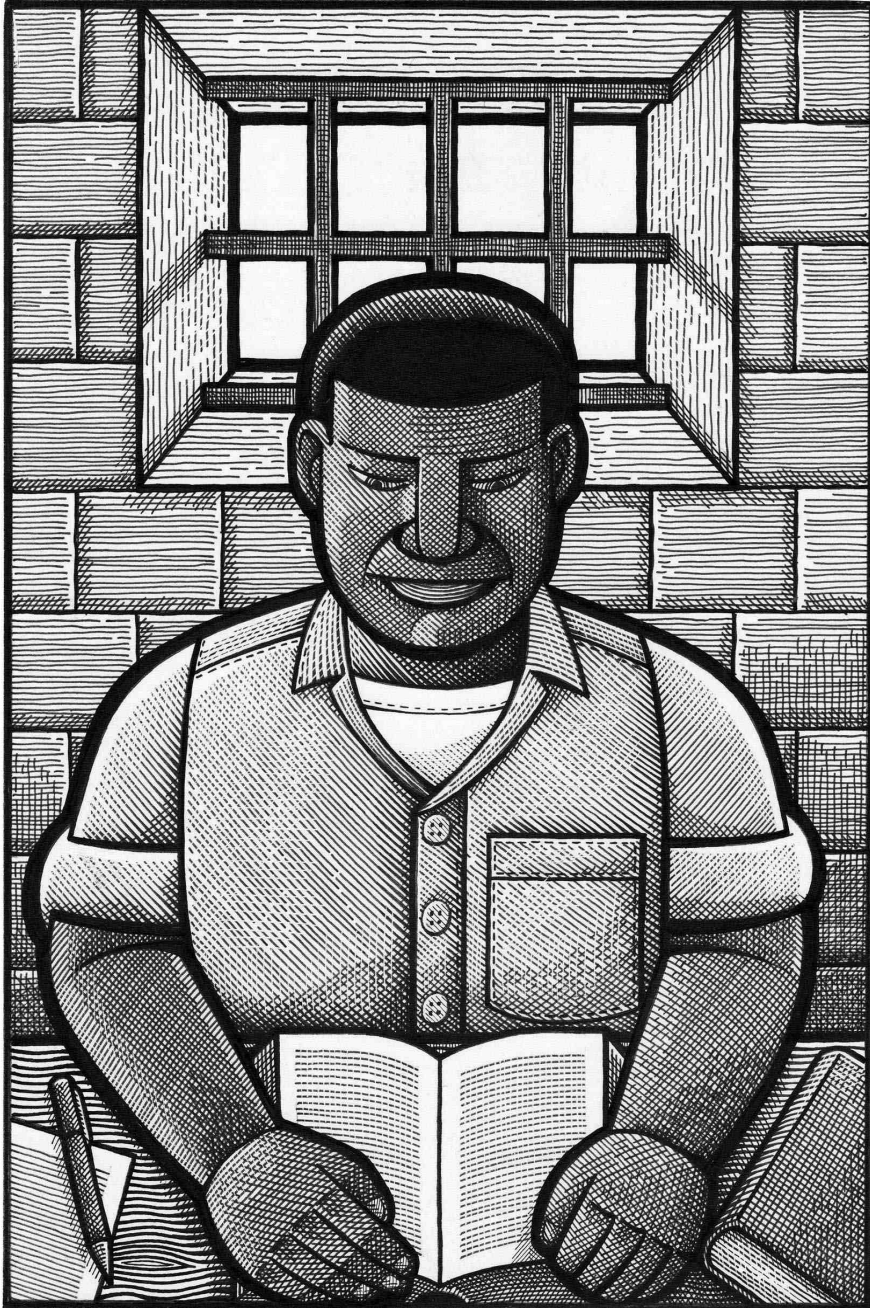


Haven Distribution



Annual Report 2015 - 2016

Haven Distribution Annual Report 2015 - 2016

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

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 2015 - 2016

Chair's Report

We have had another successful year with Haven Distribution able to supply 1,777 educational books & dictionaries across much of the prison estate. This is an increase of over 22% on the previous year. The number of books sent to women prisoners continues to increase although they are still massively under represented in using our service. We are working to address this by continuing to build links with education departments and tutors. In addition, we sent in 294 donated books from our catalogue from Pluto Press, Sage, New Left Review and Verso

Haven Distribution is run entirely by volunteers with no paid staff so we depend on the generosity of individuals & charitable funds committed to ensuring that our vital service continues. A big thank you to all those who have made donations, large or small.

I wish to thank the following people for their time & energy in assisting with Haven: Jen for her screen printing; Luke for all his work in the office and on social media; Jon the Driver. Big thanks go to Emma & John for fundraising and promoting Haven's work in the North. In addition, thank you to Tony, Louise and Jae for your ongoing support over the years. 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 and JJ Charitable Trust.

