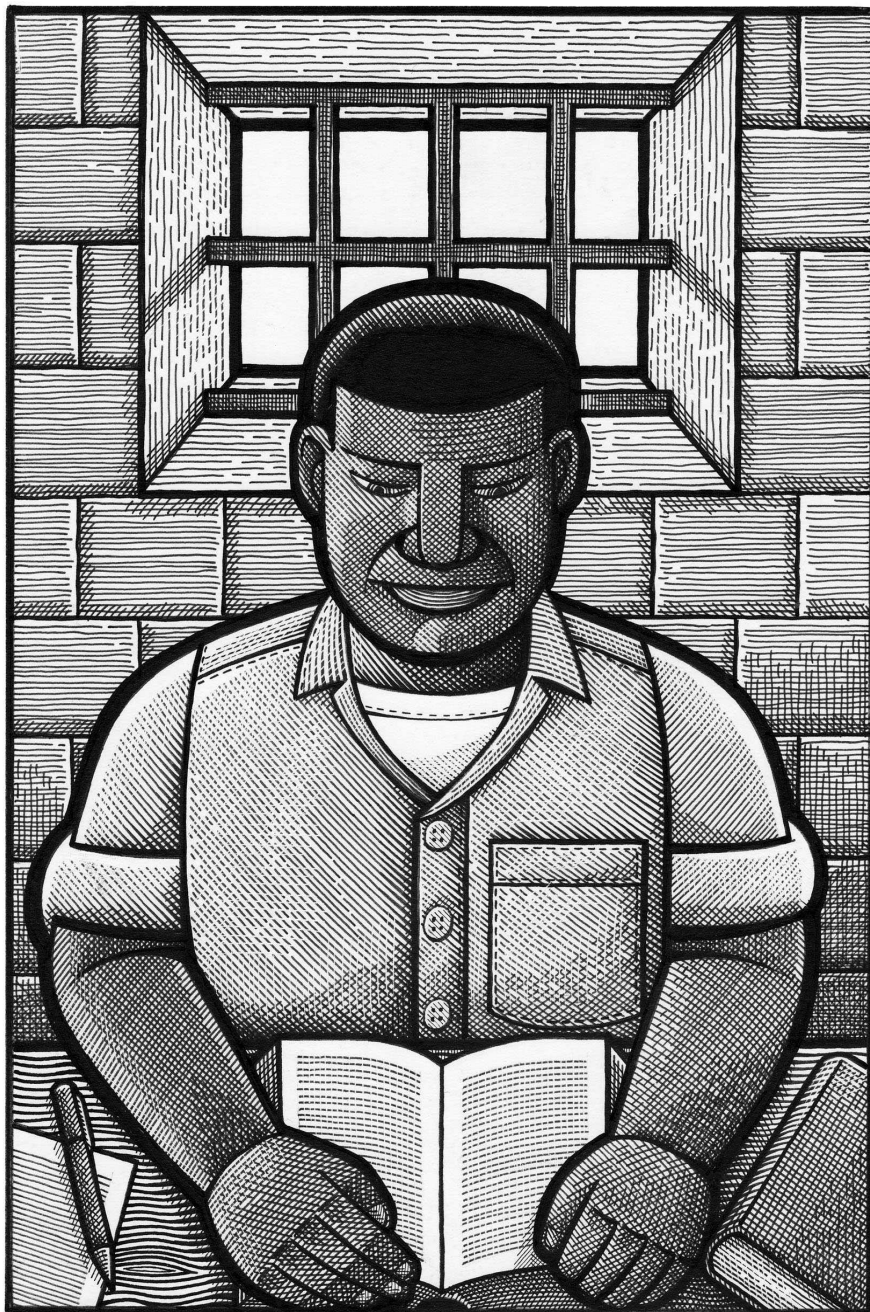


# Haven Distribution



**Annual Report 2014 - 2015**

# Haven Distribution Annual Report 2014 - 2015

## General Information

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

Registered Charity Number: 1089868

Website: [www.havendistribution.org.uk](http://www.havendistribution.org.uk)

