

FRIENDS OF JESMOND LIBRARY

England & Wales · Charity number 1151935

Details

Status	Registered
Legal form	Charitable company
Company number	08430250
Registered	2013-05-08
Register	View on the Charity Commission register

Contact

Address	Friends of Jesmond Library Jesmond Library St. Georges Terrace Jesmond Newcastle Upon Tyne NE2 2DL
Phone	01912812385
Email	enquiries@jesmondlibrary.org
Website	www.jesmondlibrary.org

Activities

Objects: 1.TO ADVANCE THE EDUCATION OF THE PUBLIC BY THE PROMOTION OF THE USE OF A PUBLIC LENDING LIBRARY SERVICE FOR THE BENEFIT OF THE RESIDENTS OF NEWCASTLE UPON TYNE CITY(THE AREA OF BENEFIT).2.)TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF SEX,SEXUAL ORIENTATION,AGE,DISABILITY,NATIONALITY,RACE OR OF POLITICAL,RELIGIOUS OR OTHER OPINIONS,BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE STATUTORY AUTHORITIES,VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.2)TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED

Activities: (i) Operating Jesmond Library for the benefit of the public(ii) advancing education culture and the arts for the public benefit by the provision of cultural activities, libraries, learning and information centres and other related services.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Newcastle Upon Tyne City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£65,297	£51,171	-	-
2024-03-31	£65,592	£58,551	-	-
2023-03-31	£77,352	£66,653	-	-
2022-03-31	£57,646	£71,450	-	-
2021-03-31	£94,346	£71,865	-	-

Trustees

Name	Role	Appointed
Peter Francis Breakey	Chair	2024-06-15
ANNE BURTON		2021-07-03
CHRIS CLARKE		2013-04-14
Felicity Mendelson		2013-07-07
JEREMY CHRISTOPHER HARDY		2016-09-24
Julian Nicholas Scott Hargreaves		2024-11-09
Philip John Browne		2024-11-09
Richard John Watson		2018-07-28
SARAH ELIZABETH BREAKEY		2014-10-11
SUSAN REA		2016-09-03
Sarah Mercer		2013-07-07

Accounts

Company registered in England and Wales, limited by guarantee, number 08430250

Registered charity, number 1151935

FRIENDS OF JESMOND LIBRARY

**Trustees' Report and Financial Statements
for the year ended 31 March 2025**

FRIENDS OF JESMOND LIBRARY

Trustees' Report and Financial Statements for the year ended 31 March 2025

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FRIENDS OF JESMOND LIBRARY

Reference and administrative details of the charity and its trustees, for the year ended 31 March 2025

Trustees and Directors

Peter Francis Breakey (previously a trustee in 2013-2017, then appointed as a trustee and Chair of trustees, 15/06/24, and re-appointed 12/10/24)

Sarah Elizabeth Langley Breakey (appointed 11/10/14, retired and immediately re-appointed for a fourth three-year term, 30/09/23)

Philip John Browne (appointed 09/11/24)

Anne Burton (appointed 03/07/21, re-appointed for a second three-year term, 12/10/24)

Christopher John Lawrey Clarke (appointed 05/03/13, retired and immediately re-appointed for a fourth three-year term, 12/10/24)

Jeremy Christopher Hardy (appointed 24/09/16, retired and immediately re-appointed for a fourth three-year term, 12/10/24)

Julian Nicholas Scott Hargreaves (appointed 09/11/24)

Gerard Francis Keating (appointed 28/07/18, resigned 07/09/24)

Felicity Ann Mendelson (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term, 12/10/24)

Sarah Anne Barbour Mercer (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term 15/10/22)

Susan Rea (appointed 03/09/16, retired and immediately re-appointed for a third term, 02/10/21)

Catherine Ellen Bernadette Walker (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term, 15/10/22; elected Vice Chair on 03/08/19)

Richard John Watson (appointed 28/07/18, retired and immediately re-appointed for a second three-year term, 15/10/22)

Nicola (Finn) Willingham (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term, 15/10/22)

Wendy Young (appointed 28/07/18, retired and immediately re-appointed for a third three-year term, 30/09/23)

Company registered number

08430250

Charity registered number

1151935

Registered office

Jesmond Library, St George's Terrace, Jesmond, Newcastle upon Tyne NE2 2DL

Telephone number

0191 281 2385

Emails

events@jesmondlibrary.org , enquiries@jesmondlibrary.org , finance@jesmondlibrary.org and volunteers@jesmondlibrary.org

Website and Facebook site

www.jesmondlibrary.org and www.facebook.com/JesmondLibrary

Company secretary

Christopher J L Clarke

Independent examiner of the Financial Statements

Geoffrey R Carter

Bankers

Barclays Bank plc, Leicester LE87 2BB

United Trust Bank, One Ropemaker Street, London EC2Y 9AW

FRIENDS OF JESMOND LIBRARY

Trustees' report for the year ended 31 March 2025

The trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the Friends of Jesmond Library (the charitable company) for the year ended 31 March 2025.

Thanks to the efforts of our volunteers and the support of our local community, the number of people visiting the library has once again increased, with more books borrowed, more events organised, and a greater sum generated through our Standing Order scheme. During the year covered by this report we purchased new public address and audio-visual display systems to improve our facilities for public lectures and meetings.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, and "Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 January 2019).

Structure, Governance and Management

a. Constitution

The Friends of Jesmond Library is a charitable company, limited by guarantee. It was incorporated on 5 March 2013, with registered company number 08430250. It is also a registered charity, with charity number 1151935. The company's articles of association were amended by Special Resolution on 8 May 2013.

