

## Stanborough Press Limited

Company Number: 00041819

Registered Charity Number: (England and Wales): 235245

### REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2017



**Stanborough Press Limited**  
**Administration Details**  
**For the year ended 31 December 2017**

|                                    |  |
|------------------------------------|--|
| <b>Trustees</b>                    | Mr Graham Barham<br>Mr Julian Hibbert<br>Pastor Richard Jackson<br>Mr Victor Pilmoor<br>Mr Earl Ramharacksingh<br>Mrs Maureen Rock<br>Miss Elisabeth Sanguesa-Abenia<br>Pastor John Surridge<br>Pastor Ian Sweeney<br>Mr Paul Thompson<br>Mr Trevor Johnson (appointed 2 March 2017)<br>Mr John Middleditch (appointed 2 March 2017)<br>Pastor Emmanuel Osei (appointed 21 June 2017)<br>Pastor Desmond Rafferty (resigned 31 December 2016) |
| <b>Bankers</b>                     | NatWest Bank<br>27-28 St Peter's Hill<br>Grantham<br>Lincolnshire<br>NG31 6QG  |
| <b>Auditors</b>                    | Kingston Smith LLP<br>4 Victoria Square<br>St Albans<br>AL1 3TF  |
| <b>Registered office</b>           | Alma Park<br>Grantham<br>Lincolnshire<br>NG31 9SL  |
| <b>Company registration number</b> | 00041819   |
| <b>Charity registration number</b> | 235245   |

# **Stanborough Press Limited**

## **Trustees' Annual Report**

### **For the year ended 31 December 2017**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Stanborough Press Limited (the company) for the year ended 31 December 2017, which have been audited by Kingston Smith LLP.

The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Charities SORP (FRS 102) issued January 2015.

This Trustees' and Directors' Report is not only to fulfil the legal and statutory requirements, but it is intended to explain the activities and future plans of this charitable company.

#### **Structure, governance and management**

##### **a. Constitution**

The company is registered as a members limited liability company and was set up by a Memorandum of Association on 23 August 1894.

The company is constituted under a Memorandum of Association dated 23 August 1894 and is a registered charity number 235245.

The principal object of the company is to provide Seventh-day Adventist Christian literature and similar materials to nurture faith and the spiritual development among Seventh-day Adventists and the General public in the United Kingdom and such other countries that can benefit from our supply.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

Trustees have an ongoing induction program comprising governance, the Company's vision and priorities. Trustees are able to undertake training specific to their role and attend a meeting with the Management Team to review and forward plan.

##### **b. Method of appointment or election of Trustees**

The management of the company is the responsibility of the Trustees who are appointed annually by the British Union Conference of Seventh-day Adventists.

##### **c. Organisational structure and decision-making**

The company acts in accordance with the philosophy and operating policies of the world-wide Seventh-day Adventist church. It is supported by its parent organisation, the British Union Conference of Seventh-day Adventists, and receives support from its sister publishing house, The Review and Herald Publishing Association in the United States of America.

It is governed by its Board of Directors, which meets three times a year. The day-to-day management is delegated to its officers, three of whom are directors of the company, and report directly to the Board.

The company also administers House of Natural Food Ltd, a non-charitable company selling health foods, mainly to members of the Seventh-day Adventist congregations in the British Isles.

**Stanborough Press Limited**  
**Trustees' Annual Report**  
**For the year ended 31 December 2017 (Continued)**

**d. Risk management**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**Objectives and activities**

**a. Policies and objectives**

The principle objective of the company is to procure and distribute Christian literature.

**b. Strategies for achieving objectives**

The company sells its literature to Seventh-day Adventist organisations in foreign countries, and to the general public in the United Kingdom.

**Achievements and Performance**

**a. 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. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. Review of activities**

The Stanborough Press continued to publish and distribute quarterly Bible Study materials as required by Seventh-day Adventist Churches, literature for faith development, and large numbers of books for general distribution in various African and European languages. A range of children's, health and family life books were also developed and brought to market. Further development of literature by the church's founding author were developed and distributed. Various convocations held by the church serve as significant outlets for these materials.

Sales to West, East, Central and Southern Africa continued on a steady path during 2017.

Sales to the local congregations in the British Union through the Adventist Book Centre continue to represent a significant contribution in overall sales turnover. Sales to Christian bookshops are a growth area.

