



**Haddenham  
Community  
Library**

**HADDENHAM COMMUNITY LIBRARY**

**(A private company limited by guarantee)**

**Report of the Trustees and unaudited financial statements for the  
year ended 31<sup>st</sup> March 2022**

**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 31<sup>st</sup> March 2022 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 1<sup>st</sup> 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 1<sup>st</sup> 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 21<sup>st</sup> 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 past twelve months has seen a continuing return to near normality of service in the library following a reduction in the impact of Covid-19 which was so prevalent in the previous year. Opening hours are almost back to their pre Covid-19 levels and the library is now fully available to community groups that wish to use it. Not only have previous hirers of the library returned, but new hirers have joined and hire income for the current year at the time of writing is now forecast to be more than three times that shown for 2021/22.

Following the resignation of the Library Manager in August 2021 HCL experienced something of a hiatus as far as management was concerned with cover being mainly provided by experienced volunteers aided by limited support from the County Library Service which was terminated at the end of 2021. As a result of this situation two of the Trustees submitted a proposal to jointly manage the library on a contract basis as an Interim measure while the Board of Trustees continued to explore possible solutions to the problem. After appropriate consultation with HCL's lawyers to ensure that this unusual plan to contract trustees complied with HCL's governing documents and charity law a contract was drawn up to start from 1<sup>st</sup> January 2022 for a period of six months with an option to extend for a further six months to the end of the year which is now the current situation. This interim solution has worked very well and the two trustees concerned have done an excellent job. The Board is currently looking at options for management from the beginning of 2023.

After further consideration of the costs, the Trustees decided to drop plans to build an extension and concentrate on refurbishing the current toilet facilities followed by a project to upgrade furnishing and shelving in the main adult library and reconfigure the counter/office area. Much of this work has now been completed under the auspices of the contract managers and the library has a distinctly pleasing new look about it.

As always HCL relies on the continuing support and work of a dedicated group of volunteers and the Board acknowledges their vital contribution together with that of other library supporters in their various forms.

## **Financial review**

For the first time HCL reported a small financial loss following an atypically large profit in 2020/21. This was mainly due the significant reduction in grant income following the large Covid related grants which HCL had received in the previous year, together with an increase in expenses as normality returned. Much of the current expenditure on library refurbishment is being funded by reserves built up from these Covid grants.

HCL's current 3 year Resource Grant Agreement with the County Library Service is up for renewal on 1st April 2023 and negotiations on what happens after that date are in progress. Whilst HCL still has significant reserves, the Resource Grant remains a vital part of its financial future.

## **Risks**

The risks associated with Covid-19 have diminished but the Trustees remain aware that there is a chance that similar situations may arise in the future. Notwithstanding that, the key risks to the business continue to be related to funding and the retention of a willing and dedicated group of volunteers.

Linked to the latter is, of course, the ongoing need to also find new Trustees to share the workload. Securing the future in these areas is the subject of much of the Trustees' discussions and planning.

### **Future plans**

Despite the continuing unpredictable future, the Trustees remain optimistic for the library's further success over the next few years provided that, as mentioned above, the County Library Service's status as a provider of core funding is maintained. The Trustees will plan to develop new areas to seek additional future income including the ongoing wish to establish a friends organisation. The library refurbishment should be completed in the near future. Advertising for and recruiting both volunteers and trustees are a fixed part of future plans.

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

HCL is a charitable company limited by guarantee which was incorporated on 1<sup>st</sup> March 2012 and registered as a charity on 11<sup>th</sup> 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 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.

The Board was joined by a new member when Mr. Tom Hobbs was appointed as a Director/Trustee on 23<sup>rd</sup> June 2022 and this was ratified at the HCL's AGM on 24<sup>th</sup> November 2022.

Mr. Peter Mason and Mrs. A. Dauterman served as Director/Trustees throughout 2021/22 but both resigned their positions with effect from the AGM on the 24<sup>th</sup> November 2022.