The objects of the company as stated in the amended articles are:

1. To advance the education of the public by the promotion of the use of a public lending library service for the benefit of the residents of Newcastle upon Tyne City (the area of benefit);
2. To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the

interests of social welfare for recreation and leisure-time occupation with the object of improving conditions of life for the said inhabitants;

3. To promote such other charitable purposes as may from time to time be determined.

b. Method of appointment or election of members and trustees

The articles of association define the company structure, which includes both members and directors. The directors are also known as trustees for the purposes of the Charities Act.

In day-to-day operations the charitable company also uses the term “member” in a financial context (eg “Founder Member”) and in the context of borrowing books (people registered to borrow books are also commonly known as members of the library) but neither of these usages of the word “member” carries any relevance to the legal structure of the company.

Under article 32 of the company’s rules all the directors were required to retire from office at the conclusion of the first Annual General Meeting, which was held on 11 October 2014. Since that date one third of the directors must resign from office each year, by rotation (unless there are sufficient casual resignations). Directors who resign are eligible for re-appointment.

The Charity Commission has recommended that trustees should not normally stand for more than three, three-year terms, unless a specific reason is stated in this Annual Report. Several trustees are now into their fourth three-year terms, but it is considered by the other trustees that the company benefits greatly from the accumulated experience of these long-serving individuals. The trustees do fully consider the benefits of bringing in new ideas and individuals from time to time, through advisers and other volunteers, as well as through Board membership.

There are currently no bodies that are automatically entitled to nominate directors to the Board.

Potential new director/trustees will be identified from time to time amongst the volunteers and supporters of the charitable company, bearing in mind the range of skills and experience available amongst the existing trustees and the qualities which the potential new trustee(s) can bring to the Board.

At the Annual Meeting of the company in September 2023 Sarah Mercer stood down as Chair of the trustees, but she remains as a trustee. The trustees then embarked on a recruitment process to identify a new Chair. This process was concluded in June 2024 when Peter Breakey (who had previously been a founding trustee of the company) was appointed as the new Chair of the trustees.

c. Policies and practices adopted for the induction and training of trustees

The charitable company has so far focussed on recruiting and training volunteers to staff the library. Training centres on the wide range of skills needed for operational purposes.

All new trustees are subject to an induction process, including familiarity with Charity Commission guidance on the role and responsibilities of trustees. The company benefits from the wide range of pre-existing skills available amongst the trustees and other volunteers.

d. Organisational structure and decision making

The Board of Directors is responsible for making all strategic decisions and overseeing their implementation. Board meetings are open not only to trustees but also to members of a loosely defined wider group, known as the Advisory Group, established to involve a wider range of skills in the governance of the company. Advisory Group members receive board papers but only need to attend meetings if they wish, or if their presence is specifically requested.

Current members of the Advisory Group are Julia Black (contracts for building maintenance and services), Biddy Casselden (research on the value of libraries), John Cook (the building), Pamela Denham (Wellbeing for Life, Elders Council of Newcastle), Julie Eccles (library operations), Rachel Gibson (events and room bookings), Tina Gough (architectural advice), Paul Luft (the building), Despoina Papadopoulou (architectural advice), Kay Punshon (library operations), Paul Taylor (book buying group), Barbara Trevitt (volunteer coordinator) and Wes (Andrew) Wareham (the building, and IT).

On formal matters before the board only the trustees are eligible to vote. The board normally meets every six weeks, on a Saturday morning.

The board has also established a number of free-standing specialist groups, to involve a wider range of interests and skills in the operation and management of the library. All key matters discussed in the groups are brought to the board for formal decision making. Current groups include the Finance and Building Group, the Book Buying Group, the Marketing Group and the Events Group. Members of the groups include trustees, members of the advisory group, and other volunteers. The “Green” (i.e. most experienced) volunteers also meet regularly with the Volunteer Coordinator.

A number of the trustees, advisory group members and other volunteers have taken on specific roles within the organisation, once again subject to the overall oversight of the board. These roles include:

Julia Black: Building maintenance contracts; and reviewing our risk management and fire safety policies and procedures;

Anne Burton: Fundraising and newsletters;

Sarah Breakey: The children's area, and displays. Sarah is supported in the organisation of children's activities by Joan Aarvold and others;

Chris Clarke: Treasurer and Company Secretary, organises the "Wellbeing for Life" programme with Pamela Denham, Beryl Downing and others;

John Cook, Despoina Papadopoulou and Andrew (Wes) Wareing: Building issues;

Rachel Gibson: The events calendar, and room bookings;

Jeremy Hardy: Publicity and marketing;

Pamela Denham: Wellbeing for Life, regular monthly meetings for older people, and liaison with the Elders Council of Newcastle;

Felicity Mendelson: Book buying and operational library management issues, liaison with Newcastle University and the City Council library service;

Paul Rea (Red Square Design): Posters and publicity;

Barbara Trevitt: The recruitment, training and management of the volunteers, especially in ensuring adequate cover whenever the building is open, supported by Sue Rea, and liaison with Newcastle University regarding student volunteers;

Catherine Walker: Vice-Chair, and joint Acting Chair (with Finn Willingham) until a new Chair was formally appointed in June 2024;

Richard Watson: The General Data Protection Regulations;

Finn Willingham: shared the role of Acting Chair with Catherine Walker; and oversight of the website.

The "Greens" and other volunteers have also agreed to take on particular individual operational responsibilities, such as for the photocopier, coffee machine, cash register, posters and notice boards, membership records and training.

e. Risk Management and Reserves Policies

The trustees have previously assessed the major risks to which the company is exposed, such as potential problems with the building, over-reliance on certain key individuals, and potential difficulties in maintaining the commitment of volunteers and financial supporters once the initial "honeymoon period" is over, and measures have been put in place to minimise these risks. Over the last year a full review of our risk management, health and safety, and fire and emergency safety policies and procedures has been launched. Whilst

work on these reviews is not yet complete, a number of procedures have already been tightened up, including improved guidance and training on fire safety.

