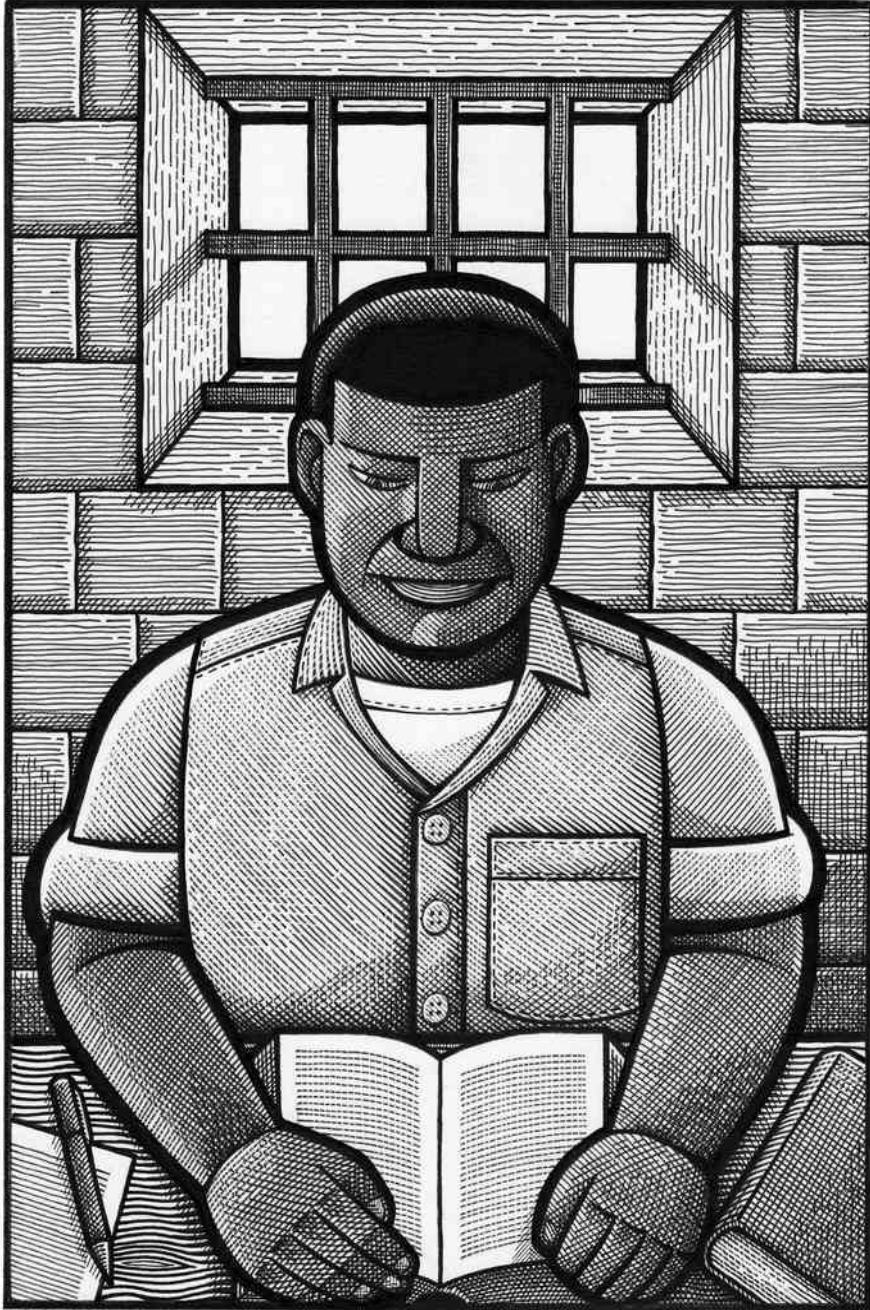


Haven Distribution



Annual Report 2012 - 2013

Haven Distribution Annual Report 2012 - 2013

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 2012 - 2013

Chair's Report

April 2012 to March 2013 has been another successful year with Haven Distribution having more funds and continuing to supply educational books & dictionaries across most of the prisons. We made the difficult decision to only provide books to people in prison who have more than 6 months still left to serve. We did so to both save money due to the cost of books and postage increasing and as a result of the large amount of returned books from prisons saying the inmate had been released. With limited resources we have to maximise our effectiveness. Indeed this has not meant a reduction in our service; in fact we have increased the amount of books going into prisons to 1,731 during the year.