Email: [info@havendistribution.org.uk](mailto:info@havendistribution.org.uk)

Patron: Benjamin Zephaniah

Trustees:

Lee Humphries – Founder & chair  
Kim Shearer – Secretary  
Emma Long – Trustee

Volunteers:

Luke Billingham & John Child

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

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

## **Haven Distribution Annual Report 2014 - 2015**

### **Chair's Report**

We have had another successful year with Haven Distribution able to supply 1,451 educational books & dictionaries across much of the prison estate. This is an increase of over 12% on the previous year. We have managed this despite the Book Ban still being in force during this period.

We were absolutely delighted to receive not one but two anonymous donations of £10,000 each which has given us the opportunity to reach out to more prisoners in buying books for their studies. I would like to personally thank those two individuals for choosing to support Haven.

April 2014 saw us move in to our new office. A big thank you to all those who gave up their time to help us move a huge number of books and office equipment to our new address. Haven Distribution has no paid staff so we depend on the generosity of individuals committed to ensuring that our vital service continues.

I wish to thank the following people for their time & energy in assisting with Haven: Jen for her screen printing; Luke for his support around our social media presence; Jon the Driver; our website volunteer. Big thanks go to Emma & John for fundraising and promoting Haven's work in the North. To the people who regularly donate money each month, thank you - it means a lot to us.

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

### **Lee Humphries**

Founder and Chair

## Haven Distribution Annual Report 2014 – 2015

### A selection of letters from our beneficiaries

"Thank you so much for the two books you sent in. I am going to save them & call them Christmas presents. In that way I will enjoy reading them over Christmas period. Once again thank you & I am very grateful to you". Yours. Myles - HMP Parkhurst



"I would really like to thank you for the book 'Contemporary Drawing'. It will be such a valuable resource to my studies, again, thank you so much. Please find enclosed a card, the picture on the front is what I have just won a Gold Award for drawing at this year's [The Koestler Trust](#) Awards 2015, currently on show at the Southbank Centre entitled 'Caution' Jackson at Work" Regards Michael - HMP Full Sutton.

"I am writing to yourselves to thank you all for the Reflexology book that you sent to me which will help me with my studies. The Reflexology Bible which you sent is fantastic & will not just be to assist me with my studies, but will assist me throughout my Reflexology practice. The book actually covers more than my course & the scope of the Reflexology it covers will only help extend my

knowledge in the practice of Reflexology. So thank you to all that are involved in the distribution of books to prisoners, as there are people like myself who do appreciate the good work you do, as I wish to help others & not be a burden on society once released.". Mike - HMP Lowdham Grange, Notts.

"I write to express my gratitude to Haven for your help in regards to the Psychology A Level course book you sent me. It is vital to do my studies & something I would not of been able to purchase on my own. I am now making good progress with my course work & I enjoy the subject matter immensely. I am now able to prepare for my first assignment & I am now more confident that I will do well. Thank you very much for your help & support, it is & always be very much appreciated". Stephen - HMP Wymott, Preston.

"I'm just writing to confirm receipt & also thank you for the copy of the Handbook of Literary Research which you most kindly sent to me. It contains some scary long words but i'm sure it will be very useful to me in my Open University MA in English which begins in October. Once again, many thanks for your generosity" Mike - HMP Erlestoke, Wilts.

"Thank you very much for the book you sent me. I am a middle aged prisoner who is not used to the modern age of technology so learning how to use a computer will play an important role in my rehabilitation & preparation for release. The book I requested was Microsoft office for Dummies. This explains how to use Office in simple & easy to follow steps. it will be a great help in my learning the basics. Thank you very much for your help & support" Terry - HMP Wymott, Lancs.