To minimise the potential risks for volunteers, the trustees' policy is not to open the building to the public unless at least two volunteers are present. (This does not apply for private room bookings and events). The library volunteers must not accept responsibility for children aged under 10, who are using the library, who must remain in the care of a parent, teacher, or responsible adult, at all times. Over that age, children are allowed in the library on their own.

In managing the building, the Friends aim at best practice, and have continued or improved on many of the routines set up originally by the council.

During the period covered by this report the company had public liability insurance cover of £10 million. Our own insurance includes accidental damage to the large windows in the main room. Other aspects of building insurance are covered by the Council, under the terms of our lease. Negotiations over a new lease are starting later in 2025.

Before the pandemic the company had introduced explicit terms and conditions for room hire, which clarified the responsibilities of people hiring rooms. A review of the terms and conditions was nearing completion at the end of the period covered by this report.

The company's Reserves Policy was reviewed during 2023/24, and the revised policy statement was approved by the Board.

Up until four years ago the first priority of the company's policy for its financial reserves was that there should always be enough funding in reserve to continue to pay our running costs for at least six months, if for some reason our income suddenly fell or we were forced to close the building.

At the end of 2019/20, with the closure of the building on Government advice, the existence of this reserve became vital to the company's future. It was therefore decided that for the time being we should maintain an Operating Reserve covering twelve months normal, general running costs. This policy is still in place.

Reserves kept for further major building improvements and longer term planned maintenance form the company's Building Fund. This fund is also used to hold reserved funds which cannot be used for any other purpose, such as grants obtained for the Writer in Residence.

The company also maintains a Wellbeing Reserve Fund, which holds grants, donations and income related to the Wellbeing for Life programme, run jointly by the Friends of Jesmond Library and the Elders Council of Newcastle, and the Friday Fund, which holds grants and donations raised for the library's work with asylum seekers and refugees, and for the Warm

Zone initiative and its successor, Wellbeing Hubs, all of which were focussed on Friday mornings.

The library has also now taken over responsibility for managing the Sing and Socialise programme, first established by Jesmond Dementia Action Alliance, and grants and donations associated with Sing and Socialise are now also held in the Wellbeing Fund

Review of Activities

In setting objectives and planning activities the trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, and to the objects of the charitable company (pages 5/6).

Public Lending Library Services

a. Library operations

The opening hours of the public library amount to 25.5 hours a week (9:30am - 4:30pm on Tuesdays and Saturdays, 9:30am - 6:00pm on Thursdays, and 9:30am – 12:30pm on Fridays).

28,295 visitors to the library were recorded in 2024/25, compared with 24,118 in the previous year. This exceeds by some margin the figures of 22,000 or more recorded before the pandemic. The busiest month last year was January 2025, when 2,813 visits were recorded. The busiest day was Saturday 12 October 2024 (317 visitors recorded).

On 31 March 2025, 2,473 people or organisations were registered to borrow books from Jesmond Library, compared with 2,058 in March 2024. Between 1 April 2024 and 31 March 2025, 11,592 book issues were recorded. This compares with 11,208 in 2023/24. While the overall number of loans went up by 6%, junior loans went up by 15%, while adult fiction loans went down by 5% and adult non-fiction loans went down by 2%

In 2024/25 we bought 278 new books, at a cost of over £3,375, and 8 second hand books. We also accepted 558 donated books, although we had been offered far more than this. The main categories of book which we accept as donations are children's books and books with a particular local connection, such as by a local author or about local history. Other second-hand books we re-direct to our local Oxfam book shop.

The most-borrowed authors in the year were once again Julia Donaldson and Roger Hargreaves. David Walliams ranked third and L J Ross fourth. The three most-borrowed individual books were all about dementia, the most-borrowed being "Alzheimer's and other Dementias" by Alex Bailey.

In total, at the end of 2024/25 we had 10,261 books and other items on the shelves. 60 items were for reference, 4,734 were classified as Fiction and 5,527 as Non-Fiction (or "other").

b. Volunteers

The company employs no paid staff, and is wholly dependent on the unstinting efforts of volunteers for the operation of the library service and all other activities which take place in the building.

Our volunteer coordinator has estimated that our front of house volunteers worked a total of approximately 4,500 hours during the year April 2024 – March 2025. If we cost these hours at the national living wage (£11.44 per hour) this would be equivalent to a total “value” of £51,480. This does not include the hours “worked” by the many other volunteers who organise activities and events, or play other roles behind the scenes. Besides the tremendous value of these efforts to the local community, we believe that many volunteers themselves derive a measure of personal satisfaction and a sense of achievement, while some use their work experience to gain paid employment elsewhere.

On 31 March 2025 we had 73 Front of House volunteers, including experienced supervisor/trainers (known as “Greens”). 11 volunteers are involved in running groups, another 12 volunteers play various behind the scenes roles and there are 14 trustees. This gives 110 active volunteers in total. Our front of house volunteers do not have to commit to working specific times or days, or numbers of hours per week, but use an online system (SignUp) to choose their own shifts (although the volunteer coordinator often has to send out last minute email appeals to fill the final vacant shifts).

Once again, the trustees are extremely grateful to all those who keep our services running and provide the friendly welcome which so many library customers appreciate.

Education and Social Welfare

c. Events and room hire

Since re-opening under the management of the Friends of Jesmond Library the library has developed as a busy community hub, with far more events taking place than when the building was managed by the Council.

Between 1 April 2024 and 31 March 2025 there were 447 room bookings by outside organisations, compared with 415 in the previous year. 116 of the 2024/25 room bookings were in the Main Room, 131 in the Catherine Cookson Room and 200 in the Sid Chaplin Room.

In addition, there were 637 events run by library volunteers in 2024/25, compared with 610 in 2023/24. 191 of the 2024/25 events took place in the Main Room, 265 in the Catherine Cookson Room, 177 in the Sid Chaplin Room and 4 at the United Reformed Church. Total attendance at these events was 8,654, a notable increase over the previous year, when the total was 7,426.