In April 2012 we were very fortunate to receive a donation from the publishers Hachette UK, through their Hodder Trust, towards a project to encourage applications from women prisoners. This donation was particularly appreciated as the charities that were given donations were chosen by Hodder & Stoughton staff themselves. The project has involved us carrying out research to find out why we get such a small number of applications from female prisoners, work on engaging more women with the service and, of course, supplying books. We started with HMP Holloway and have made some good links with their library staff and education manager. We have also built links with the Education Department at HMP Downview (although this prison has now closed to transfer over to a male prison). In the year since we started the project our applications from women have increased from 5 to 52. We intend to build on this success and hope to make direct links with staff at other female prisons.

Haven continues to operate without any paid employees, meaning that all the money we raise is spent on providing books to prisoners. This is an important principle for us, despite the reliance on a few key volunteers.

I would like to thank those individuals who have given their time/money to assist with Haven, Jon the Driver whose support is really appreciated and not forgetting our anonymous website volunteer for his continuous *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 – JJ Charitable Trust, Aldo Trust, Hachette UK, Dulverton Trust & Whitaker Charitable Trust

Lee Humphries
Founder & Chair

Haven Distribution Annual Report 2012 – 2013

A selection of letters from our beneficiaries

**“I am writing to thank you for your kind generosity in sending me the book ‘Nutrition for Dummies’. This book will greatly assist me with my clinical Nutrition course & also will later help all those people also interested in the field of Nutrition”
Mr JA – HMP Parkhurst**

“Thank you very much for the gift of books ‘Boy A’ & Gypsy Boy’. I have wanted to read these two books for a long time & since the Scottish Prison Service have designated one supplier for books now, it was proving difficult for me to get these titles, unavailable in the library. Once I’ve read them I’ll donate them to the prison library. Keep sending prisoners books as literacy can help break the cycle of offending. Reading & writing has given ne new possibilities for the future, as a Peer Tutor having books to read with my mentees makes my mentoring so much easier as I pass on the love of reading to another. Like the Arts, a good book sets us free from the bars on the window” Mr MC – HMP Glenochil

“Thank you for the book ‘To 100 Simplified TIPS & Tricks for Photoshop’. This will be a massive assist to me & give me extra assistance when completing briefs in graphic Design. I am really grateful for this book & I know other prisoners speak very highly of your charity & the work you do, as will inn the Future. Thanks Again” Mr JW – HMP Buckley Hall

“I am writing to let you know that I think the Citizens Advice Handbook & dictionary was a very useful asset in my Level 3 Advice & Guidance course. I found them useful when I was on my own doing homework as I could refer back to it. It was also useful just to have in possession as many times in my cell as argument has come up & that book has settled it. A lot of my peers found the books really useful & we have all said that the books will come in handy when we are released & we can refer back to it.” Mr CW – HMP Wandsworth

Haven Distribution Annual Report 2012 – 2013

A selection of letters from our beneficiaries

“I’d like to thank you for sending me the Plumbing Revision Guide. This book proved to be a very valuable asset to me, as I achieved my levels 2 & 3 plumbing qualifications. I feel very grateful towards Haven Distribution, as without your charity, I’d have struggled to afford to buy this book myself as a serving prisoner. Many thanks” Mr NS – HMP Wayland

“I write to you regarding a recent publication you provided to me ‘Understanding Health & Social Care’. I received the set book & it has been invaluable to me throughout this module... I wanted to say thank you. You have helped me no end and I am very grateful. You probably don’t get to hear about success too often but I felt indebted to show my appreciation for your support. Mr DC – HMP Lewes

“Thank you so much for the English dictionary. In the next couple of weeks I will be starting a Counselling course specialising in drug & alcohol addiction. Thank you for your cooperation. Miss ST – HMP Bronzefield

“I would like to say thank you to everybody at Haven Distribution & those who support such a good cause. I received my ‘Tree Identification’ book to help with my Arboriculture Studies – it is a fantastic book that will not only help me with my course but will carry on being useful once I am released too.