"As always, really impressed with the quality of the books and the speed they arrive. I'm getting some of the women to write a thank you, which I'll send on". Regards Judith - Education Dept at HMP Send.

## Haven Distribution Annual Report 2014 – 2015

Haven Distribution sent 1,451 educational books and dictionaries into prisons during 1 April 2014 – 31 March 2015. Of this 1,451, 80 went to women prisoners. Here are the educational courses that prisoners were studying:

Addiction Counselling	Health & Safety
Adult Literacy	Health & Social care
Advice & Guidance	History
Antinomy	HGV Driving Theory
Animal Care	Horticulture
Antiques	Humanities
Art	International Finance
Art & Design	Interior Design
Barbering	Joinery
Biology	Journalism
Book-keeping/Accountancy	Languages – French, Italian, German, Greek, Russian, Latin, Spanish & Welsh
Bricklaying	Law
Business Enterprise	Management
Business Start-Up	Mathematics
Canine Behaviour	Media
Carpentry	Mentoring
Catering/Hospitality	Motor Mechanics
CISCO/Computer Literacy	Music Theory
Civil Engineering	Nutrition
Conflict Management	Organic Vegetable Growing
Creative Writing	Painting & Decorating
Criminology	Personal Fitness & Nutrition
Counselling	Philosophy
CSCS Card	Plumbing
Driving Theory	Politics
Drug & Alcohol Counselling	Preparing to Teach in the Lifelong Learning Sector (PTTLS)
Eco Building Design	Psychology
Ecology & Conservation	Science
Economics	Sociology
Electrical Engineering & Installation	Solar Energy
English Literature	Textiles
English Language	Visual Arts
English for Speakers of Other Languages (ESOL)	Warehousing & Storage
Farm Management	Waste Management
Geography	Web Design
Graphic Design	
Hairdressing	

The 1,451 books were sent into a variety of prisons across the county and this is the list of all those prisons.

<b>England</b>	Hull	Standford Hill
Albany	Huntercombe	Stocken
Altcourse	Kirkham	Stoke Heath
Ashfield	Leicester	Sudbury
Blelmarsh	Lewes	Swaleside
Buckley Hall	Leyhill	Thorn Cross
Bullingdon	Lincoln	Verne
Birmingham	Lindholme	Wandsworth
Brixton	Littlehey	Warren Hill
Bure	Liverpool	Wayland
Coldingley	Long Lartin	Whatton
Dartmoor	Lowdham Grange	Whitemoor
Dovegate	Maidstone	Winchester
East Sutton Park	Moorland	Wolds
Elmley	Mount	Wymott
Erlestoke	North Sea Camp	
Featherstone	Northumberland	<b>Wales</b>
Ford	Norwich	Parc
Frankland	Nottingham	Usk
Full Sutton	Oakwood	
Garth	Onley	<b>Scotland</b>
Gartree	Parkhurst	Dumfries
Grendon	Pentonville	Glenochil
Guys Marsh	Peterborough	Grampian
Hatfield	Ranby	Kilmarnock
Haverigg	Risley	Low Moss
High Down	Rochester	Shotts
High Point	Rye Hill	
Hollesley Bay	Send	<b>Channel Islands</b>
Holloway	Spring Hill	La Moye
Holme House	Stafford	

The four prisons which still ban us from sending books remain as Belmarsh, Wakefield, Woodhill & Low Newton women's prison.