Highlights of the year's events programme included the library's contributions to the annual Jesmond Community Festival in May, some excellent Thursday evening talks, and, at the end of the year, the first of a new series of "Music in the Library" Friday lunchtime events. The quality of the events programme was significantly enhanced by the new PA and audio-visual equipment.

At the present time some of the most popular regular events taking place in the library are the language conversation groups run by library volunteers; other events include a book group, play reading, poetry sharing, current affairs, a Craft 'n' Chat group, the "Wellbeing for Life" series for older people, story-time and crafts for children, and IT advice sessions. Groups making regular room bookings include Mindfulness, Meditation, Philosophy, Keep Jesmond Clean, a Chess Club, private language classes, Jesmond Community Forum and Councillors' ward surgeries.

Friday mornings are designated Wellbeing Hubs, when the library is open to all comers as usual but we also provide popular English as a second language conversation groups, free refreshments, and occasional drop-in sessions run by partner agencies such as Northumbria Police and Healthwatch.

Library volunteers will always open the building outside the times when it is operating as a public library, if it is needed for room bookings or events, so in practice Jesmond Library is open for at least part of nearly every day of the year.

d. The People's Network computers

The council left its "People's Network" public use computers in the library when they handed over the building. These are still maintained by the council and are well used by members of the public, especially people who do not have alternative access to IT facilities. Library volunteers frequently give informal assistance to People's Network users. Over the full year 2024/25 1,822 logins were recorded on our 6 People's Network computers, compared with 2,876 logins in 2023/24. From the raw data it is not possible to account for this fall in the number of logins – possibly fewer people lack access to their own facilities. Those who do use the library People's Network computers tend to stay in the library for some time – the average duration of a single usage is over 40 minutes.

e. The building

Jesmond Library is a much-loved and architecturally distinguished modern building, unusual in being a Grade 2 Listed Building designed and built in the 1960's. Some of the architecturally valuable features of the building, notably the huge windows and glass doors, provide particular challenges in terms of building maintenance. Since we took over management of the building we have sought, where possible, to return to the spirit of the original design of the building, while accommodating the present, flexible use of the building as a community hub as well as a public library.

A major challenge for many householders and businesses is the steady increase in energy costs, along with rising concern about climate change. Since our takeover of the building we have carried out a number of projects intended to reduce energy use, including improved roof and cavity wall insulation, an advanced system for managing the heating system, and the replacement of all the windows in the main room with a double-glazed equivalent. While firm conclusions are hard to distinguish from other factors, it appears that these projects are already saving us significant energy costs.

We are now in the process of raising funding for a further phase of energy saving improvements which we hope to commence during 2025.

f. Publicity and communications

We publish regular events programmes and posters, whose visual impact is greatly helped by our designer, Paul Rea. Information on events is circulated electronically through Jesmond Community Forum and Jesmond Residents Association, and through our own circulation list of library users.

Our Facebook page, Tweets and Blogs are well-received by those of our users who make use of social media. We also publish an occasional newsletter, “The Blurb”.

g. Links with other community-managed libraries

The Friends of Jesmond Library was actively involved in the establishment of the national Community Managed Libraries Peer Group Network, of which Chris Clarke is a Board Member, and on several occasions over the last year Jesmond volunteers have been pleased to advise other community libraries on issues such as fundraising and volunteer recruitment and management.

Financial Review

a. Going Concern

When it first re-opened, the company enjoyed an immediate financial input from residents of Jesmond, from charitable bodies (notably, but not only, the Catherine Cookson Trust), and from the North and South Jesmond Ward Committees of the Council. This enabled the company to build up sufficient reserves during its first few months to be confident of remaining a going concern for at least the next few years, and probably much more.

Our early optimism proved to be well founded, and these accounts are therefore prepared on the basis that we are still a “going concern” and likely to remain so for the foreseeable future.

b. Reserves Policy

The trustees consider the reserves of the company to be more than adequate to meet its immediate working capital needs. Total funds as at 31 March 2025 were £134,093.86, an increase of £14,125,40 over the previous year.

The basis of the company's Reserves Policy has been in place since 2014/15, when an Operating Reserve Fund and a Building Improvement Fund were established. These two designated funds stand alongside the pre-existing Wellbeing Fund, which supports a programme of activities for older people, jointly run with the Elders Council of Newcastle.

In 2022 an additional designated fund called the Friday Fund was established, to keep grants, donations and expenses related to the Friday morning and other activities to support work with asylum seekers, and the Warm Zone, separate from other funds. The Warm Zone initiative has since become the Wellbeing Hub, but we have retained the name of Friday Fund for this designated fund.

On 16 March 2024 the trustees adopted a formal Reserves Policy, of which the above is a summary.

The funding reserved for the Wellbeing programme increased from £7,989 on 31 March 2024 to £11,440 on 31 March 2025, largely as a result of grants obtained to continue both the Wednesday "Wellbeing for Life" and Friday "Sing and Socialise" meetings.

The Friday Fund was originally established with grants and donations obtained for the library's work with refugees and asylum seekers. However, the use of a local hotel as a Home Office hostel for asylum seekers finished towards the end of 2023/24. Since then, small grants from the council have allowed Friday morning to continue as a "Wellbeing Hub". The Friday Fund rose slightly from £146 on 31 March 2024 to £301 on 31 March 2025. The small remaining sum is being used to fund refreshments at the Wellbeing Hub on Friday mornings, but it is anticipated that the fund will close if the balance reduces to zero. At that point Friday morning opening will be funded as part of the library's mainstream operations.