This is the second book you have provided me in the last 5 years, the previous was a garden design manual. I went on to pass my garden design diploma with a distinction. I hope I can reward haven by completing my late4st studies with good results & hopefully one day I will be able to let you know that I have made good use of my studies and am working in the Arboriculture/horticultural field, who knows I may even be able to donate to help others in the future.

Last year my wide passed away suddenly leaving 3 young children with no available parents (luckily an aunt has stepped in), which was a massive wake-up call & I am more determined then ever in my life to be a success and parent. Thank you again. Mr JA - HMP Maidston

Haven Distribution Annual Report 2012 – 2013

Haven Distribution sent 1,731 educational books and dictionaries into prisons during 1 April 2012 – 31 March 2013. Of this 1731, 52 went to women prisoners. Here are the educational courses that prisoners were studying:

Adult Literacy	Health & Social care
Advice & Guidance	History
Antinomy	Horticulture
Animal Care	Humanities
Antiques	International Finance
Art	Interior Design
Art & Design	Joinery
Biology	Languages – French, German, Italian & Spanish
Book-keeping/Accountancy	Law
Bricklaying	Management
Business Enterprise	Mathematics
Business Start-Up	Media
Canine Behaviour	Mentoring
Carpentry	Motor Mechanics
Catering/Hospitality	Nutrition
CISCO/Computer Literacy	Oceanography
Chiropody	Painting & Decorating
Civil Engineering	Personal Fitness & Nutrition
Creative Writing	Philosophy
Criminology	Physics
Counselling	Plumbing
Driving Theory	Politics
Drug & Alcohol Counselling	Preparing to Teach in the Lifelong Learning Sector (PTTLS)
Ecology & Conservation	Proof Reading
Economics	Psychology
Electrical Engineering & Installation	Roofing
English Literature	Sports Psychology
English Language	Sociology
Environment	Stonemasonry
English for Speakers of Other Languages (ESOL)	Visual Arts
Farm Management	Waste Management
Graphic Design	Web Design
Hairdressing & Barbering	Welding
Health & Safety	

The 1,731 books were sent into a variety of prisons across the county and this is the list of all those prisons.

England

Acklington
Albany
Blantyre House
Blundeston
Bronzefield
Buckley Hall
Bullwood Hall
Bullington
Birmingham
Bristol
Brixton
Bullington
Bure
Camp Hill
Canterbury
Channings Wood
Chelmsford
Coldingley
Dartmoor
Dovegate
Downview
Durham
East Sutton Park
Edmunds Hill
Elmley
Erlestoke
Featherstone
Ford
Forest Bank
Foston Hall
Frankland
Full Sutton
Garth
Gartree
Gloucester
Grendon

Guys Marsh
Haverigg
Hewell
High Down
High Point
Holloway
Hull
Huntercombe
Garth
Grendon
Hewell
Hull
Kirkham
Leeds
Leicester
Lewes
Leyhill
Lindholme
Littlehey
Liverpool
Long Lartin
Lowdham Grange
Maidstone
Moorland
Mount
North Sea Camp
Northumberland
Norwich
Nottingham
Oakwood
Onley
Parkhurst
Peterborough
Ranby
Risley
Rochester
Rye Hill

Shepton Mallet
Spring Hill
Stafford
Standford Hill
Stocken
Stoke Heath
Sudbury
Swaleside
Verne
Wandsworth
Wayland
Wealstun
Whatton
Whitemoor
Winchester
Wolds
Wormwood Scrubs
Wymot

Wales

Cardiff
Swansea
Parc
Prescoed
Usk

Scotland

Aberdeen
Addiewell
Edinburgh
Dumfries
Glenochil
Kilmarnock
Shotts

INDEPENDENT EXAMINER'S REPORT to the Trustees of HAVEN DISTRIBUTION on the accounts for the year ended 31 MARCH 2013

I have examined the accounts on pages 2 to 5 which have been prepared on the basis of the accounting policies set out on page 4.

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 43(3) of the Charities Act 1993 ("the Act"), and that an independent examination is needed.