In accordance with the requirements of the Articles of Association two of the Director/Trustees, Mrs. Susan Toner and Mr. Tim Mozley resigned at the Company's AGM on 24<sup>th</sup> November 2022 and were duly re-elected for a further term of office.

Except for the two Director/Trustees specifically contracted to manage the library, 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

Mr. T Hobbs

Mr. T. Mozley

Mrs. H. Vickers

Treasurer

Bankers:

National Westminster Bank  
3 Cornmarket  
Thame  
Oxfordshire  
OX9 3YS

Independent Examiner:

Mr. F.W. Johnston BA FCA

#### **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 31<sup>st</sup> March 2022.

### 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")

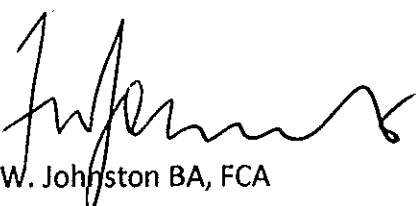
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act").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

24/11/22

# HADDENHAM COMMUNITY LIBRARY

## Statement of Financial Activities

For the year ended 31<sup>st</sup> March 2022

		Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	Notes	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	3	36,049	0	36,049	74,112
Charitable activities	4	3,241	0	3,241	178
Other trading activities	5	1,539	0	1,539	765
Investment income	6	16	0	16	62
<b>Total</b>		<b>40,845</b>	<b>0</b>	<b>40,845</b>	<b>75,117</b>
 <b>Expenditure on:</b>					
	7				
Raising funds		0	0	0	0
Charitable activities – library services		42,011	0	42,011	34,000
<b>Total expenditure</b>		<b>42,011</b>	<b>0</b>	<b>42,011</b>	<b>34,000</b>
 <b>Net Income/(expenditure) for the year</b>		<b>(1,166)</b>	<b>0</b>	<b>(1,166)</b>	<b>41,117</b>
Total funds brought forward		134,549	2,270	136,819	95,702
<b>Total funds carried forward</b>		<b>133,383</b>	<b>2,270</b>	<b>135,653</b>	<b>136,819</b>



# HADDENHAM COMMUNITY LIBRARY

## Balance Sheet

At 31<sup>st</sup> March 2022

		Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	Notes	£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	10	21,906	0	21,906	23,570
<b>Current assets:</b>					
Stocks		1,571	0	1,571	932
Debtors	11	2,523	0	2,523	23
Cash at bank and in hand		111,652	2,270	113,922	112,570
		115,746	2,270	118,016	113,525
<b>Creditors</b>					
Amounts falling due within one year	12	(4,269)	0	(4,269)	(276)
<b>Net current assets</b>		111,477	2,270	113,747	113,249
<b>Total assets less current liabilities</b>		133,383	2,270	135,653	136,819
<b>Net assets</b>				135,653	136,819
<b>Funds</b>	13				
Unrestricted funds				133,383	134,549
Restricted funds				2,270	2,270
<b>Total funds</b>				135,653	136,819

## Balance Sheet – continued

At 31<sup>st</sup> March 2022

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31<sup>st</sup> March 2022.

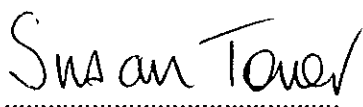
The members have not required the company to obtain an audit of its financial statements for the year ended 31<sup>st</sup> March 2022 in accordance with section 476 of the Companies Act 2006.

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 24<sup>th</sup> November 2022 and were signed on its behalf by:



.....  
Susan Toner - Chair

24/11/22

# Notes to the Financial Statements

For the year ended 31<sup>st</sup> March 2022

## 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 1<sup>st</sup> 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 £0 in restricted income during the current year. In 2021 £2,270 was received as a once off grant from the National Lottery for the purpose of refurbishing toilet facilities. The work has now been carried out. There was no other restricted income.

## **3 Donations and legacies**

	2022 £	2021 £
Grants	30,112	68,419
Other donations	5,937	5,693
Total	<u>36,049</u>	<u>74,112</u>

Grants received during 2021/22 and 2020/2021 were provided by Buckinghamshire Council (BC) and additionally by Haddenham Parish Council in 2020/2021.