Up until the end of 2019/20 the policy of the trustees was that unrestricted reserves should not fall below a level equivalent to six months' routine, general expenditure (about £13,000 at the end of 2019/20). However, with the greatly increased uncertainty resulting from the coronavirus crisis, the trustees considered it prudent to increase the Operating Reserve from six to a full twelve months general running costs, and we intend to retain £26,000 for this purpose for the foreseeable future.

On 31 March 2025 the Building Improvement Fund stood at £77,382, compared with £66,863 on 31 March 2024. The purposes of the Building Fund are to finance capital items, such as the purchase of new furniture, which are paid for over several years, to pay for major building refurbishment items, which will not recur every year, and to hold grants

which have to be spent on specific projects. At the end of the financial year the Building Fund is topped up with any surplus from the General Fund.

c. Principal Funding

The first financial priority of the trustees is to raise enough in reasonably reliable monthly income to cover basic running costs (such as utility bills, insurance, stationery, and building and equipment maintenance). This was achieved during 2024/25, when the library's general account recorded a surplus of £18,098 before the surplus was transferred to the Building Reserve Fund.

The largest contributors to our general income are donations from 151 regular subscribers by Standing Order (£12,619 in 2024/25), events organised by our volunteers (£11,534) and room hires (£10,183), with smaller sums raised from miscellaneous donations, the sale of coffee and tea, bank interest, photocopying and printing, and other fundraising.

Plans for the Future

The trustees have three main aims for the future. First is to maintain and improve the range of services available to the local public. If possible, it would be good to further increase opening hours.

Second is to continue to invest in the fabric of the building, furniture and fittings, and at the same time sensitively bring the library up to date. Over the next year we aim to start work on another phase of improvements to the energy efficiency of the building, and invest further in the children's area.

Third is to improve our links with local universities (including both staff and students), schools and businesses.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Friends of Jesmond Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice. Company law requires the trustees to prepare financial statements for each financial year.

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

- so far as each trustee is aware, there is no relevant financial information of which the charitable company's independent examiner is unaware; and
- each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the charitable company's independent examiner in connection with preparing this report and to establish that the charitable company's independent examiner is aware of that information.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 20 September 2025 and signed on their behalf by:

Peter Breakey, Chair

20 September 2025

Independent examiner's report to the trustees of the Friends of Jesmond Library

I report to the charity trustees on my examination of the accounts of the Friends of Jesmond Library for the year ended 31 March 2025, as set out on pages 18 to 29.

Responsibilities and basis of my report

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the Companies Act 2006 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. 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities Statement of Recommended Practice (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.

(signed)

Geoffrey R Carter

59 Queens Terrace, Jesmond, Newcastle upon Tyne NE2 2PL

20 September 2025

FRIENDS OF JESMOND LIBRARY

Statement of Financial Activities

Income and Expenditure Account

for the year ended 31 March 2025, compared with the year ended 31 March 2024

	Note	Total Funds 2024/25 £	Total Funds 2023/24 £
Income			
Incoming resources from generated funds:			
Voluntary receipts	2	21,107.27	16,838.23
Grants received	2	12,500.00	22,534.04
Receipts from fundraising activities	3	4,665.08	3,714.70
Investment income	4	3,144.73	1,904.46
Receipts from charitable activities	5	23,879.58	20,600.08
Total Incoming Resources		65,296.66	65,591.51
Expenditure			
Fundraising costs	6	1,553.72	2,180.39
Charitable activities	7	41,851.57	49,755.97
Governance costs	8	34.00	13.00
Depreciation	9	7,731.97	6,601.80
Total Resources Expended		51,171.26	58,551.16
Net Income (Deficit) for the year	10	14,125.40	7,040.35

The notes on pages 20 to 29 form part of these financial statements.

FRIENDS OF JESMOND LIBRARY

Balance Sheet

as at 31 March 2025, compared with 31 March 2024

	Note	31/03/2025	31/03/2024 £
Fixed assets	9		
Equipment		3,227.31	4,490.44
IT equipment		1,360.25	43.49
Library management system		0.00	0.00
Furniture		1,770.28	595.02
Book stock		8,367.82	7,801.49
Total fixed assets		14,725.66	12,930.44
Current assets			
Recoverable Gift Aid	12	224.80	210.36
Cash at bank	13	119,113.04	106,797.30
Petty cash		30.36	30.36
Total current assets		119,368.20	107,038.02
Total assets		134,093.86	119,968.46
Represented by		31 March 2025	31 March 2024
Balance brought forward		119,968.46	112,928.11
Net income for the year		14,125.40	7,040.35
Total funds	14	134,093.86	119,968.46

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard applicable to charities in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements were approved by the trustees on 20 September 2025 and signed on their behalf by Peter Breakey (Chair).

Peter Breakey, Chair

The notes on pages 20 to 29 form part of these financial statements.

Notes to the Financial Statements for the year ended 31 March 2025

1. Accounting Policies

1.1 Basis of preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities: SORP 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 January 2019)."

The trustees have considered the charitable company's current and future prospects and are satisfied that the company can continue to pay its liabilities as they fall due, for a period of well over twelve months from the date of approval of these financial statements, and is therefore a "going concern".

1.2 Turnover

Turnover comprises revenue recognised by the charitable company in respect of goods and services supplied during the year. The charitable company is not registered for Value Added Tax.

1.3 Company status

The charitable company is a company limited by guarantee. In the event of the company being wound up, the liability of the director/trustees of the company in respect of the guarantee is limited to £10.

1.4 Fund accounting

Designated funds are funds set aside by the company for specific purposes. At the present time the four funds designated by the company are the Wellbeing Fund, the Friday Fund, the Operating Reserve Fund and the Building Improvement Fund. The purposes of these funds were summarised on pages 14/15 of this report. All remaining income and expenditure is contained in the General Fund, which is therefore where the vast majority of day-to-day trading income and expenditure is allocated.

1.5 Incoming resources

All incoming resources are included in the Income and Expenditure Account.

