

Berkeley Books - 1149718

Trustees Annual Report

Financial Year 2020 to 2021

1.0 Introduction

Berkeley Books has now been supplying library and community services since November 2011 when it was taken over by the Community in order to prevent closure by Gloucestershire County Council. The purpose is to ensure the existence of a modern library service in Berkeley, and to allow the continuing development and range of community services offered in line with local and community needs.

Also, the building is beyond economic repair and fundraising is underway in order to provide a new building. A contract has been entered into with a professional fundraising company who work on a daily fee basis against time spent on applications plus VAT.

2.0 Management

Berkeley Books management structure consists of the following:

2.1 A number (currently 5) of Trustees who ensure that all relevant regulations are met; set the policies and procedures for the long term where appropriate and are responsible for governance. Two of which are professional fundraisers who police the activities of our contracted fund-raiser.

2.2 A committee that handles the tactical decisions: management of Berkeley Books including low level fundraising and reports to the Trustee Board.

2.3 A paid Supervisor who reports to a trustee and attends the trustees' meetings.

2.4 A number of volunteers (currently 23, but only 2 that were active this year) who issue books assist with various activities, including housekeeping, grounds maintenance and cleaning.

3.0 Activities

The number of community activities offered has grown over time in line with changing and ongoing local and community requirements/

3.1 Activities are available under the following headings:

3.1.1 Job Club – CV writing, Practice interviews, how to find jobs etc

3.1.2 Well Being – Book prescription Service, Outpost for local nursery, partnership with local Medical Centre Gardening Club etc.

3.1.3 Young People – Summer Reading Challenge, reading Reading Badges for Brownies, Rainbows and Cubs, story competition for Scouts, D of E etc.

3.1.4 Information Technology – computer club for elderly and the nervous novice, free use of computers and Family History software, online banking, job seeking, use of copiers etc.

3.1.5 Activities – craft club, art club, poetry club, crochet club, book club, and a film society is in train to start this November.

4.0 Financial

Berkeley Books continues to be financially self sustaining in difficult financial times due to Covid; however, the government grant and furlough scheme has kept us financially viable. Payroll services are supplied by 'Fairshares', a local charity set up to support other charities.

5.0 The future

The building was a temporary solution 35 years ago, is now time expired, and needs replacing. To this end an architect has been employed, relevant drawings have been produced and planning permission for a new building has been granted. In order to keep the Planning Permission alive a material start has been made by the provision of three disabled parking bays to the front of the library. There is some money in hand but more is needed, hence the recruitment of a fundraiser mentioned in 2.1.

The trustees are now looking at all procedures in order to ensure that proper management and governance are applied.

The Charity Commission is invited to accept this Trustees Annual Report.

E Camper

E Camper

Treasurer and Trustee.

Registered number
07840781

Berkeley Books

Filleted Accounts

31 March 2021

Berkeley Books**Registered number:** 07840781**Balance Sheet****as at 31 March 2021**

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	3	90	270
Current assets			
Stocks		2,475	2,475
Debtors	4	9,338	9,663
Cash at bank and in hand		121,361	107,778
		<u>133,174</u>	<u>119,916</u>
Creditors: amounts falling due within one year	5	(1,176)	-
Net current assets		<u>131,998</u>	<u>119,916</u>
Net assets		<u>132,088</u>	<u>120,186</u>
Capital and reserves			
Profit and loss account		132,088	120,186
Shareholder's funds		<u>132,088</u>	<u>120,186</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Mr E Camper

Director

Approved by the board on 23 June 2021

Berkeley Books
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Equipment	25% straight line
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Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first in first out method. The carrying amount of stock sold is recognised as an expense in the period in which the related revenue is recognised.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Berkeley Books
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for the year ended 31 March 2021

Taxation

A current tax liability is recognised for the tax payable on the taxable profit of the current and past periods. A current tax asset is recognised in respect of a tax loss that can be carried back to recover tax paid in a previous period. Deferred tax is recognised in respect of all timing differences between the recognition of income and expenses in the financial statements and their inclusion in tax assessments. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference, except for revalued land and investment property where the tax rate that applies to the sale of the asset is used. Current and deferred tax assets and liabilities are not discounted.

Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

2 Employees	2021 Number	2020 Number
Average number of persons employed by the company	<u>1</u>	<u>1</u>

3 Tangible fixed assets	Plant and machinery etc £
Cost	
At 1 April 2020	<u>7,696</u>
At 31 March 2021	<u>7,696</u>
Depreciation	
At 1 April 2020	7,426
Charge for the year	<u>180</u>
At 31 March 2021	<u>7,606</u>
Net book value	
At 31 March 2021	<u>90</u>
At 31 March 2020	<u>270</u>

Berkeley Books
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4 Debtors	2021	2020
	£	£
Other debtors	<u>9,338</u>	<u>9,663</u>

5 Creditors: amounts falling due within one year	2021	2020
	£	£
Other creditors	<u>1,176</u>	<u>-</u>

6 Other information

Berkeley Books is a private company limited by guarantee and incorporated in England. Its registered office is:
 10 Lantern Close
 Berkeley
 Glos
 GL13 9DE

Berkeley Books Accountants' Report

Accountants' report to the directors of Berkeley Books

You consider that the company is exempt from an audit for the year ended 31 March 2021. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

CK Accountants

C K Accountants
Accountants

55 Parsonage St
Dursley
Glos
GL11 4BP

23 June 2021