## **4 Charitable Activities**

	2022 £	2021 £
Room hire fees	2,340	-
Library fees	901	178
Total	<u>3,241</u>	<u>178</u>

**5 Other trading activities**

	2022	2021
	£	£
Fundraising events & activities	569	711
Sale of old stock & donated items	47	13
Profit on sale of greeting cards	249	-
Profit on sale of reading glasses	32	-
Profit on sale of fixed assets	-	-
Miscellaneous	642	41
<b>Total</b>	<b><u>1,539</u></b>	<b><u>765</u></b>

**6 Investment income**

	2022	2021
	£	£
Deposit account interest	<u>16</u>	<u>62</u>

**7 Expenditure**

	2022	2021
	£	£
Charitable activities		
Salaries and Contract Manager	21,167	19,506
Books	712	870
Cleaning	1,697	1,140
Electricity	2,809	1,624
Event & activity costs	167	-
Furniture/equipment	2,480	217
Insurance	537	306
Newspapers/magazines	175	-
Photocopier	83	64
Printing/stationery	273	350
Repairs & maintenance	1,247	365
Tel/ICT/TV/WiFi	1,526	1,141
Depreciation	5,420	4,668
Covid-19 costs	1,043	2,590
Other	2,022	1,106
Governance costs	653	53
<b>Total</b>	<b><u>42,011</u></b>	<b><u>34,000</u></b>

## **8 Trustees' remuneration and benefits**

As mentioned in the report above two trustees were appointed as contract library managers from 1<sup>st</sup> January 2022 and were remunerated as indicated in note 9 staff costs below. There were no Trustees' remuneration or other benefits for the year ended 31<sup>st</sup> March 2021.

There were no Trustees' expenses paid for the year ended 31<sup>st</sup> March 2022 nor for the year ended 31<sup>st</sup> March 2021.

## **9 Staff costs**

A Library Manager employed by Buckinghamshire Council (BC) was seconded to Haddenham Community Library up to August 2021 for which the charity paid a contribution of £15,612. Additionally, payments of £5,555 were made for contract management.

## **10 Tangible fixed assets**

Furniture, fixtures, fittings and equipment.

	£
Cost	
At 1 <sup>st</sup> April 2021	47,019
Additions	3,756
Disposals	-
At 31 <sup>st</sup> March 2022	50,775
Depreciation	
At 1 <sup>st</sup> April 2021	23,449
Charge for year	5,420
At 31 <sup>st</sup> March 2022	28,869
Net book value	
At 31 <sup>st</sup> March 2021	23,570
At 31 <sup>st</sup> March 2022	21,906

## **11 Debtors: amounts falling due within one year**

	2022 £	2021 £
Trade debtors	2,523	23

**12 Creditors: amounts falling due within one year**

	2022 £	2021 £
Trade creditors and accruals	4,269	276

**13 Movement in funds**

	2021 £	Net movement in funds £	2022 £
Unrestricted funds	134,549	(1,166)	133,383
Restricted Funds	2,270	0	2,270
Total funds	<u>136,819</u>	<u>(1,166)</u>	<u>135,653</u>

Movement in funds included in the above are as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds	40,845	(42,011)	(1,166)
Restricted funds	0	0	0
Total funds	<u>40,845</u>	<u>(42,011)</u>	<u>(1,166)</u>

Comparatives for movement of funds as follows:

	2021 £	Net movement in funds £	2022 £
Unrestricted funds	95,702	38,847	134,549
Restricted funds	0	2,270	2,270
Total funds	<u>95,702</u>	<u>41,117</u>	<u>136,819</u>

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

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds	72,847	(34,000)	38,647
Restricted funds	2,270	0	2,270
Total funds	<u>75,117</u>	<u>(34,000)</u>	<u>41,117</u>

#### **14 Related party disclosures**

There were no related party transactions in the current or comparative year except as indicated in note 9 above.

#### **15 Ultimate controlling party**

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