Voluntary income is primarily received as donations and grants. All monetary donations are included in full in the statement of financial activities when received, provided that there

are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition would be deferred until the pre-condition has been met.

Gifts in kind for use by the charity are valued at the estimated cost which would have been incurred by the charity, if they had been purchased. This method has been applied to second hand books donated by well-wishers to the library, whenever the books concerned have been added to our book stock. (Space on the shelves in Jesmond Library is limited, and some donated books, for which we do not have room, have been in turn donated to Oxfam or other local groups.) Books left in the library by the city council were not given a value.

Investment income at present comprises only bank interest. The income is recognised when received.

1.6 Resources expended

Expenditure is allocated to the activity to which it relates.

Governance costs are those costs associated with the constitutional and statutory requirements of the charitable company, principally an annual payment to Companies House.

2. Voluntary receipts and grants received

Two main categories of donation were received from library users during the year. Regular Subscribers provided monthly or annual donations, by Standing Order, totalling £12,619 over the year (compared with £11,258 the year before). Many regular donors give us £2 per month or £20 per year, but a substantial number give us significantly more than this. There were also a number of Miscellaneous Donations, totalling £6,832 (compared with £3,999 the year before). Amongst the Miscellaneous Donations in 2024/25 were donations towards the refurbishment of the children's area, donations made at events, such as children's storytime and crafts, and voluntary contributions made at events where refreshments were served.

The Friends of Jesmond Library is registered with the Fundraising Regulator, and supports the principles that it promotes. Gift Aid is being claimed on all eligible donations. The table on the next page includes all recoverable Gift Aid that we are eligible to claim, even when a claim had not yet been submitted. HMRC pay a small amount of interest when paying Gift Aid claims, to cover the period between the eligible donation being made and the Gift Aid being paid. The company uses the Gift Aid Small Donations Scheme in order to increase the value to us of small miscellaneous donations.

The company has arrangements for supporters to donate money through JustGiving. This generated £683 for the Friends during 2024/25 (compared with £806 in 2023/24), but also cost £216 in payments to contribute to JustGiving costs in that period. We also have an

arrangement with Easyfundraising, which during 2024/25 generated £135 from commissions on internet shopping (compared with £138 in 2023/24).

£12,500 was received in grants during 2024/25, compared with £22,534 the year before, but significant effort was put into preparing a number of other grant applications which we hope will bear fruit later in 2025.

The largest of this year's grants, from the Ballinger Charitable Trust, enabled us to continue the Sing and Socialise programme, while two grants, from the DWF Foundation and Newcastle City Council's South Jesmond Ward Committee, were awarded for improvements to the children's area. Grants from the Hadrian Trust and the Barchester Charitable Foundation went towards continuing the Wellbeing for Life Programme, for older people. Newcastle City Council also gave us a grant to help continue Friday morning opening, as a Wellbeing Hub, while two further council grants, from the City Council's North and South Jesmond Ward Committees, were awarded to increase the size of our cycle parking facilities. The Percy Hedley 1990 Charitable Trust gave us another welcome unrestricted grant.

We are very grateful to all these organisations. The value of books donated by well-wishers and added to the library stock during 2024/25 was approximately £835.

Voluntary receipts and grants included in the Income and Expenditure account	General Fund 2024/25 £	Wellbeing Fund 2024/25 £	Friday Fund 2024/25 £	Building Fund 2024/25 £	Total Funds 2024/25 £	Total Funds 2023/24 £
Regular Subscriber donations (including related Gift Aid)	12,619.39				12,619.39	11,258.39
Miscellaneous donations	3,756.53	2,648.60		427.50	6,832.63	3,999.59
Interest on Gift Aid	0.15				0.15	0.75
JustGiving	671.86			11.98	683.84	806.57
Easyfundraising	135.76				135.76	138.43
Grants received		6,500.00	250.00	5,750.00	12,500.00	22,534.04
Value of Donated Books	835.50				835.50	634.50
Total Voluntary Receipts and Grants Received	18,019.19	9,148.60	250.00	6,189.48	33,607.27	39,372.27

3. Receipts from fundraising activities

The main fundraising activities which raise money for the library are sales, including the sale of books which are surplus to requirements and of bought-in stock, branded shopping bags and other miscellaneous items, and the sale of coffee, tea and hot chocolate from the coffee machine. Small charges are also normally made for the display of small advertisements.

	Total Funds 2024/25 £	Total Funds 2023/24 £
Shop Income, including books etc	1,136.18	1,140.70
Coffee and tea	3,490.90	2,537.00
Display of Small Advertisements	38.00	37.00
Total receipts from fundraising activities	4,665.08	3,714.70

4. Investment income

Interest rates increased during 2024/25. £3,144.73 was received in investment income during that year, compared with £1,904.46 the year before. In 2024/25 £924.40 was received from a 40-day notice account with the United Trust Bank (UTB), £923.20 from a 100-day notice account with UTB, £261.37 from a 2-year bond with UTB, £257.86 from a 1-year bond with UTB and £777.90 from an Active Saver account with Barclays.

5. Receipts from charitable activities

Receipts generated from the library's activities include room hire fees, income generated from events organised by library volunteers, income from the printer/photocopier, and smaller categories such as the creative writing competition. Most categories recorded healthy increases. The efforts of our events organisers are particularly commendable, along with the many local groups and businesses who hire our rooms for meetings, classes and training events.

	Total Funds 2024/25 £	Total Funds 2023/24 £
Room Hire income	10,183.50	8,202.00
Event income	11,534.19	10,655.65
Printing and photocopying	1,497.90	1,410.85
Teddy Bear Trail	258.00	290.00
Lost books, DVD's etc	6.99	0.00
Writing competition	105.00	33.00
Miscellaneous income (including miscellaneous sales)	384.00	8.58
Total receipts from charitable activities	23,879.58	20,600.08

6. Fundraising costs

This includes fees payable to JustGiving, an annual fee to the Fundraising Regulator, the cost of purchasing items for re-sale, and supplies for the coffee machine.

