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
Chair’s Report

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

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

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

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

Lee Humphries
Founder & Chair
A selection of letters from our beneficiaries

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

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

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

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

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

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

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

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

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

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

“You kindly provided me with a dictionary of Sociology while I was at Dovegate back in 2007. I have now completed that aspect of my degree study and as per your request, I have donated the dictionary to the prison library for others to use. I am continuing to study with the Open University for the Honours having gained sufficient points for an open degree and my current study path concerns the environment. Thank you for the help you provided to me, you assistance helped me to progress in my studies and for that I am very grateful” Mr PR HMP Shepton Mallet
Haven Distribution sent 1,200 educational books and dictionaries into prisons during 2011 – 2012. Here are the educational courses that prisoners were studying:

Adult Literacy
Advice & Guidance
Animal Care
Art
Art & Design
Bricklaying
Business Enterprise
Business Start-Up
Book-keeping/Accountancy
Carpentry
Catering/Hospitality
Chemistry
CISCO/Computer Literacy
Creative Writing
Criminology
Counselling
Driving Theory
Drug & Alcohol Counselling
Ecology & Conservation
Economics
Electrical Engineering & Installation
English Literature
English Language
Environment
English for Speakers of Other Languages (ESOL)
Geography
Graphic Design
Health & Social care
History
Horticulture
Humanities
Joinery
Law
Management
Mathematics
Motor Mechanics
Music Theory
Ornithology
Personal Fitness & Nutrition
Physics
Plumbing
Politics, Philosophy & Economics
Preparing to Teach in the Lifelong Learning Sector (PTTLS)
Psychology
Sports Psychology
Sociology
Visual Arts
Web Design
Welding
The 1,200 books were sent into a variety of prisons across the county and this is the list of all those prisons.

**England**

Acklington  
Albany  
Ashwell  
Blantyre House  
Blundeston  
Buckley Hall  
Bullwood Hall  
Birmingham  
Bristol  
Brixton  
Bullingdon  
Bure  
Camp Hill  
Canterbury  
Coldingley  
Dartmoor  
Dovegate  
Drake Hall  
Edmunds Hill  
Einley  
Everthorpe  
Featherstone  
Ford  
Foston Hall  
Frankland  
Full Sutton  
Garth  
Gartree  
Gloucester  
Guys Marsh  
Haverigg  
High Down  
High Point  
Hollesley Bay  
Holme House  
Garth  
Grendon  
Hewell  
Hull  
Kennet  
Kingston  
Kirkham  
Latchmere House  
Leicester  
Lewes  
Leyhill  
Liverpool  
Lowdham Grange  
Long Lartin  
Maidstone  
Mount  
Northumberland  
North Sea Camp  
Nottingham  
Norwich  
Parkhurst  
Peterborough  
Preston  
Ranby  
Risley  
Rye Hill  
Shepton Mallet  
Shrewsbury  
Spring Hill  
Standford Hill  
Stocken  
Sudbury  
Swaleside  
Verne  
Wandsworth  
Wayland  
Wealstun  
Wellingborough  
Whatton  
Whitemoor  
Witchester  
Wolds  
Wormwood Scrubs  
Wymott

**Wales**

Cardiff  
Swansea  
Parc  
Prescoed

**Scotland**

Aberdeen  
Edinburgh  
Dumfries  
Glenochil  
Kilmarnock  
Peterhead  
Shotts

**Channel Isles**

La Moye
HAVEN DISTRIBUTION
BALANCE SHEET
AS AT 31 MARCH 2012

<table>
<thead>
<tr>
<th>Notes</th>
<th>2012</th>
<th>2011</th>
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<tbody>
<tr>
<td></td>
<td>£</td>
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<td>4,857</td>
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<td>Cash</td>
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<td>Petty cash</td>
<td>3</td>
<td>3</td>
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<td>Debtors &amp; prepayments</td>
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<td>1,040</td>
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<tr>
<td></td>
<td>35,040</td>
<td>5,950</td>
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<td>CURRENT LIABILITIES:</td>
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<tr>
<td>Creditors</td>
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<td>Accrued expenses</td>
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<td>TOTAL ASSETS LESS CURRENT LIABILITIES</td>
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<td>RESERVES:</td>
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<td>Restricted funds</td>
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<td>Unrestricted funds</td>
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<td>TOTAL FUNDS</td>
<td>28,040</td>
<td>5,572</td>
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APPROVED BY THE TRUSTEES ON: 9th October 2012

and signed on their behalf by:

