

Friends of Bungay Community Library
Annual Report of the Trustees July 2021

Last year due to the restrictions resulting from the Coronavirus Pandemic we were forced to replace the normal AGM with online communication of the essential documents and information. Little did we expect at that stage that we would still be facing restrictions and ongoing uncertainty one full year later.

Over the last twelve months the library has continued to work very hard and incredibly creatively to support the local community. Although the doors were closed a huge amount of work was going on behind the scenes. We are very grateful to the ways in which the staff have used phone calls, book drops, social media and online ordering as well as more 'normal' lending options to ensure that library users remained safe but did not feel isolated or forgotten. I know we have all been delighted to finally see the doors open again and to be able to select books and other resources for ourselves as well as to experience the special Bungay Library welcome.

More than ever we are enormously grateful to all the staff who make Bungay Community Library such a key part of the local community. Amanda, our manager, has provided exemplary leadership; her support for the staff and her determination to maintain the very special presence of the library in Bungay is much appreciated. A huge thank you goes from the Friends to each member of the staff team.

As Friends we have had limited opportunities to be involved in supporting the library this year. There have been just a few ways in which we have been able to help.

Funding from the Friends was used to replace and improve the fence boundary between the library and the neighbours. Funds have also been used to carry out essential minor repairs and improvements to the lobby and garden.

We have secured a grant from Durrants Estate Agents to purchase a third browsing box for the Children's section of the library.

We have taken advantage of a quieter spell to review our procedures for financial control. We are confident that all our procedures related to managing the Friends' finances continue to be appropriate and as secure as possible.

Amanda has been working with Suffolk Property team to explore ways in which we can refurbish and improve our entrance lobby to make it more accessible and to create a more attractive welcoming area to the library. This will be the main focus of the Friends' work as we look towards the next year.

Maxine continues to work with schools and playgroups using the funding provided by the Lions Club through their links with the Friends.

For now we are quite uncertain how we will be able to work as a Friends group and we will certainly have to explore new ways to support Bungay Community Library over the next months and years. We remain committed to doing everything we can to support the staff and to continue to help to improve the environment of the library.

The future will hold many new opportunities and we hope to be able to draw on the support of the wider Friends group to respond to those opportunities as they arise. If you are already a Friend and feel you would like to be more involved please do contact Amanda or me at the library for a conversation.

Christine Douglas

Chair of Trustees of the Friends of Bungay Community Library

June 2021

REGISTERED COMPANY NUMBER: CE000346 (England and Wales)
REGISTERED CHARITY NUMBER: 1151649

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

FOR

FRIENDS OF BUNGAY COMMUNITY LIBRARY



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649**

FOR THE YEAR ENDED 30 SEPTEMBER 2020

We report on the accounts of the Friends of Bungay Community Library for the year to 30 September 2020, which are set out on pages 2 and 3.

Respective responsibilities of Friends and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect the requirements:

- 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.

We 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.



J van Dijk FMAAT
van Dijk Accountants
11 Trinity Street
Bungay
Suffolk NR35 1EH

Date: 12 April 2021

FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020 £	2019 £
UNRESTRICTED FUND		
RECEIPTS		
Sales	3,802	5,420
Fundraising	630	6,005
Misc	716	612
Interest	53	213
Grants	500	-
TOTAL RECEIPTS	<u>5,700</u>	<u>12,250</u>
PAYMENTS		
Purchases	1,856	2,038
Repairs and renewals	2,043	1,555
Event costs	599	1,741
Commission paid	-	-
Staff	-	1,645
Post and stationery	300	504
Donations	-	8,524
Accountancy	180	60
General expenses	439	1,219
TOTAL PAYMENTS	<u>5,416</u>	<u>17,286</u>
RECEIPTS LESS PAYMENTS	284	(5,036)
Bank balance and cash in hand at 1 October 2019	19,789	24,825
Bank balance and cash in hand at 30 September 2020	<u>20,074</u>	<u>19,789</u>

FRIENDS OF BUNGAY COMMUNITY LIBRARY
CHARITY NUMBER 1151649

STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020	2019
	£	£
MONETARY ASSETS		
Lloyds Treasurers Account	10,062	9,619
Savings Account	10,000	10,000
Cash in hand	12	170
	<u>20,074</u>	<u>19,789</u>
 Creditor at 30 September 2020	 180	 180
	<u>19,894</u>	<u>19,609</u>

The financial statements were approved by the trustees and signed on its behalf by:



Chairperson - C Douglas

Date: 24th June 2021