



**Haddenham
Community
Library**

HADDENHAM COMMUNITY LIBRARY

(A private company limited by guarantee)

**Report of the Trustees and unaudited financial statements for the
year ended 31st March 2021**

Registered Charity Number 1148062

Registered Company Number 07972739

Haddenham Community Library (HCL)

Trustees Annual Report

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Report of the Trustees

The Trustees of Haddenham Community Library (HCL) present their annual report and accounts for the year ended 31st March 2021 and confirm that they comply with the requirements of HCL's Articles of Association and the Charities SORP 2015 (FRSSE).

Background

HCL was set up by the community in Haddenham in 2012 to take over the running of the village library which was facing the possibility of closure as part of local government cutbacks. Agreement was reached with Buckinghamshire County Council (BCC) (Buckinghamshire Council (BC) from 1st April 2020) to lease the library premises for a period of 25 years. A second resource grant agreement guaranteed a certain amount of grant and other income from BCC for an initial period of 5 years. HCL would also benefit from continued access to the county's book stock and the centralised library management computer system. Two members of staff (reduced to one from the beginning of 2019) would be employed by BCC but permanently seconded to and funded by HCL.

HCL was required to find additional funding to ensure all the running costs of the library could be met. This was in part to be mitigated by the recruitment of a team of volunteers to assist the professional librarian. Having volunteers ensured money was saved in respect of additional staff salaries and overhead administrative costs.

HCL took over the running of the library in November 2012 and subsequently took on full responsibility for financial management from 1st April 2013.

Objectives and activities

HCL's objects as set out in 2012 in its Articles of Association are as follows:

- (1) To advance education by the provision of a library facility and other educational and community resources for the benefit of the residents of Haddenham and its surrounding areas.
- (2) To provide community facilities for use by the inhabitants of Haddenham and its surrounding areas including use for meetings, lectures and classes and other forms of recreation and leisure-time occupation with the object of improving the conditions of life of the said inhabitants.

These objects have since been augmented by HCL's Mission Statement which is now as follows:

"To provide an accessible, welcoming, family-friendly and vibrant modern library fit for the 21st century."

HCL recognises that the traditional role of libraries has changed in recent years and that the introduction of community libraries is a reflection of this evolutionary process. Whilst retaining the basic function of a library, HCL has worked steadily to develop and broaden its range of services and activities.

Achievements and performance

The difficulties of dealing with the consequences of Covid-19 have continued to dominate HCL's business and library activities over the past year. After various lockdowns towards the end of 2020 and in the early part of 2021 during which time the library was closed, an easing of the situation meant the library could be reopened on a limited basis from the middle of April for the borrowing and returning of books only. Further lifting of restrictions allowed the Trustees to plan for the return of furniture from storage during August. A restoration to normal opening days, albeit with slightly shorter hours, was scheduled for the beginning of September and marked by Grand Opening Event to celebrate the occasion.

The library also opened up again to community groups who wished to resume hiring the library for out of opening hours activities subject to observing appropriate Covid-19 protocols. The Trustees are happy to say that a number of HCL's previous customers have now returned.

During this period of a gradual return to a "new normal" the Incumbent Library Manager decided to resign and left at the end of August. The Trustees are currently occupied in exploring different options for engaging a replacement.

After a review in the spring of 2021, the Trustees resolved to postpone progressing the plans to build the extension for a customer toilet and more storage space until 2022. By then it is expected to be easier to evaluate the impact of Covid-19 on HCL's future shape as a business and hopefully plan more effectively for a post Covid-19 operating environment.

In another difficult year, the Trustees are pleased to report that real progress has been achieved in restoring HCL's activities on to a sounder footing than in 2020 and again wish to express their gratitude to BC staff, volunteers and patrons of the library for their continuing support.

Financial review

Although income from normal charitable and trading activities was significantly diminished compared to the previous year due to extended periods of lockdown, the generous Covid-19 related grant support available to HCL from the Council allowed the business to end the 2020/21 financial year in a relatively strong financial position with a notably improved net income situation and a resulting increase in financial reserves. This enables the Trustees to face the still uncertain future with a measure of additional confidence and to contemplate the spending of some of these reserves on improvements to the library's physical infrastructure.

Risks

The key risk to the business still concerns the difficulties arising from Covid-19 and their impact on HCL's longer term financial future. Whilst the current situation is probably a little more promising than would have been expected this time last year, the Trustees nevertheless have to focus on ensuring a degree of security for the business beyond the run of the current Resource Grant Agreement between HCL and BC. Maintaining a good working relationship with BC is a vital part of any strategy to decrease the risk to the future of HCL's business.