	Total Funds 2024/25 £	Total Funds 2023/24 £
Fundraising costs (including annual fee to the Fundraising Regulator)	180.00	176.00
Payments to JustGiving	216.00	216.00
Purchase of goods for re-sale (including books, calendars and cards)	371.00	1,332.99
Supplies for the coffee machine	786.72	455.40
Total fundraising costs	1,553.72	2,180.39

7. Charitable activities

This category includes all the revenue expenditure associated with running the library and its building. It does not include expenditure on capital items, such as books, furniture or equipment, which are treated as assets that can be expected to last several years.

These appear in the Balance Sheet as capital items, and are depreciated over the anticipated life of the asset concerned (see note 9). Purpose-designed Items fixed to the building, such as new shelving, are not treated as capital, as it is assumed that they would be left in the building if we vacated it.

A number of costs went up significantly during the year, as a result of the rising cost of living, especially energy costs.

	General Fund 2024/25 £	Wellbeing Fund 2024/25 £	Friday Fund 2024/25 £	Building Fund 2024/25 £	Total Funds 2024/25 £	Total Funds 2023/24 £
Gifts and grants given	100.00				100.00	
Volunteer expenses	515.06				515.06	70.63
Room hire		325.00		40.00	365.00	1,475.00
Travel costs for Wellbeing events		450.00			450.00	408.60
Refreshments at events	240.46	1,540.76	94.85		1,876.07	2,266.97
Event expenses	409.50	237.99			647.49	73.62
10 th anniversary events						1,496.00
Writer in residence	3,336.00				3,336.00	6,483.42
Sing and Socialise		2,800.00			2,800.00	2,106.00
Refunds	395.40			267.00	662.40	11.40
Electricity	2,895.91				2,895.91	2,918.79
Gas	2,382.56				2,382.56	2,625.05
Water	597.00				597.00	353.00
Refuse disposal	444.60				444.60	458.95
Insurances	1,405.62				1,405.62	1,106.88
Information area						4,755.24
Heating studies	170.00				170.00	3,060.00
Children's area	832.30				832.30	159.98
Building Surveys	1,208.40				1,208.40	
Energy Improvements	1,278.00				1,278.00	
Other building refurbishment						2,904.59
General repairs and maintenance	3,373.35				3,373.35	3,028.84
Regular cleaning	3,623.50				3,623.50	3,048.50
Window cleaning	280.00				280.00	340.00
Carpet cleaning	515.00				515.00	515.00
Security and alarms	1,348.34				1,348.34	1,074.00
Repair/service coffee machine						150.00
Telephone and Email	789.09				789.09	580.11
TV licence	169.50				169.50	159.00
PRS and PPS licence	149.40				149.40	142.28
Postage	20.70				7.00	20.70
Other administrative items	679.31				679.31	296.34
Competition prizes						20.00
Stationery	336.35				336.35	406.78
Newspapers	2,917.99				2,917.99	2,394.58
Subscriptions, including Which?	99.00				99.00	184.00
Printing and photocopying	209.50	30.00			239.50	248.76
Website	415.00				415.00	325.00
Publicity and posters	540.00	313.80			853.80	1,795.00
IT running costs	836.98				836.98	775.96
Library Management System	1,074.00				1,074.00	1,152.00
Equipment purchases	1,755.93				1,755.93	
Bank charges	305.12				305.12	269.00
Fees paid	75.00				75.00	75.00
Licences	42.00				42.00	21.00
Total charitable activity costs	35,752.17	5,697.55	94.85	307.00	41,851.57	49,755.97

8. Governance costs

In 2024/25 governance costs amounted to £34.00, for the Annual Return to Companies House, compared with £13.00 in the previous year.

9. Depreciation of tangible fixed assets

The costs of purchasing furniture, IT and other equipment, and books, are treated as capital expenditure and appear in the Balance Sheet. They are depreciated over 4-5 years, in order to write off the total costs of their acquisition over their expected useful lives. (IT and other equipment, and the Library Management System, are depreciated over 4 years; furniture and books over 5 years.)

	Office Equipment £	IT Equipment £	Library Management System £	Furniture £	Book Stock £	Total £
Cost of purchase						
Assets acquired before 1 April 2024	23,250.75	4,170.74	4,422.60	17,201.88	39,394.52	88,440.49
Additions during 2024/25	1,744.96	1,797.00	0.00	1,773.98	4,211.25	9,527.19
Total assets at 31 March 2025	24,995.71	5,967.74	4,422.60	18,975.86	43,605.77	97,967.68
Accumulated depreciation						
Depreciation brought forward from 31 March 2024	18,760.31	4,127.25	4,422.60	16,606.86	31,593.03	75,510.05
Depreciation during 2024/25	3,008.09	480.24	0.00	598.72	3,644.92	7,731.97
Total depreciation at 31 March 2025	21,768.40	4,607.49	4,422.60	17,205.58	35,237.95	83,242.02
Net book value at 31 March 2025	3,227.31	1,360.25	0.00	1,770.28	8,367.82	14,725.66

The valuations of book stock given in the above table are based on a more detailed calculation which distinguishes between new, second hand and donated books, as follows:

	2024/25		2023/24		Comments
	Number Of books	Value £	Number of books	Value £	
Donations	558	845.50	423	634.50	Most estimated at £1.50 each, unless value known
2 nd hand books	8	15.68	0	0.00	
New books	278	3,350.07	539	4,541.55	
Total	844	4,211.25	962	5,176.05	

10. Income and Expenditure by Fund

The following table shows how the Total Funds 2024/25 column in the Income and Expenditure Account on page 18 can be sub-divided between funds.