**c. Investment policy and performance**

For the most part funds are utilised for the working capital of the company and the maintenance of stock to furnish our markets. Interest earned in deposit accounts is incidental to the overall operation.

**d. Factors relevant to achieve objectives**

The Company has continued to outsource its printing to companies in Thailand, China, UK and the United States to obtain the most competitive cost prices and to improve margins.

**Stanborough Press Limited**  
**Trustees' Annual Report**  
**For the year ended 31 December 2017 (Continued)**

The demand for our core materials is being sustained, and our export market is strong. Demand for discretionary reading materials has weakened in the current economic climate reducing the viability of sales events. Structural changes among some of our customers has diluted the efficiency of their operations reducing their credit worthiness to us.

**Financial Review**

**a. Reserves policy**

The designated reserves of Stanborough Press are described in note 12 of accounts. The estimated general reserve requirement of the company based on the level of working capital needed for ongoing operations at 80% of annual operating costs is £1,608,000 given the length of the value chain in literature sales and distribution. The actual general reserve as at 31 December 2017 was £1,815,000.

**b. Financial results**

The financial results for the year are shown in the attached financial statements. The operating results of the non-charitable subsidiary organisation, House of Natural Food Limited, have been brought into the financial statement of activity as fundraising income and expense.

**Plans for the future**

**a. Future developments**

The warehouse in Grantham is in need of refurbishment to ensure that adequate storage for stock and workstations are available for all staff. Refurbishment is an on-going process as and when funds become available. Plans are also being made to replace a rented storage facility with an extension to our Alma Park warehouse.

# Stanborough Press Limited

## Statement of Trustees' Responsibilities

The trustees (who are also directors of Stanborough Press Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company law required trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and the group and of the outgoing resources and application of resources, including the income and expenditure, of the charitable group 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Statement of Disclosure to Auditors

- So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Approved by the Trustees and Directors of Stanborough Press Limited and signed on their behalf by:



V Pilmoor  
Trustee  
Date: 18/7/2018

# Independent Auditors' Report to the Trustees of Stanborough Press Limited

## Opinion

We have audited the financial statements of Stanborough Press Limited for the year ended 31 December 2017 which comprise the Statement of Financial Activities, the Balance Sheet, Cashflow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# **Independent Auditors' Report to the Trustees of Stanborough Press Limited**

## **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report have been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and from preparing a Strategic Report.

## **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.



# Independent Auditors' Report to the Trustees of Stanborough Press Limited

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Silvia Vitiello**  
**Senior Statutory Auditor**  
For and on behalf of Kingston Smith LLP,  
Statutory Auditors

Date: 18/7/18

4 Victoria Square  
St Albans  
AL1 3TF

**Stanborough Press Limited**  
**Statement of Financial Activities**  
**For the year ended 31 December 2017**

|                                    | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income and Expenditure</b>      |       |                            |                          |                    |                    |
| <b>Income and Endowments from:</b> |       |                            |                          |                    |                    |
| Donations and legacies             | 2     | 102,677                    | -                        | 102,677            | 73,799             |
| Charitable activities              |       | 1,835,242                  | -                        | 1,835,242          | 2,629,454          |
| Other trading activities           | 3     | 65,746                     | -                        | 65,746             | 87,705             |
| Investments                        | 3     | 1,890                      | -                        | 1,890              | 236                |
| <b>Total</b>                       |       | <u>2,005,555</u>           | <u>-</u>                 | <u>2,005,555</u>   | <u>2,791,194</u>   |
| <b>Expenditure on:</b>             |       |                            |                          |                    |                    |
| Raising funds                      |       | 98,927                     | -                        | 98,927             | 117,492            |
| Charitable activities              |       | 1,911,621                  | -                        | 1,911,621          | 2,224,138          |
| <b>Total</b>                       | 5     | <u>2,010,547</u>           | <u>-</u>                 | <u>2,010,547</u>   | <u>2,341,630</u>   |
| <b>Net movement in funds</b>       |       | (4,992)                    | -                        | (4,992)            | 449,564            |
| <b>Reconciliation of funds:</b>    |       |                            |                          |                    |                    |
| Total funds brought forward        |       | 3,572,319                  | -                        | 3,572,319          | 3,122,755          |
| Total funds carried forward        |       | <u>3,567,327</u>           | <u>-</u>                 | <u>3,567,327</u>   | <u>3,572,319</u>   |

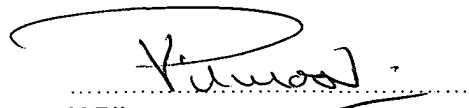
There were no recognised gains and losses other than those included in the statement of financial activities.