The Trustees are very conscious of HCL's reliance on the volunteers without whose continuing and willing support the business would face great difficulties. It is essential that the risk of losing volunteers

is minimised by ensuring that they enjoy the work they are doing and are willing and able to carry on doing so well.

Future plans

Despite an unpredictable future, the trustees remain optimistic and still plan for the enhancement of the library's facilities, the development of a friends of the library organisation and the process of re-establishing and enhancing library services so that it remains a key community "hub".

Structure, governance and management

HCL is a charitable company limited by guarantee which was incorporated on 1st March 2012 and registered as a charity on 11th July 2012. The company was established under a Memorandum of Association and is governed under its Articles of Association which establish the objects and powers of the charitable company. The Directors of the company are also the Trustees of the charity. At the time of writing the six existing Directors are the only members of the company. In the event of the company being wound up the liability of the members is limited to a sum not exceeding £1 each.

Steve Sharp resigned from the board in the middle of 2021 after some ten years of involvement with HCL much of which as Chair of the Board of Trustees. On behalf of all concerned with the library including its customers, the Trustees would like to express their thanks to Steve for his invaluable service.

In accordance with the requirements of the Articles of Association two of the Director/Trustees, Mrs. H. Vickers and Mrs. A. Dauterman resigned at the Company's AGM on 25th November 2021 and were duly re-elected for a further term of office.

All Director/Trustees give their time voluntarily and receive no benefits from the charity outside of those generally available to all beneficiaries i.e. the provision of a library service in the community.

Reference and administrative Information

Charity name: Haddenham Community Library

Charity Registration Number: 1148062

Company Registration Number: 07972739

Registered Office and
operational address: Haddenham Library
Banks Park
Banks Road
Haddenham
Aylesbury
Buckinghamshire
HP17 8EE

Board of Director/Trustees:

Mrs. S. Toner	Chair
Ms. R. Cook	
Mrs. A. Dauterman	
Mr. P. Mason	
Mr. T. Mozley	Treasurer
Mrs. H. Vickers	

Bankers:	National Westminster Bank
	3 Cornmarket
	Thame
	Oxfordshire
	OX9 3YS

Independent Examiner:	Mr. F.W. Johnston BA FCA
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Exemptions from disclosure

There are no exemptions from disclosure.

Funds held as custodian trustee on behalf of others

There are no funds held as custodian trustee.

Independent Examiner's report to the trustees of Haddenham Community Library ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act")

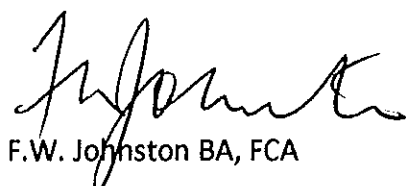
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent Examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts did not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to the charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

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.



F.W. Johnston BA, FCA

25th NOVEMBER 2021

HADDENHAM COMMUNITY LIBRARY

Statement of Financial Activities

For the year ended 31st March 2021

		Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	Notes	£	£	£	£
Income and endowments from:					
Donations and legacies	3	71,842	2,270	74,112	33,777
Charitable activities	4	178	0	178	7,525
Other trading activities	5	765	0	765	8,387
Investment income	6	62	0	62	90
Total		72,847	2,270	75,117	49,779
Expenditure on:					
	7				
Raising funds		0	0	0	898
Charitable activities – library services		34,000	0	34,000	39,739
Total expenditure		34,000	0	34,000	40,637
Net Income/(expenditure) for the year		38,847	2,270	41,117	9,142
Total funds brought forward		95,702	0	95,702	86,560
Total funds carried forward		134,549	2,270	136,819	95,702

HADDENHAM COMMUNITY LIBRARY

Balance Sheet

At 31st March 2021

		Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	Notes	£	£	£	£
Fixed assets:					
Tangible assets	10	23,570	0	23,570	28,238
Current assets:					
Stocks		932	0	932	932
Debtors	11	23	0	23	5,122
Cash at bank and in hand		110,300	2,270	112,570	62,012
		111,255	2,270	113,525	68,066
Creditors					
Amounts falling due within one year	12	(276)	0	(276)	(602)
Net current assets		110,979	2,270	113,249	67,464
Total assets less current liabilities		134,549	2,270	136,819	95,702
Net assets				136,819	95,702
Funds	13				
Unrestricted funds				134,549	95,702
Restricted funds				2,270	-
Total funds				136,819	95,702

Balance Sheet – continued

At 31st March 2021

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2021.