As independent examiner it is my responsibility to:

- (1) Examine the accounts under section 43 of the Act;
- (2) Follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7) (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 (in accordance with section 41 of the Act); 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 10th JANUARY 2014

HAVEN DISTRIBUTION BALANCE SHEET AS AT 31 MARCH 2013

	Notes	2013	2012
		£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank accounts:	CafGold	40,390	35,419
	CafCash	50	50
Paypal account		284	0
Petty cash		3	3
Debtors & prepayments		0	568
		<u>40,727</u>	<u>36,040</u>
CURRENT LIABILITIES:			
Creditors		0	8,000
Accrued expenses		0	0
TOTAL ASSETS LESS			
CURRENT LIABILITIES		<u>40,727</u>	<u>28,040</u>
RESERVES:			
Restricted funds	3	2,772	4,451
Unrestricted funds		37,955	23,589
TOTAL FUNDS		<u>40,727</u>	<u>28,040</u>

APPROVED BY THE TRUSTEES ON: 12th January 2014

and signed on their behalf by:

Chair 

Secretary 

Print name: LEE HUMPHRIES

Print name: KIM SHEARER

**HAVEN DISTRIBUTION
INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2013**

	notes	restricted	unrestricted	TOTAL 2013	TOTAL 2012
		£	£	£	£
Receipts					
Grants	2	16,500	15,000	31,500	20,250
radio 4 appeal	5	0	705	705	16,335
Donations	4	0	3,327	3,327	1,771
Prisoner Contributions		0	653	653	139
Book Sales		0	2,416	2,416	2,416
Gift Aid tax claims		0	0	0	237
Bank Interest		0	84	84	26
Other Income		0	0	0	0
Total Receipts		16,500	22,185	38,685	41,174
Payments					
Advertising & Promotional costs		0	309	309	0
Bank charges		0	10	10	40
Postage		6,054	0	6,054	4,363
Postal Box charges		652	0	652	962
Premises Costs	6	0	6,650	6,650	4,097
Radio 4 appeal costs		0	0	0	243
Publications		11,473	0	11,473	8,294
Stall hire		0	50	50	45
Stationery		0	560	560	275
Insurances		0	0	0	81
Professional Fees		0	240	240	300
Other expenses		0	0	0	6
Total Payments		18,179	7,819	25,998	18,706
SURPLUS/(DEFICIT) FOR YEAR		(1,679)	14,366	12,687	22,468
Fund balances brought forward	3	4,451	23,589	28,040	5,572
Fund balances carried forward	3	2,772	37,955	40,727	28,040

HAVEN DISTRIBUTION NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2013

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 2013 £	unrestricted 2013 £	restricted 2012 £	unrestricted 2012 £
Dulverton Trust	5,000	0	0	0
Aldo Trust	2,500	0	0	0
JJ Charitable Trust	8,000	0	8,000	0
Hachette UK	0	15,000	0	0
Garfield Weston Foundation	0	0	1,000	0
William Cadbury Trust	0	0	250	0
Brewin D Jurge	0	0	2,500	0
Ernest Cook	0	0	2,500	0
Whitaker Charitable Trust	1,000	0	0	1,000
J Paul Getty Charitable Trust	0	0	0	5,000
Total	16,500	15,000	14,250	6,000

**HAVEN DISTRIBUTION
NOTES TO THE ACCOUNTS continued
YEAR ENDED 31 MARCH 2013**

3) RESTRICTED FUNDS AT YEAR END

	2013	2012
	£	£
Whitaker Charitable Trust	1,000	0
Dulverton Trust	1,772	0
Ernest Cook	0	2,500
Brewin D Jurge	0	1,951
Total	<u>2,772</u>	<u>4,451</u>

4) STANDING ORDERS

Within the donations figure of £3,327 there are the following monthly standing orders at the end of the year: AK Distribution - £20; L Humphries - £10; E Long - £10; J Sarre - £10; D White - £50; M Evans - £10; J Balchin - £20.

5) RADIO 4 APPEAL

In 2012 the charity broadcast a successful fundraising appeal on BBC Radio 4. All funds are unrestricted donations and associated costs are shown in the expenditure side of the accounts.

6) PREMISES COSTS

The premises costs are split as following:

	2013	2012
Rent	4,680	3,304
Rates	1,475	73
Phone	495	720
Total	<u>6,650</u>	<u>4,097</u>