

Berkeley Books – Annual Report and Accounts

For the year ended 31 March 2024

Registered Charity 1149718 Company Number - 07840781

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 continues 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.

As noted in the report last year the current building is beyond economic repair. Following a sustained and successful fundraising programme the majority of the funds to build a new library and community hub have been secured. Work is planned to commence in the next few months on the first phase of the project. Completion of this first phase is expected in May/June 2025.

Management Berkeley Books

The management structure consists of the following:

- a. There are currently four 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. One of whom is a District Councillor, and the other three are retired professionals.
- b. A committee that handles the tactical decisions: management of Berkeley Books including low level fundraising and reports to the Trustee Board.
- c. A paid Manager who reports to a Trustee and attends the trustees' meetings.
- d. A number of volunteers (currently 12) who issue books assist with various activities, including housekeeping, grounds maintenance and cleaning.

Activities

The number of community activities offered has grown over time in line with changing and ongoing local and community requirements, these include:

- a. Job Club – CV writing, Practice interviews, how to find jobs etc
- b. Well Being – Book prescription Service, Outpost for local nursery, partnership with local Medical Centre, Pop up Vaccination Centre, NHS medical health Check Centre.
- c. Young People – Summer Reading Challenge, Reading Badges for Brownies, Rainbows and Cubs, story competition for Scouts, D of E etc.
- d. 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.
- e. Activities – craft club, gardening club, art club, poetry club, crochet club, book club, historical society, WI book reading club and a film club.

Financial

Berkeley Books continues to be financially self-sustaining, running fundraising events alongside a grant from Gloucestershire County Council to fund the operational activity of the library. With the advent of the new building, it is hoped that income streams will increase from lettings of the new bright and modern meeting places that this new build will provide.

The new library building and community hub will cost in the region of £600k and fundraising from various sources has secured nearly 90% of what is required allowing work to start. Grants application and appeals are in place to secure funds for the balance.

Summary

The financial year 2023/24 has been one of hard work by the trustees, committee and volunteers to ensure the library stays open and the new build happens. This is now coming to fruition and the coming year should see all of the hard work and planning turn into reality, providing the town of Berkeley with a well-deserved new facility.

John Stanton

Chairman – Berkeley Books

30/11/24

Berkeley Books
Profit and Loss Account
for the year ended 31 March 2024

	2024 £	2023 £
Turnover	3,099	2,808
Cost of sales	(1,501)	(259)
Gross profit	1,598	2,549
Administrative expenses	(33,731)	(17,581)
Other operating income	38,175	60,874
Operating profit	6,042	45,842
Interest receivable	5,977	2,158
Profit before taxation	12,019	48,000
Tax on profit	-	-
Profit for the financial year	12,019	48,000

Berkeley Books
Registered number:
Balance Sheet
as at 31 March 2024

07840781

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	3	16,778	890
Current assets			
Stocks		3,000	3,200
Debtors	4	500	9,413
Cash at bank and in hand		167,766	162,528
		<u>171,266</u>	<u>175,141</u>
Creditors: amounts falling due within one year	5	(142)	(148)
Net current assets		<u>171,124</u>	<u>174,993</u>
Net assets		<u>187,902</u>	<u>175,883</u>
Capital and reserves			
Profit and loss account		187,902	175,883
Shareholder's funds		<u>187,902</u>	<u>175,883</u>

The director is 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 director acknowledges his 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 3 October 2024

Berkeley Books
Detailed profit and loss account
for the year ended 31 March 2024

This schedule does not form part of the statutory accounts

	2024 £	2023 £
Sales		
Sales	3,099	2,808
Cost of sales		
Purchases	1,301	984
Decrease/increase in stocks	200	(725)
	1,501	259
Administrative expenses		
Employee costs:		
Wages and salaries	9,751	8,883
Staff training and welfare	304	63
	10,055	8,946
Premises costs:		
Rates	126	74
Light and heat	3,058	1,822
Cleaning	263	238
	3,447	2,134
General administrative expenses:		
Telephone and internet	490	-
Stationery and printing	431	1,514
Bank charges	96	85
Insurance	1,029	1,418
Software	125	110
Repairs and maintenance	4,558	2,021
Depreciation	297	297
	7,026	5,445
Legal and professional costs:		
Accountancy fees	1,020	900
Consultancy fees	12,100	-
Other legal and professional	83	96
	13,203	1,056
	33,731	17,581
Other operating income		
Grant	30,299	53,737
Donations	6,546	5,944
Fund-raising	1,330	1,193
	38,175	60,874



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Berkeley Books

On accounts for the year
ended

31 March 2024

Charity no
(if any) 1149718

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024

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 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.

Signed: E. Sutton

Date: 29/11/24

Name: ELLEN SUTTON

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

MAAT

Address: 55 PARSONAGE ST DURSLEY,
GL20 4LP