# INDEPENDENT EXAMINER'S REPORT to the Trustees of HAVEN DISTRIBUTION on the accounts for the year ended 31 MARCH 2015

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 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

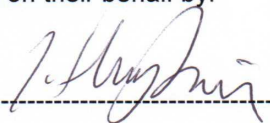
Date: 8th September 2015

**HAVEN DISTRIBUTION  
BALANCE SHEET  
AS AT 31 MARCH 2015**

Notes	2015	2014
	£	£
<b>FIXED ASSETS</b>	0	0
<b>CURRENT ASSETS</b>		
Bank accounts: CafGold	64,295	41,672
CafCash	(464)	(102)
Paypal account	456	44
Petty cash	3	3
Debtors & prepayments	0	0
	<u>64,290</u>	<u>41,617</u>
<b>CURRENT LIABILITIES:</b>		
Creditors	0	0
Accrued expenses	0	0
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>64,290</u>	<u>41,617</u>
<b>RESERVES:</b>		
Restricted funds 3	3,073	2,927
Unrestricted funds	61,217	38,690
<b>TOTAL FUNDS</b>	<u>64,290</u>	<u>41,617</u>

APPROVED BY THE TRUSTEES ON: 8th September 2015

and signed on their behalf by:

Chair 

Secretary 

Print name: LEE HUMPHREYS

Print name: KIM SHEARER

# HAVEN DISTRIBUTION INCOME & EXPENDITURE ACCOUNT YEAR ENDED 31 MARCH 2015

	notes	restricted £	unrestricted £	TOTAL 2015 £	TOTAL 2014 £
<b>Receipts</b>					
Grants	2	12,000	0	12,000	11,305
Donations	4 & 5	0	23,432	23,432	3,226
Prisoner Contributions		0	140	140	97
Book Sales		0	1,522	1,522	1,712
Bank Interest		0	84	84	47
Other Income		0	0	0	0
<b>Total Receipts</b>		<b>12,000</b>	<b>25,178</b>	<b>37,178</b>	<b>16,387</b>
<b>Payments</b>					
Bank Charges		0	45	45	31
Postage		536	0	536	3,493
Postal Box Charges		455	0	455	132
Premises Costs	6	0	2,102	2,102	4,036
Publications		10,863	33	10,896	7,352
Stall Hire		0	50	50	50
Stationery		0	166	166	0
Repairs		0	65	65	185
Professional Fees		0	190	190	210
Other Expenses		0	0	0	8
<b>Total Payments</b>		<b>11,854</b>	<b>2,651</b>	<b>14,505</b>	<b>15,497</b>
<b>SURPLUS FOR YEAR</b>		<b>146</b>	<b>22,527</b>	<b>22,673</b>	<b>890</b>
Fund balances brought forward	3	2,927	38,690	41,617	40,727
<b>Fund balances carried forward</b>	<b>3</b>	<b>3,073</b>	<b>61,217</b>	<b>64,290</b>	<b>41,617</b>

# HAVEN DISTRIBUTION NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2015

## 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 2011

### (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 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 2015 £	unrestricted 2015 £	restricted 2014 £	unrestricted 2014 £
Aldo Trust	3,000	0	3,000	0
JJ Charitable Trust	8,000	0	8,000	0
Hardman Trust	0	0	0	305
Whitaker Charitable Trust	1,000	0	0	0
<b>Total</b>	<b>12,000</b>	<b>0</b>	<b>11,000</b>	<b>305</b>

## 3) RESTRICTED FUNDS AT YEAR END

	2015 £	2014 £
Aldo Trust	0	0
Whitaker Charitable Trust	209	0
JJ Charitable Trust	2,864	2,927
<b>Total</b>	<b>3,073</b>	<b>2,927</b>

## HAVEN DISTRIBUTION NOTES TO THE ACCOUNTS continued YEAR ENDED 31 MARCH 2015

### 4) STANDING ORDERS

Within the donations figure of £23,432 there are also a number of monthly standing orders and regular Pay Pal monthly payments

### 5) DONATIONS

In 2015 there are 2 one-off donation of £10,000 each within the donations figure.

### 6) PREMISES COSTS

The premises costs are split as following:

	2015	2014
Rent	2,000	4,320
Rental deposit returned	(480)	
Rates (2014 is a rebate)	0	(855)
Phone	582	571
Total	2,102	4,036

The present rent is currently £2,000 a year.