Chair ___________________________  Secretary ___________________________

Print name: ___________________________  Print name: ___________________________
HAVEN DISTRIBUTION
INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2012

<table>
<thead>
<tr>
<th>Notes</th>
<th>Restricted</th>
<th>Unrestricted</th>
<th>TOTAL 2012</th>
<th>TOTAL 2011</th>
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<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
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<tr>
<td>Receipts</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Grants</td>
<td>2</td>
<td>14,260</td>
<td>6,000</td>
<td>20,260</td>
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<td>radio 4 appeal</td>
<td>5</td>
<td>16,325</td>
<td>16,325</td>
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<td>Donations</td>
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<td>1,771</td>
<td>1,771</td>
<td>1,644</td>
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<td>Prisoner Contributions</td>
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<td>139</td>
<td>139</td>
<td>525</td>
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<td>Book Sales</td>
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<td>2,416</td>
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<td>Gift Aid tax claims</td>
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<td>237</td>
<td>89</td>
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<tr>
<td>Bank Interest</td>
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<td>20</td>
<td>32</td>
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<tr>
<td>Other Income</td>
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<td>0</td>
<td>0</td>
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<td>Total Receipts</td>
<td></td>
<td>14,260</td>
<td>26,924</td>
<td>41,174</td>
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<table>
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<tr>
<th>Payments</th>
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<td>Payroll</td>
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<td>637</td>
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<td>Bank charges</td>
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<td>40</td>
<td>0</td>
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<td>Furniture &amp; Equipment</td>
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<td>962</td>
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<td>671</td>
<td>3,426</td>
<td>4,097</td>
<td>2,870</td>
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<td>Radio 4 appeal costs</td>
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<td>243</td>
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<td>8,284</td>
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<td>Stall hire</td>
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<td>45</td>
<td>60</td>
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<td>Stationery</td>
<td>275</td>
<td>0</td>
<td>275</td>
<td>684</td>
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<tr>
<td>Insurances</td>
<td>0</td>
<td>81</td>
<td>81</td>
<td>196</td>
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<tr>
<td>Travel &amp; Subsistence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>216</td>
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<tr>
<td>Professional Fees</td>
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<td>300</td>
<td>300</td>
<td>0</td>
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<tr>
<td>Other expenses</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>247</td>
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<tr>
<td>Total Payments</td>
<td>13,803</td>
<td>5,103</td>
<td>18,706</td>
<td>41,544</td>
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</table>

SURPLUS/(DEFICIT) FOR YEAR

|          | 647      | 21,821      | 22,468     | (6,914)    |

Fund balances brought forward | 3          | 3,804       | 1,768      | 5,572      |

Fund balances carried forward | 3          | 4,451       | 23,589     | 28,040     | 5,572      |

3
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

<table>
<thead>
<tr>
<th>Trust / Foundation</th>
<th>Restricted 2012</th>
<th>Unrestricted 2012</th>
<th>Restricted 2011</th>
<th>Unrestricted 2011</th>
</tr>
</thead>
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<tr>
<td>Tudor Trust</td>
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<td>0</td>
<td>21,000</td>
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<tr>
<td>Aldo Trust</td>
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<tr>
<td>JJ Charitable Trust</td>
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<td>9,000</td>
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</tr>
<tr>
<td>Garfield Weston Foundation</td>
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<tr>
<td>William Cadbury Trust</td>
<td>250</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Brewin D Jurge</td>
<td>2,500</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Ernest Cook</td>
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<td>Whitaker Charitable Trust</td>
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<tr>
<td>J Paul Getty Charitable Trust</td>
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<td>5,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14,250</strong></td>
<td><strong>6,000</strong></td>
<td><strong>31,500</strong></td>
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