Lee Humphries

Founder and Chair

Haven Distribution Annual Report 2015 – 2016

A selection of letters from our beneficiaries

“Dear Haven, Many thanks for all your support since I have been locked up. The books you sent me when I was first locked up really helped me by keeping myself focused & by staying positive & taking my mind off all the madness in prison. Please can you send me another catalogue and any books by Pluto Press or Verso as all their titles are very interesting. I am grateful of your kindness as the books we have in prison are not very good & take such a long time to order if they turn up. So many thanks. Nick - HMP Channings Wood, Devon”

“Dear Haven, I'm writing in the hope you maybe able to assist me as you have done no end throughout the duration of my studies. I have recently commenced my penultimate study module towards my BSC (Hons) Criminology & Psychology with the Open University....I plan to invite all those who have supported my study to my graduation ceremony, I am hoping to achieve a first class honours....I could not have achieved this without the support of Haven Distribution amongst others. Thank you kindly. Dan - HMP Full Sutton.”

“Dear Haven, I am writing to thank you for the books you provided for me. It is always refreshing to find charities that are willing to help prisoners especially with literature & education. You can feel that as a prisoner the outside world views us as illiterate/uneducated, or not worth attempting to educate. Even the prison system sometimes feels like it doesn't really believe its own mantra of 'Rehabilitation & Education', as it can be difficult to get access to education, or at least education of a decent standard. The Library provides books but usually they are damaged or just pulp fiction that is of little educational value...Again thanks for the service you provide. James - HMP Barlinnie, Glasgow.”

“Dear Haven, I just want to thank you for the book 'RHS Essential Gardening Techniques'. I'm currently studying RHS Level II Certificate in Practical Horticulture & this book will be a valuable resource for my course. The work you do at Haven is commendable & contributes to people's progression. I have always enjoyed receiving the list of free books for readers & wondered if you could send me a copy. Thanks again for the book and a great service. Yours Mr R. - HMP Leyhill”

“Dear Haven, I received the Dictionary of Social Sciences you sent in April 2016 - eventually; which was a God send, & the 'Counselling Skills' from Sage has been a great help in my work as a 'Recovery Mentor'. I have just started my Level 2 - 'Exploring Philosophy' of my degree. If there is any books you could help me with I would really appreciate it. Many thanks. Marie - HMP Peterborough”

“Dear Haven, I'm writing to confirm delivery of the book Borderline Personality Disorder. I would like to thank you for purchasing this book for me, it truly is appreciated. The book is very informative & easy to understand & it has helped me a lot to understand borderline personality disorders. Thank you once again. Ms H. HMP Send.”

“Dear Haven, Some time back I requested 'The Beginners Guide to Floristry', to aid me with the City & Guilds Floristry course I enrolled on...I eventually got the book & I'm writing to say Thank You Very Much. It will be a great help to me not only on this course but in my other main pursuit, which is to hone my skills in Botanical illustration, which I have been studying for some time. The previous book you sent me, 'The Modern Flower Painter', was & still is very inspiring. These studies must be working because last year I entered 6 of my paintings into the Koestler Trust competition & one was selected for their South Bank exhibition...the tuition books I've had from Haven have been a great help. Yours Dell - HMP Bure”

Haven Distribution Annual Report 2015 – 2016

Haven Distribution sent 1,777 educational books and dictionaries into prisons during 1 April 2015 – 31 March 2016. Of this 1,777, 96 books went to women prisoners. Here are the educational courses that prisoners were studying:

Addiction Counselling	Graphic Design
Adult Literacy	Hairdressing
Advice & Guidance	Health & Safety
Antinomy	Health & Social care
Animal Care	History
Antiques	HGV Driving Theory
Art	Horticulture
Art & Design	International Finance
Barbering	Interior Design
Bicycle Repair	Joinery
Biology	Journalism
Book-keeping/Accountancy	Languages – Arabic, BSL, Chinese, English, French, Italian, German, Greek, Russian, Latin, Spanish, Yiddish & 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	Painting & Decorating
Creative Writing	Personal Fitness & Nutrition
Criminology	Philosophy
Counselling	Plumbing
CSCS Card	Politics
Driving Theory	Preparing to Teach in the Lifelong Learning Sector (PTTLS)
Drug & Alcohol Counselling	Psychology
Eco Building Design	Science
Ecology & Conservation	Sociology
Economics	Solar Energy
Editing & Proofreading	Textiles
Electrical Engineering & Installation	Visual Arts
English Literature	Warehousing & Storage
English Language	Waste Management
English for Speakers of Other Languages (ESOL)	Web Design
Farm Management	
Forestry	
Geography	

The 1,777 books were sent into a variety of prisons across the county and this is the list of all those prisons.

