

LEARNING LIBRARY

ANNUAL REPORT

Presented to Management Group
December, 2021

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LEARNING LIBRARY ANNUAL REPORT

Reporting Period 1st April, 2020 to 31st March, 2021

Preface

This annual report covers reporting period from 1st April, 2020 to 31st March, 2021. However, it was unable to be presented to the Trustees until December 2021 due to Covid-19 restrictions.

1. MANAGEMENT GROUP

Management Group continue to provide the Learning Library with their support.

2. EVENTS

Due to Covid-19 restrictions the Learning Library did not attend any events this reporting year.

3. STAFF

The staffing levels remain constant at the Learning Library. We have one new member of staff who has come to us, for one year, as a result of funding from Spennymoor AAP.

4. TRAINING

Due to Covid-19 all training has been done on-line with the staff completing manual handling, Autism Awareness and Safeguarding Courses.

5. FEEDBACK FROM MEMBERS

As a result of Covid-19 our ability to monitor the service has been somewhat reduced. Outreach staff were furloughed for a time and once back at work were not going inside homes. Normally we monitor our outcomes every three months and the collate the information. This provides us with an ongoing means of assessing that we are meeting the needs of our members.



Many parents/carers have however used facebook to leave recommendations/feedback on our Funtime Learning Project which was funded by Spennymoor AAP and The National Lottery Community Fund.

For this project staff used their knowledge of the child and consulted with the children and their families to provide a Fun-Time Learning Box for each child who was a regular user of our service. The feedback has all been extremely positive.

6. INCOME APRIL 2019 – MARCH 2020

6.1 Grants

Specific grant details for this year are as follows:-

BBC Children In Need (second year of grant)	£28,073.95
HMRC JRS (Furlough)	£12,993.36
Durham County Council	£36,657.71
Lottery Community Fund (this grant was to fund the Fun Time Learning Box Project)	£48,184.00
Clothworkers Foundation	£6,000
Joseph Strong Frazer Trust	£1,000
County Durham Community Foundation	£5,000
TOTAL	£140,909.02

6.2 Own Fundraising

The Learning Library money boxes brought in £150.00.

6.3 Other Income

Other income such as bank interest and motor tax refund brought in £843.62

6.4 Donations

Donations to the Learning Library brought in £3,463.71

6.5 Totals

The total receipts into the Learning Library was £145,366.35.

7. EXPENDITURE APRIL 2019 – MARCH 2020

7.1 Vehicle Costs

The vehicle costs for this financial year to include, fuel, insurance and maintenance etc was £4,292.52.

7.2 Running Costs

This cost includes repairs, stationery, postage, telephone, HR charges etc. The costs were £6919.55.

7.3 Premises Costs

This cost includes building maintenance, heating and lighting, buildings insurance etc. The total cost for this was £8,303.10.

7.4 Equipment

The cost this year equipment was £19,295.18.

7.5 New Vehicle

The cost of a new van, which was funded by Spennymoor AAP and Bishop Auckland and Shildon Partnership was £13,600.

7.6 Staffing Costs

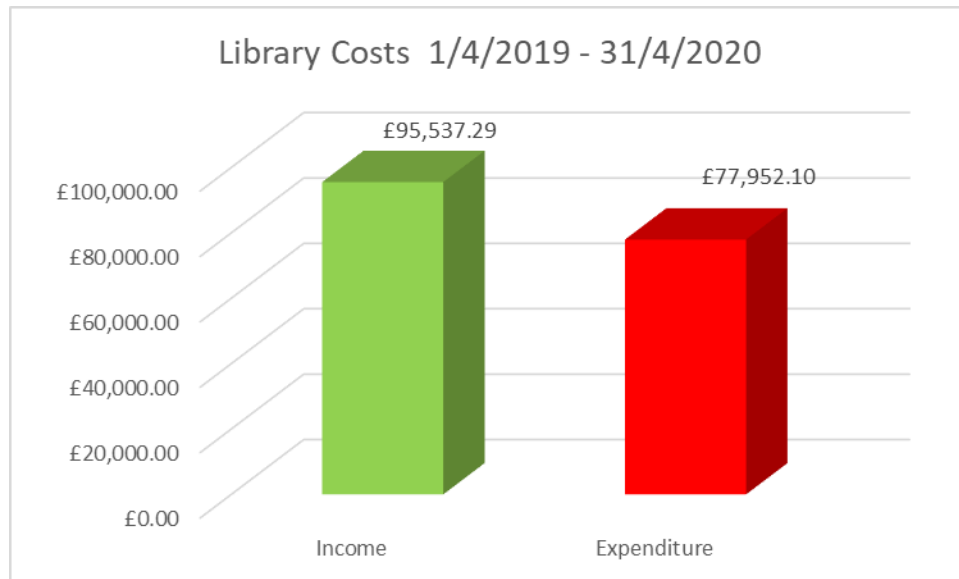
Staffing costs to include driving assessments, and training cost £550.00 this financial year.