The notes on pages 12 to 18 form part of these financial statements.

**Stanborough Press Limited**  
**Balance Sheet**  
**As at 31 December 2017**

|   | Notes | 2017<br>£               | 2016<br>£               |
|---|-------|-------------------------|-------------------------|
| <b>Fixed Assets</b>                                   |       |                         |                         |
| Tangible fixed assets                                 | 7     | 321,279                 | 316,681                 |
| Investments   | 8     | 4                       | 4                       |
|   |       | <u>321,283</u>          | <u>316,685</u>          |
| <b>Current Assets</b>                                 |       |                         |                         |
| Stock and work in progress                            |       | 1,884,510               | 1,883,472               |
| Debtors   | 9     | 1,641,378               | 1,968,461               |
| Cash at bank and in hand                              |       | 510,921                 | 435,954                 |
|   |       | <u>4,036,809</u>        | <u>4,287,887</u>        |
| <b>Creditors: Amounts falling due within one year</b> | 10    | 690,809                 | 922,696                 |
|   |       | <u>        </u>         | <u>        </u>         |
| <b>Net Current Assets</b>                             |       | 3,346,001               | 3,365,191               |
| <b>Creditors: Amounts falling due after one year</b>  | 10    | 99,957                  | 109,557                 |
|   |       | <u>        </u>         | <u>        </u>         |
| <b>Net Assets</b>                                     |       | <u><u>3,567,327</u></u> | <u><u>3,572,319</u></u> |
| <b>Funds</b>  |       |                         |                         |
| Share capital   | 11    | 1,066                   | 1,066                   |
| Unrestricted funds                                    | 12    | 3,566,261               | 3,571,253               |
|   |       | <u><u>3,567,327</u></u> | <u><u>3,572,319</u></u> |

The financial statements were approved by the trustees on... 18/7/18 .....  
and signed on their behalf by:

  
V Pilmoor  
Trustee

The notes on pages 12 to 18 form part of these accounts.

Company number: 00041819  
Charity number: 235245

**Stanborough Press Limited**  
**Cash Flow Statement**  
**For the year ended 31 December 2017**

|  | Notes | 2017<br>£      | 2016<br>£      |
|--|-------|----------------|----------------|
| <b>Cash flows from operating activities:</b>             |       |                |                |
| Net cash provided by (used in) operating activities      | A     | 95,708         | 140,719        |
| <b>Cash flows from investing activities:</b>             |       |                |                |
| Dividends, interest and rents from investments           |       | 1,890          | 236            |
| Sale of property, plant and equipment                    |       | 0              | 300            |
| Purchase of property, plant and equipment                |       | (22,630)       | (16,358)       |
| Net cash provided by/ (used in) investing activities     |       | (20,740)       | (15,822)       |
| <br>Change in cash and cash equivalents in the period    |       | <b>74,967</b>  | <b>124,897</b> |
| Cash and cash equivalents at the beginning of the period |       | <b>435,954</b> | <b>311,057</b> |
| Cash and cash equivalents at the end of the period       |       | <b>510,921</b> | <b>435,954</b> |

**A. Reconciliation of net income/(expenditure) to net cash flow from operating activities**

|  |               |                |
|--|---------------|----------------|
| Net income/(expenditure) for the reporting period    | (4,992)       | 449,564        |
| Adjustments for:                                     |               |                |
| Depreciation charges                                 | 18,032        | 38,271         |
| Dividends, interest and rents from investments       | (1,890)       | (236)          |
| Loss/(profit) on the sale of fixed assets            | -             | (300)          |
| (Increase)/decrease in stocks                        | (1,038)       | 44,887         |
| (Increase)/decrease in debtors                       | 327,083       | (454,182)      |
| Increase/(decrease) in creditors                     | (241,487)     | 62,715         |
| Net cash provided by /(used in) operating activities | <b>95,708</b> | <b>140,719</b> |

**Stanborough Press Limited**  
**Notes to the Accounts**  
**For the year ended 31 December 2017**

**1 Accounting Policies**

**Basis of preparation**

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). The company is a public benefit entity for the purposes of FRS102 and therefore has also prepared its financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (the FRS102 Charities SORP), the Companies Act 2006 and Charities Act 2011.