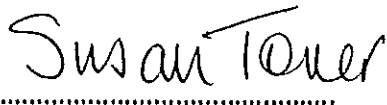
The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2021 in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- (a) Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 25th November 2021 and were signed on its behalf by:



.....
Susan Toner - Chair

25/11/21

Notes to the Financial Statements

For the year ended 31st March 2021

1 General Information

Haddenham Community Library is a charity limited by guarantee and incorporated in England and Wales. The address of the charity's registered office is Haddenham Library, Banks Park, Banks Road Haddenham, Aylesbury, Bucks, HP17 8EE. The registered number is 07972739.

2 Accounting policies

Basis of preparing financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: 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 (FRS 102) (effective 1st January 2015)", Financial Reporting Standard 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective September 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Furniture	straight line basis over 5 years
Fixtures and fittings	straight line basis over 10 years
Computers and electronic equipment	straight line basis over 3 years

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Assets are capitalised by the charity if they can be used for more than one year and are of significant value given the size of the business, i.e. cost more than £250.

Stocks

These are valued at the lower of cost or market value.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The charity received £2270 in restricted income during the current year as a once off grant from the National Lottery for the purpose of refurbishing toilet facilities. The work is scheduled to be carried out in early 2022. There was no restricted income in the previous year.

3 Donations and legacies

	2021 £	2020 £
Grants	68,419	24,505
Other donations	5,693	9,272
Total	<u>74,112</u>	<u>33,777</u>

Grants received during 2020/21 and 2019/20 were provided by Buckinghamshire Council (BC) and additionally by Haddenham Parish Council.

4 Charitable Activities

	2021 £	2020 £
Room hire fees	-	4,566
Library fees	178	2,959
Total	<u>178</u>	<u>7,525</u>

5 Other trading activities

	2021 £	2020 £
Rental income	-	5,396
Fundraising events & activities	711	394
Sale of old stock & donated items	13	425
Sale of greeting cards	-	1,049
Sale of reading glasses	-	147
Profit on sale of fixed assets	-	663
Miscellaneous	41	313
Total	<u>765</u>	<u>8,387</u>

6 Investment income

	2021 £	2020 £
Deposit account interest	<u>62</u>	<u>90</u>

7 Expenditure

	2021 £	2020 £
Raising funds		
Purchase of greetings cards	-	357
Purchase of reading glasses	-	541
Total	-	<u>898</u>
Charitable activities		
Salaries	19,506	23,000
Books	870	534
Cleaning	1,140	2,565
Electricity	1,624	3,267
Event & activity costs	-	336
Furniture/equipment	217	306
Insurance	306	613
Newspapers/magazines	-	1,250
Photocopier	64	123
Printing/stationery	350	287
Tel/ICT/TV/WiFi	1,141	1,093
Depreciation	4,668	4,668
Covid-19 costs	2,590	-
Other	1,471	1,644
Governance costs	53	53
Total	<u>34,000</u>	<u>39,739</u>

8 Trustees' remuneration and benefits

There were no Trustees' remuneration or other benefits for the year ended 31st March 2021 nor for the year ended 31st March 2020.

There were no Trustees' expenses paid for the year ended 31st March 2021 nor for the year ended 31st March 2020.

9 Staff costs

A Library Manager employed by Buckinghamshire Council (BC) is seconded to Haddenham Community Library, for which the charity paid a contribution of £19,506.

10 Tangible fixed assets

Furniture, fixtures, fittings and equipment.

	£
Cost	
At 1 st April 2020	47,019
Additions	-
Disposals	-
At 31 st March 2021	47,019
Depreciation	
At 1 st April 2020	18,781
Charge for year	4,668
On disposals	-
At 31 st March 2021	23,449
Net book value	
At 31 st March 2020	28,238
At 31 st March 2021	23,570

11 Debtors: amounts falling due within one year

	2021 £	2020 £
Trade debtors	23	5,122

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors and accruals	276	602

13 Movement in funds

	2020 £	Net movement in funds £	2021 £
Unrestricted funds	95,702	38,847	134,549
Restricted Funds	-	2,270	2,270
Total funds	<u>95,702</u>	<u>41,117</u>	<u>136,819</u>

Movement in funds included in the above are as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds	72,847	(34,000)	38,847
Restricted funds	2,270	0	2,270
Total funds	<u>75,117</u>	<u>(34,000)</u>	<u>41,117</u>

Comparatives for movement of funds as follows:

	2019 £	Net movement in funds £	2020 £
Unrestricted funds	86,560	9,142	95,702
Total funds	<u>86,560</u>	<u>9,142</u>	<u>95,702</u>

Comparative net movement in funds included in the above as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds	49,779	(40,637)	9,142
Total funds	<u>49,779</u>	<u>(40,637)</u>	<u>9,142</u>

14 Related party disclosures

There were no related party transactions in the current or comparative year.

15 Ultimate controlling party

The Charity was controlled throughout the year by The Board of Trustees.