7.7 Totals

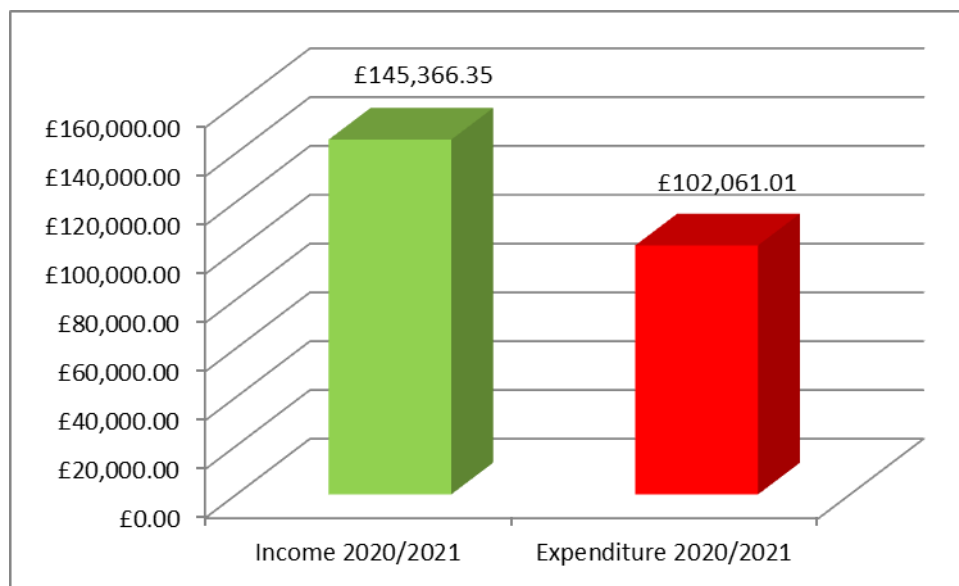
Total running costs for the year came to £102,061.01

9. YEAR ON YEAR COMPARISON

Financial year 2019-2020 was a difficult year due to Covid-19. However our service managed to carry on and we maintained financial stability. Financial year 2020-2021 was also financially stable for the Learning Library as we received some additional grants which kept our service going.



Learning Library Costs 1/4/2020 – 31/4/2021



10. COMMUNITY AND NETWORKING

- 10.1 We have maintained close links with the Portage Service, special and mainstream schools, the occupational therapy service as well as many other organisations which support people with learning disabilities and additional needs. We continue to support Endeavour Woodcrafts and maintain links with One-to-One befriending service.

11. MEMBERSHIP

Our membership continues to increase with the majority of our new members being in the Durham area.

12. STOCK-TAKE

The yearly stock-take has begun and our Stock Control/Admin staff member is co-ordinating this with our Deputy Manager.

13. COMMUNICATION

- 13.1 Our website address remains *www.learninglibrary.org.uk*.
- 13.2 Our email address has now changed to *info@learninglibrary.org.uk*.
- 13.3 Our Facebook continues to be regularly used by members parents/carers to request items or to contact our Outreach Workers.

14. CONCLUSION

The onset of the Covid pandemic had made providing our current service extremely challenging. However, we maintain a positive attitude and are determined to carry on, albeit in a socially distanced way. The need for our service is as acute as ever and we continue to support those with additional needs throughout the County.

