus thanks to Haven. May you bring greater awareness & achievement to many more prisoners in the future”.* **Mr DL – HMP Whatton**

“I would like to express my sincere thanks & gratitude to you for providing me with a copy of the ‘IEE On-Site Guide’. It is a very handy reference manual/guide that I will make good use of. It will assist in improving my fluency in the field of domestic electrical installation. And in the future, it shall accompany me to every new job!” **Mr DE – HMP Dartmoor**

“You kindly provided me with a dictionary of Sociology while I was at Dovegate back in 2007. I have now completed that aspect of my degree study and as per your request, I have donated the dictionary to the prison library for others to use. I am continuing to study with the Open University for the Honours having gained sufficient points for an open degree and my current study path concerns the environment. Thank you for the help you provided to me, your assistance helped me to progress in my studies and for that I am very grateful” **Mr PR HMP Shepton Mallet**

Haven Distribution Annual Report 2011 – 2012

Haven Distribution sent 1,200 educational books and dictionaries into prisons during 2011 – 2012. Here are the educational courses that prisoners were studying:

Adult Literacy
Advice & Guidance
Animal Care
Art
Art & Design
Bricklaying
Business Enterprise
Business Start-Up
Book-keeping/Accountancy
Carpentry
Catering/Hospitality
Chemistry
CISCO/Computer Literacy
Creative Writing
Criminology
Counselling
Driving Theory
Drug & Alcohol Counselling
Ecology & Conservation
Economics
Electrical Engineering & Installation
English Literature
English Language
Environment
English for Speakers of Other Languages (ESOL)
Geography
Graphic Design
Health & Social care
History
Horticulture
Humanities
Joinery
Law
Management
Mathematics
Motor Mechanics
Music Theory
Ornithology
Personal Fitness & Nutrition
Physics
Plumbing
Politics, Philosophy & Economics
Preparing to Teach in the Lifelong Learning Sector (PTTLS)
Psychology
Sports Psychology
Sociology
Visual Arts
Web Design
Welding

The 1,200 books were sent into a variety of prisons across the county and this is the list of all those prisons.

England

Acklington
Albany
Ashwell
Blantyre House
Blundeston
Buckley Hall
Bullwood Hall
Birmingham
Bristol
Brixton
Bullingdon
Bure
Camp Hill
Canterbury
Coldingley
Dartmoor
Dovegate
Drake Hall
Edmunds Hill
Elmley
Everthorpe
Featherstone
Ford
Foston Hall
Frankland
Full Sutton
Garth
Gartree
Gloucester
Guys Marsh
Haverigg
High Down
High Point
Hollesey Bay
Holme House
Garth
Grendon
Hewell
Hull
Kennet
Kingston
Kirkham
Latchmere House
Leicester
Lewes
Leyhill
Liverpool
Lowdham Grange
Long Lartin

Maidstone
Mount
Northumberland
North Sea Camp
Nottingham
Norwich
Parkhurst
Peterborough
Preston
Ranby
Risley
Rye Hill
Shepton Mallet
Shrewsbury
Spring Hill
Standford Hill
Stocken
Sudbury
Swaleside
Verne
Wandsworth
Wayland
Wealstun
Wellingborough
Whatton
Whitemoor
Winchester
Wolds
Wormwood Scrubs
Wymott

Wales

Cardiff
Swansea
Parc
Prescoed

Scotland

Aberdeen
Edinburgh
Dumfries
Glenochil
Kilmarnock
Peterhead
Shotts

Channel Isles

La Moye

HAVEN DISTRIBUTION BALANCE SHEET AS AT 31 MARCH 2012

	Notes	2012	2011
		£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank accounts: CafGold		35,419	4,857
CafCash		50	50
Petty cash		3	3
Debtors & prepayments		563	1,040
		<u>36,040</u>	<u>5,950</u>
CURRENT LIABILITIES:			
Creditors	6	8,000	0
Accrued expenses		0	378
TOTAL ASSETS LESS			
CURRENT LIABILITIES		<u>28,040</u>	<u>5,950</u>
RESERVES:			
Restricted funds	3	4,451	3,804
Unrestricted funds		23,589	1,768
TOTAL FUNDS		<u>28,040</u>	<u>5,572</u>

APPROVED BY THE TRUSTEES ON: 9th October 2012

and signed on their behalf by:

Chair

Lee Humphreys

Secretary

Kim Shearer

Print name:

LEE HUMPHREYS

Print name:

KIM SHEARER

HAVEN DISTRIBUTION INCOME & EXPENDITURE ACCOUNT YEAR ENDED 31 MARCH 2012

	notes	restricted	unrestricted	TOTAL 2012	TOTAL 2011
		£	£	£	£
Receipts					
Grants	2	14,250	6,000	20,250	31,500
radio 4 appeal	5		16,335	16,335	0
Donations	4		1,771	1,771	1,644
Prisoner Contributions			139	139	525
Book Sales			2,416	2,416	840
Gift Aid tax claims			237	237	89
Bank Interest			26	26	32
Other Income			0	0	0
Total Receipts		14,250	26,924	41,174	34,630
Payments					
Payroll		0	0	0	11,370
Publicity		0	0	0	637
Bank charges		0	40	40	0
Furniture & Equipment		0	0	0	345
Postage		4,363	0	4,363	7,445
Postal Box charges		0	962	962	871
Premises Costs		671	3,426	4,097	2,870
Radio 4 appeal costs		0	243	243	0
Publications		8,294	0	8,294	16,623
Stall hire		0	45	45	60
Stationery		275	0	275	664
Insurances		0	81	81	196
Travel & Subsistence		0	0	0	216
Professional Fees		0	300	300	0
Other expenses		0	6	6	247
Total Payments		13,603	5,103	18,706	41,544
SURPLUS/(DEFICIT) FOR YEAR		647	21,821	22,468	(6,914)
Fund balances brought forward	3	3,804	1,768	5,572	12,486
Fund balances carried forward	3	4,451	23,589	28,040	5,572

HAVEN DISTRIBUTION

YEAR ENDED 31 MARCH 2012

NOTES TO THE ACCOUNTS

1) ACCOUNTING POLICIES

(A) Basis of accounting

These accounts have been prepared on the basis of historic cost and in accordance with:

- Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005)
- the Charities Act 1993

(B) Incoming Resources

Incoming Resources are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources, and the monetary value can be measured with sufficient reliability. 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.

(C) Tangible Fixed Assets

There were no fixed assets of any material value purchased during the year or owned by the charity at the year end.

(D) 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.

2) GRANTS RECEIVED

	restricted 2012 £	unrestricted 2012 £	restricted 2011 £	unrestricted 2011 £
Tudor Trust	0	0	21,000	0
Aldo Trust	0	0	2,500	0
JJ Charitable Trust	8,000	0	8,000	0
Garfield Weston Foundation	1,000	0	0	0
William Cadbury Trust	250	0	0	0
Brewin D Jurge	2,500	0	0	0
Ernest Cook	2,500	0	0	0
Whitaker Charitable Trust	0	1,000	0	0
J Paul Getty Charitable Trust	0	5,000	0	0
Total	14,250	6,000	31,500	0