**Company status**

The charity is a private company limited by shares, domiciled in England and Wales, registration number 41819. The whole of the share capital is held by nominees on behalf of the British Union Conference of Seventh-day Adventists.

**Incoming resources**

Voluntary income by way of donations and gifts to the charity is included in full in the statement of financial activities when received. Intangible income is not included unless it represents goods or services which would have otherwise been purchased.

**Fund accounting**

Designated funds are those which have been set aside by the directors of the company to meet future contingencies, as shown in note 12.

Unrestricted funds are donations and other income received or generated for the furtherance of the objects of the charity without specified purposes and, therefore, are available as general funds.

**Grant-making policies**

The trustees allocate grants in accordance with the objects set out in the Memorandum and Articles of Association of the charitable company, which are summarised in the Trustees' Annual Report.

**Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company.

Governance costs represent expenditure incurred to ensure the charity complies with its statutory obligations.

**Risk mitigation**

The company's directors have given consideration to the major risks to which the charity is exposed and established systems or procedures in order to manage those risks.

**Going Concern**

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Financial Instruments**

**a Cash and cash equivalent**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of less than three months.

**b Debtors and creditors**

Debtors and creditors are carried at their transaction price.

**Stanborough Press Limited**  
**Notes to the Accounts**  
**For the year ended 31 December 2017**  
**(continued)**

**1 Accounting Policies (Continued)**

**Foreign Currency Translations**

Transactions denominated in foreign currencies are translated into Sterling at the rate of exchange ruling at the date of the transaction. Assets and liabilities in foreign currencies are translated into Sterling at the rates of exchange ruling at the end of the financial year. All exchange differences are dealt with in the Statement of Financial Activities.

**Fixed assets**

Depreciation is provided on tangible fixed assets in order to write off each asset over its expected economic life. The rates of depreciation applied to each class of asset are:

|                        |                           |
|------------------------|---------------------------|
| Freehold property      | 1.2% per annum cost basis |
| Fixtures and equipment | 6% per annum cost basis   |

Items of furniture and equipment costing less than £ 1,000 each are treated as an expense on acquisition.

The company does not depreciate land held.

**Pension costs**

The charitable company operates a defined contribution pension scheme. The premiums are charged to the Statement of Financial Activities as they arise.

**Stock**

Stock is valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items.

**Operating leases**

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term.

**2 Income from donations and legacies**

|   | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>2017</b> | <b>Total<br/>2016</b> |
|---|-------------------------------|-----------------------------|-----------------------|-----------------------|
|   | <b>£</b>                      | <b>£</b>                    | <b>£</b>              | <b>£</b>              |
| Operating grants from parent organisation | 71,475                        | -                           | 71,475                | 35,150                |
| Donations                                 | 31,202                        | -                           | 31,202                | 38,649                |
|   | <u>102,677</u>                | <u>-</u>                    | <u>102,677</u>        | <u>73,799</u>         |

**Stanborough Press Limited**  
**Notes to the Accounts**  
**For the year ended 31 December 2017**  
**(continued)**

**3 Income from other trading activities and investments**

|                       | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|-----------------------|----------------------------|--------------------------|--------------------|--------------------|
| Sales of health foods | 47,029                     | -                        | 47,029             | 73,529             |
| Other income          | 18,717                     | -                        | 18,717             | 14,176             |
|                       | <u>65,746</u>              | <u>-</u>                 | <u>65,746</u>      | <u>87,705</u>      |
| Bank interest         | <u>1,890</u>               | <u>-</u>                 | <u>1,890</u>       | <u>236</u>         |

**4 Resources expended on charitable activities**

|                                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|--------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Production and distribution of books | 1,454,978                  | -                        | 1,454,978          | 1,803,512          |
| Grants to related charities          | 1,548                      | -                        | 1,548              | 40                 |
| Support costs                        | 441,749                    | -                        | 441,749            | 400,792            |
|                                      | <u>1,898,275</u>           | <u>-</u>                 | <u>1,898,275</u>   | <u>2,204,344</u>   |