The continuing support of our core funders, other smaller funding bodies together with our own fundraising has enabled us to continue to meet the needs of children and adults with learning disabilities and also to provide support to their parents and carers. We maintain good professional relationships with our members and we continue to receive excellent and positive feedback from them and other organisations with whom we are involved.

Finally, thank you to all staff, volunteers, Management Group members, member's parents/carers, funders and supporters who help us support the children and adults who need our service.

Presented by Marion Nelthorpe, Learning Library Manager to Board of Trustees at the Annual General Meeting on Friday 10th December, 2021.

THE LEARNING LIBRARY

45 – 47 NORTH STREET,
SPENNYMOOR,
COUNTY DURHAM

FINANCIAL STATEMENTS
FOR THE YEAR TO THE 31ST MARCH 2021

T. & A. Dixon Accountancy Services
The Old Doctors Surgery,
High Etherley,
Bishop Auckland,
Co. Durham
DL14 0HS

THE LEARNING LIBRARY

1. Independent Examiners Report
2. Accounting Statement
3. Statement of Assets and Liabilities



Section A

Independent Examiner's Report

Report to the trustees/
members of

Learning Library

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1000589

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

01/12/2021

Name:

Mr Alan Dixon

Relevant professional
qualification(s) or body
(if any):

ICPA

Address: Church View, High Etherley

Bishop Auckland

County Durham DL14 0HS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

THE LEARNING LIBRARY

Statement of Assets and Liabilities as at 31st March, 2021

Cash Funds

Cash in Hand	131
Bank Current Account	62,734
Bank Deposit Account	32,817
Total Cash Funds	95,682

Assets Retained for Charity's Own Use

General Account

	Bfwd	Bought	Sold	Depn	Cfwd
Office Furniture and Equipment	1,314	309		325	1,298
Fixtures, Fittings and Equipment - Cost	81,378	18,986		10,036	90,328
Motor vehicle - Cost	1,942	13,600	1,000	2,908	12,634
	<u>84,634</u>	<u>32,895</u>	<u>1,000</u>	<u>13,269</u>	<u>104,260</u>

Liabilities

General Account

Signed on behalf of the Trustees

Vicky Rain chairperson

Approved by the board of Trustees on -

10/12/21

THE LEARNING LIBRARY

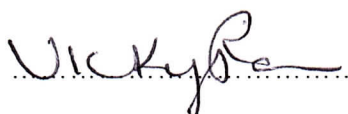
Accounting Statement

Receipts and Payments Basis
For the Year to 31st March, 2021

<u>Receipts</u>	2021
Gifts, donations and other voluntary receipts	145,366
Receipts from Trading activities	-
Receipts earned from assets	-
<u>Total Receipts</u>	<u>145,366</u>
<u>Payments</u>	
Payments directly for charitable purposes	
Payments for publicity and fundraising, management and administration	69,177
<u>Total payments</u>	<u>69,177</u>
<u>Net Receipts / (Payments)</u>	<u>76,189</u>
Cash funds Last Year End	<u>52,377</u>
Cash Funds This Year End	<u>95,682</u>

The Charity has restricted funds
The Charity has no endowment funds

Signed on behalf of the Trustees

 chair person

Approved by the board of Trustees on -

10/12/21

THE LEARNING LIBRARY

Receipts and Payments Account for the year to the 31st March 2021

The information on the following pages does not form part of the
statutory financial statements.

THE LEARNING LIBRARY
Receipts and Payments Basis
For the Year to 31st March, 2021

Receipts

Donations

Councils	2,938.71	
Individuals	25.00	
Paul Howell	<u>500.00</u>	3,463.71

Grants

Durham County Council	39,657.71	
HMRC JRS	12,993.36	
Children in Need	28,073.95	
Lottery Community Fund	48,184.00	
Clothworkers' Foundation	6,000.00	
Joseph Strong Frazer Trust	1,000.00	
CDCF	<u>5,000.00</u>	140,909.02

Other Income

Bank Interest	160.58	
Refund	378.04	
Collection Boxes	<u>200.00</u>	738.62

Own Fundraising

Money boxes		150.00
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Subscriptions