England	Hewell Grange	Nottingham
Altcourse	High Down	Oakwood
Ashfield	High Point	Onley
Aylesbury	Hollesley Bay	Pentonville
Birmingham	Hull	Peterborough
Brinsford	Huntercombe	Portland
Bristol	Humber	Ranby
Buckley Hall	Huntercombe	Risley
Bullington	Isle of Wight	Rochester
Bure	Kennet	Rye Hill
Channings Wood	Kirkham	Send
Coldingley	Kirklevington Grange	Spring Hill
Dartmoor	Lancaster	Stafford
Dovegate	Leicester	Standford Hill
Drake Hall	Leyhill	Stocken
Elmley	Lincoln	Stoke Heath
Erlestoke	Lindholme	Styal
Featherstone	Littlehey	Sudbury
Ford	Liverpool	Swaleside
Forest Bank	Long Lartin	Thorn Cross
Frankland	Lowdham Grange	Wandsworth
Full Sutton	Maidstone	Wayland
Garth	Manchester	Whatton
Gartree	Mount	Whitemoor
Grendon	New Hall	Winchester
Guys Marsh	North Sea Camp	Wormwood Scrubs
Hatfield	Northumberland	Wymott
Hewell	Norwich	

Wales

Parc

Usk

Scotland

Barlinnie

Bowhouse

Castle Huntley

Corton Vale

Edinburgh

Dumfries

Glenochil

Grampian

Kilmarnock

Low Moss

Perth

Shotts

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 2016

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: 6th January 2017

HAVEN DISTRIBUTION BALANCE SHEET AS AT 31 MARCH 2016

	Notes	2016	2015
		£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank accounts:	CafGold	55,645	64,285
	CafCash	(1,199)	(464)
Paypal account		68	458
Petty cash		0	3
Debtors & prepayments		1,100	0
		<u>55,632</u>	<u>64,290</u>
CURRENT LIABILITIES:			
Creditors		0	0
Accrued expenses		0	0
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>55,632</u>	<u>64,290</u>
RESERVES:			
Restricted funds	3	0	3,073
Unrestricted funds		55,632	61,217
TOTAL FUNDS		<u>55,632</u>	<u>64,290</u>

APPROVED BY THE TRUSTEES ON: 5th January 2017

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 2016

	notes	restricted	unrestricted	TOTAL 2016	TOTAL 2015
		£	£	£	£
Receipts					
Grants	2	11,000	0	11,000	12,000
Donations	4	0	4,052	4,052	23,432
Prisoner Contributions		0	135	135	140
Book Sales		0	544	544	1,522
Bank Interest		0	136	136	84
Other Income		0	0	0	0
Total Receipts		11,000	4,967	15,967	37,178
Payments					
Bank Charges		0	29	29	45
Postage		716	0	716	536
Postal Box Charges		0	548	548	455
Premises Costs	5	0	2,438	2,438	2,102
Publications		13,357	4,323	17,680	10,896
Staff Hire		0	95	95	50
Stationery		0	125	125	166
Printing		0	1,047	1,047	0
Promotional Materials		0	1,748	1,748	0
Repairs				0	65
Professional Fees		0	200	200	190
Other Expenses				0	0
Total Payments		14,073	10,553	24,626	14,505
SURPLUS FOR YEAR		(3,073)	(5,586)	(8,659)	22,673
Fund balances brought forward	3	3,073	61,217	64,290	41,617
Fund balances carried forward	3	0	55,631	55,631	64,290

HAVEN DISTRIBUTION NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2016

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 2016 £	unrestricted 2016 £	restricted 2015 £	unrestricted 2015 £
Aldo Trust	3,000	0	3,000	0
JJ Charitable Trust	8,000	0	8,000	0
Hardman Trust	0	0	0	0
Whitaker Charitable Trust	0	0	1,000	0
Total	11,000	0	12,000	0

3) RESTRICTED FUNDS AT YEAR END

	2016 £	2015 £
Aldo Trust	0	0
Whitaker Charitable Trust	0	209
JJ Charitable Trust	0	2,864
Total	0	3,073

HAVEN DISTRIBUTION

NOTES TO THE ACCOUNTS continued

YEAR ENDED 31 MARCH 2016

4) STANDING ORDERS

Within the donations figure of £4,052 there are also a number of monthly standing orders and regular Pay Pal monthly payments.

5) PREMISES COSTS

The premises costs are split as following:

	2016	2015
Rent	2,000	2,000
Rental deposit returned	0	(480)
Phone	438	582
Total	<u>2,438</u>	<u>2,102</u>