**5 Analysis of resources expended  
by expenditure type**

|  | Staff<br>Costs<br>£ | Other<br>£       | Depreciation<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|--|---------------------|------------------|-------------------|--------------------|--------------------|
| <b>Cost of generating voluntary income</b> |                     |                  |                   |                    |                    |
| Advertising and publicity                  | -                   | 38,051           | -                 | 38,051             | 39,013             |
| Fundraising trading: cost of goods sold    | -                   | 60,876           | -                 | 60,876             | 78,479             |
| <b>Charitable activities</b>               |                     |                  |                   |                    |                    |
| Grants to related charities                | -                   | 1,548            | -                 | 1,548              | 40                 |
| Production and distribution of books       | 614,284             | 840,694          | -                 | 1,454,978          | 1,803,512          |
| Support costs                              | 240,774             | 182,942          | 18,032            | 441,749            | 400,792            |
| <b>Governance costs</b>                    | <u>-</u>            | <u>13,346</u>    | <u>-</u>          | <u>13,346</u>      | <u>19,794</u>      |
|  | <u>855,059</u>      | <u>1,137,456</u> | <u>18,032</u>     | <u>2,010,547</u>   | <u>2,341,630</u>   |

Support costs have been allocated on the basis of staff timings incurred.

Included within total expenditure:

|                       | Total<br>2017<br>£ | Total<br>2016<br>£ |
|-----------------------|--------------------|--------------------|
| Auditor' remuneration | 13,346             | 15,207             |
| Pension costs         | 67,004             | 66,182             |

**Stanborough Press Limited**  
**Notes to the Accounts**  
**For the year ended 31 December 2017**  
**(continued)**

**6 Staff Costs**

|                         | 2017           | 2016           |
|-------------------------|----------------|----------------|
|                         | £              | £              |
| Staff costs consist of: |                |                |
| Salaries                | 653,358        | 651,118        |
| Social security costs   | 61,594         | 60,248         |
| Pension costs           | 67,004         | 66,182         |
| Travel expenses         | 69,675         | 87,829         |
| Other staff expenses    | 3,427          | 5,826          |
|                         | <u>855,059</u> | <u>871,203</u> |

The average number of employees during the year was 28 (2016 - 30).

The number of employees whose emoluments exceeded £60,000 was nil (2016 - nil).

The total remuneration paid to trustees in respect of salaries in 2017 amounted to £170,080 (2016 - £153,556).

**7 Tangible Fixed Assets**

|                       | Freehold<br>property<br>£ | Fixtures and<br>Equipment<br>£ | Total<br>£     |
|-----------------------|---------------------------|--------------------------------|----------------|
| <b>Cost</b>           |                           |                                |                |
| At 1 January 2017     | 282,638                   | 312,308                        | 594,946        |
| Additions             | 7,708                     | 14,922                         | 22,630         |
| At 31 December 2017   | <u>290,346</u>            | <u>327,230</u>                 | <u>617,576</u> |
| <b>Depreciation</b>   |                           |                                |                |
| At 1 January 2017     | 49,166                    | 229,099                        | 278,265        |
| Charge for the period | 3,070                     | 14,962                         | 18,032         |
| At 31 December 2017   | <u>52,236</u>             | <u>244,061</u>                 | <u>296,297</u> |
| <b>Net Book Value</b> |                           |                                |                |
| At 31 December 2017   | <u>238,110</u>            | <u>83,169</u>                  | <u>321,279</u> |
| At 31 December 2016   | <u>233,472</u>            | <u>83,209</u>                  | <u>316,681</u> |



**Stanborough Press Limited**  
**Notes to the Accounts**  
**For the year ended 31 December 2017 (continued)**

**8 Fixed Asset Investments**

**Cost**

At 1 January 2017 and 31 December 2017 4

**Net book value**

At 31 December 2017 4

At 31 December 2016 4

**Holdings of more than 20%**

The charitable company holds more than 20% of the share capital of the following companies:

| Company                       | Country of registration | Shares held |      |
|-------------------------------|-------------------------|-------------|------|
|                               |                         | Class       | %    |
| House of Natural Food Limited | England and Wales       | Ordinary    | 100% |

The aggregate amount of capital and reserves for these undertakings for the last relevant financial year were as follows:

| Company                       | Principal Activity | Capital and reserves | Profit (Loss) |
|-------------------------------|--------------------|----------------------|---------------|
|                               |                    | 2017                 | for year      |
|                               |                    | £                    | £             |
| House of Natural Food Limited | Retail             | (1,168)              | (219)         |