Day Care		<u>105.00</u>
		145,366.35

Bank Balance as at 1st April, 2020

Current Account Balance as at 31st March 2020	19,679.76	
Deposit Account Balance as at 31st March 2020	32,656.57	
Opening Cash in Hand	<u>40.63</u>	<u>52,376.96</u>
		197,743.31

Payments

Equipment

Toys & Equipment	18,986.28	
Office Equipment	<u>308.90</u>	19,295.18

Premises Costs

Building Maintenance / Repairs / Keys	2,465.44	
Cleaning	4.00	
Heat & Light	1,039.76	
Rent Tudhoe Unit	2,973.66	
Water Rates	230.28	
Building Insurance	<u>1,589.96</u>	8,303.10

Running Costs

Accountancy	975.00	
HR	1,289.16	
Bank Charges	621.72	
Lottery Licence	20.00	
Repairs to Equipment	267.00	
Stationery	84.00	
Postage	58.76	
Sundries	2,564.86	
Telephone	631.05	
V & B Check	127.00	
Computer Maintenance	<u>281.00</u>	6,919.55

Capital Costs

Vehicle		13,600.00
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Staff Costs

Driving Assessment	81.00	
Sight Test	49.00	
Training	<u>420.00</u>	550.00

Wages & On Costs

General Funds	29,308.05	
CDCF	417.40	
CIN	<u>20,027.23</u>	49,752.68

Vehicle Costs

Service / Maintenance	1,036.45	
Insurance	2,066.46	
Cleaning	5.00	
Parking	0.90	
Road Tax	295.59	
Fuel	888.12	4,292.52
		102,713.03

PY Creditors

CY Creditors		<u>652.02</u>
		102,061.01

Closing Cash Balance

	130.95	
Current Account Balance as at 31st March 2021	62,734.20	
Deposit Account Balance as at 31st March 2021	<u>32,817.15</u>	<u>95,682.30</u>
		197,743.31



Charity Name Learning Library	Use of any 000549
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Receipts and payments accounts

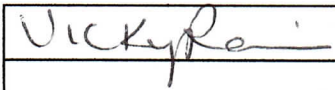
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For the period from	01/04/2020	To	31/03/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	3,464	-	-	3,464	1,080
Grants	140,909	-	-	140,909	88,859
Other Income	750	-	-	750	471
Own Fundraising	150	-	-	150	918
Subscriptions	105	-	-	105	4,210
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	145,378	-	-	145,378	95,537
A2 Asset and investment sales, etc.	-	-	-	-	
Total receipts	145,378	-	-	145,378	95,537
A3 Payments					
Miscellaneous		-	-	-	-
New Branch Set Up Costs	-	-	-	-	-
Premises Costs	8,303	-	-	8,303	6,152
Running Costs	6,920	-	-	6,920	5,038
Staff Costs	550	-	-	550	1,143
Vehicle Costs	4,304	-	-	4,304	4,162
Wages & ON Costs	49,753	-	-	49,753	48,985
Volunteer Costs	-	-	-	-	156
Subscription	-	-	-	-	
Creditors Adjustment	652	-	-	652	1,653
Sub total	69,178	-	-	69,178	67,290
A4 Asset and investment purchases, etc.	32,895	-	-	32,895	10,662
Total payments	102,073	-	-	102,073	77,952
Net of receipts/(payments)	43,305	-	-	43,305	17,585
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	52,377	-	-	52,377	34,792
Cash funds this year end	95,682	-	-	95,682	52,377

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank & Cash Accounts	95,682	-	-
		-	-	-
		-	-	-
	Total cash funds	95,682	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Office Furniture & Equipment	1,298	-	-
	Fixtures, Fittings & Equipment	90,328	-	-
	Motor Vehicle	12,634	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Vicky Ross	10/12/21
CCXX R2 accounts (SS)		2		07/12/2021



Section A

Independent Examiner's Report

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members of

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On accounts for the year
ended

31 March 2021

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(if any)

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Signed:

Date:

01/12/2021

Name:

Mr Alan Dixon

Relevant professional
qualification(s) or body
(if any):

ICPA

Address:

Church View, High Etherley

Bishop Auckland

County Durham DL14 0HS

Section B

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