**9 Debtors**

|  | 2017             | 2016             |
|--|------------------|------------------|
|  | £                | £                |
| <b>Amounts due after more than one year:</b> |                  |                  |
| Trade debtors                                | 812,000          | 695,000          |
| <b>Amounts due within one year:</b>          |                  |                  |
| Trade debtors                                | 739,215          | 1,189,660        |
| Grants receivable                            | 31,212           | 14,712           |
| Amounts due from subsidiary undertakings     | 33,718           | 46,290           |
| Other debtors                                | 5,163            | 5,901            |
| Prepaid expenses                             | 20,071           | 16,898           |
|  | <u>1,641,378</u> | <u>1,968,461</u> |

**Stanborough Press Limited**  
**Notes to the Accounts**  
**For the year ended 31 December 2017 (continued)**

**10 Creditors**

|  | 2017<br>£      | 2016<br>£      |
|--|----------------|----------------|
| <b>Amounts falling due within one year:</b>    |                |                |
| Trade creditors                                | 190,202        | 140,882        |
| Amounts due to parent charity                  | 9,600          | 24,382         |
| Amounts due to other related charities         | 360,927        | 607,885        |
| Other taxes and social security costs          | 13,292         | 13,433         |
| Accrued expenses and deferred income           | 77,932         | 114,659        |
| Other amounts payable                          | 38,856         | 21,455         |
|  | <u>690,809</u> | <u>922,696</u> |
| <br><b>Amounts falling due after one year:</b> |                |                |
| Amounts due to parent charity                  | <u>99,957</u>  | <u>109,557</u> |

**11 Share capital**

|                                    | 2017<br>£    | 2016<br>£    |
|------------------------------------|--------------|--------------|
| Allotted, called up and fully paid |              |              |
| 1,066 Ordinary shares of £1 each   | <u>1,066</u> | <u>1,066</u> |

**Stanborough Press Limited**  
**Notes to the Accounts**  
**For the year ended 31 December 2017 (continued)**

| 12 Funds analysis               | Balance at<br>1 January<br>2017<br>£ | Movement in Resources |                    |                  | Balance at<br>31 December<br>2017<br>£ |
|---------------------------------|--------------------------------------|-----------------------|--------------------|------------------|--|
|                                 |                                      | Incoming<br>£         | Outgoing<br>£      | Transfers<br>£   |  |
| <b>Unrestricted funds</b>       |                                      |                       |                    |                  |  |
| Designated funds                |                                      |                       |                    |                  |  |
| Property fund                   | 316,680                              | -                     | (18,032)           | 22,630           | 321,278                                |
| Future bad debts                | 846,000                              | -                     | -                  | (199,000)        | 647,000                                |
| Property maintenance            | 300,000                              | -                     | -                  | -                | 300,000                                |
| Transitional pension assistance | 70,000                               | -                     | -                  | -                | 70,000                                 |
| Legacy                          | 43,532                               | -                     | -                  | -                | 43,532                                 |
| Exchange fluctuation            | 445,355                              | -                     | (76,487)           | -                | 368,868                                |
|                                 | <u>2,021,567</u>                     | <u>-</u>              | <u>(94,519)</u>    | <u>(176,370)</u> | <u>1,750,678</u>                       |
| <b>General funds</b>            |                                      |                       |                    |                  |  |
| General fund                    | 1,549,686                            | 2,005,555             | (1,916,028)        | 176,370          | 1,815,583                              |
| Share capital                   | 1,066                                | -                     | -                  | -                | 1,066                                  |
|                                 | <u>1,550,752</u>                     | <u>2,005,555</u>      | <u>(1,916,028)</u> | <u>176,370</u>   | <u>1,816,649</u>                       |
| <b>Total unrestricted funds</b> | <u>3,572,319</u>                     | <u>2,005,555</u>      | <u>(2,010,547)</u> | <u>-</u>         | <u>3,567,327</u>                       |
| <b>Total funds</b>              | <u>3,572,319</u>                     | <u>2,005,555</u>      | <u>(2,010,547)</u> | <u>-</u>         | <u>3,567,327</u>                       |

**13 Related Party Transactions**

The parent charity is British Union Conference of Seventh-day Adventists (BUC), Stanborough Park, Garston, Watford, Herts, WD24 9JZ, by virtue of its owning the whole of the company's share capital.

The following transactions occurred with the BUC

|                     | 2017<br>Total | 2016<br>Total |
|---------------------|---------------|---------------|
| Goods sold          | 53,811        | 69,431        |
| Amounts owed by BUC | 112,181       | 133,939       |