Income and Expenditure	General Fund	Designated Funds				Total Funds 2024/25
		Wellbeing for Life Fund	Friday Fund	Operating Reserve Fund	Building Improvement Fund	
	£	£	£	£	£	£
Income						
Voluntary receipts	18,019.19	9,148.60	250.00		6,189.48	33,607.27
Receipts from fundraising activities	4,665.08					4,665.08
Investment income	3,144.73					3,144.73
Receipts from charitable activities	23,879.58					23,879.58
Total Incoming Resources	49,708.58	9,148.60	250.00	0.00	6,189.48	65,296.66
Expenditure						
Fundraising costs	1,553.72					1,553.72
Charitable activities	35,752.17	5,697.55	94.85		307.00	41,851.57
Governance costs	34.00					34.00
Depreciation	7,731.97					7,731.97
Total Resources Expended	45,071.86	5,697.55	94.85	0.00	307.00	51,171.26
Net Income (Loss) for the year, before transfers	4,636.72	3,451.05	155.15	0.00	5,882.48	14,125.40

11. Transfers

Between 1 April 2024 and 31 March 2025 the Building Improvement Fund was drawn on to fund improvements to our facilities for talks and meetings, providing a new TV-style screen for showing presentations, and a much-improved PA system. Further improvements were made to the children's area, and the computers used by volunteers at the main desk were replaced. The final stage of the Writer in Residence project was funded from a restricted grant obtained for this purpose, and fees and other costs were incurred in preparing for future improvements to the thermal efficiency of the building. To cover these items a total of £13,461.83 was transferred from the Building Fund to the General Fund.

At the end of the financial year the net surplus on the General Fund (£18,098.55) was transferred to the Building Fund, to be allocated in due course to improvements to the library building.

	General Fund £	Wellbeing Fund £	Friday Fund £	Operating Reserve £	Building Fund £	Total Funds 2024/25 £
Net Income (Loss) for the year, before transfers	4,636.72	3,451.05	155.15	0.00	5,882.48	14,125.40
Transfers from the Building Fund to the General Fund	13,461.83				(13,461.83)	0.00
Transfer from the General Fund to the Building Fund	(18,098.55)				18,098.55	0.00
Net Income (Loss) for the year, after transfers	0.00	3,451.05	155.15	0.00	10,519.20	14,125.40

12. Recoverable Gift Aid

Recoverable Gift Aid is Gift Aid to which we are entitled, but which has not yet been reclaimed from HMRC.

13. Cash at bank

Cash held in bank accounts can be subdivided as follows:

	Net asset value at 31 March 2025 £	Net asset value at 31 March 2024 £
Bank accounts		
Barclays current account	5,509.09	1,745.38
Barclays active saver account	56,208.43	50,023.23
United Trust Bank 100-day notice account	22,335.01	21,411.81
United Trust Bank 2-year bonds	5,422.87	5,161.50
United Trust Bank 40-day notice account	24,246.91	23,322.51
United Trust Bank 1-year bonds	5,390.73	5,132.87
Total in bank accounts	119,113.04	106,797.30

14. Reconciliation of Funds

The funds carried forward at the end of the 2024/25 financial year are held as follows. Funds held at the end of 2023/24 are given for comparison:

	31/03/25 £	31/03/24 £
General Fund	18,969.13	18,969.13
Wellbeing Fund	11,440.83	7,989.78
Friday Fund	301.35	146.20
Operating Reserve Fund	26,000.00	26,000.00
Building Improvement Fund	77,382.55	66,863.35
Total funds carried forward	134,093.86	119,968.46

Accounts

Company registered in England and Wales, limited by guarantee, number 08430250

Registered charity, number 1151935

FRIENDS OF JESMOND LIBRARY

**Trustees' Report and Financial Statements
for the year ended 31 March 2024**

FRIENDS OF JESMOND LIBRARY

Trustees' Report and Financial Statements for the year ended 31 March 2024

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FRIENDS OF JESMOND LIBRARY

Reference and administrative details of the charity and its trustees,

for the year ended 31 March 2024

Trustees and Directors

Sarah Elizabeth Langley Breakey (appointed 11/10/14, retired and immediately re-appointed for a fourth three-year term, 30/09/23)

Anne Burton (appointed 03/07/21, re-appointed for a first three-year term, 02/10/21)

Christopher John Lawrey Clarke (appointed 05/03/13, retired and immediately re-appointed for a third three-year term, 02/10/21)

Jeremy Christopher Hardy (appointed 24/09/16, retired and immediately re-appointed for a third three-year term, 02/10/21)

Gerard Francis Keating (appointed 28/07/18, retired and immediately re-appointed for a third three-year term, 30/09/23)

Johann Paul Luft (retired at the annual meeting, 30/09/23)

Felicity Ann Mendelson (appointed 07/07/13, retired and immediately re-appointed for a third three-year term, 02/10/21)

Sarah Anne Barbour Mercer (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term 15/10/22; Chair from 28/07/18 to 30/09/23)

Susan Rea (appointed 03/09/16, retired and immediately re-appointed for a third three-year term, 02/10/21)

Catherine Ellen Bernadette Walker (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term, 15/10/22; elected Vice Chair on 03/08/19)

Richard John Watson (appointed 28/07/18, retired and immediately re-appointed for a second three-year term, 15/10/22)

Nicola (Finn) Willingham (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term, 15/10/22)

Wendy Young (appointed 28/07/18, retired and immediately re-appointed for a third three-year term, 30/09/23)

Company registered number

08430250

Charity registered number

1151935

Registered office

Jesmond Library, St George's Terrace, Jesmond, Newcastle upon Tyne NE2 2DL

Telephone number

0191 281 2385

Emails

events@jesmondlibrary.org , enquiries@jesmondlibrary.org , and finance@jesmondlibrary.org .

Website and Facebook site

www.jesmondlibrary.org and www.facebook.com/JesmondLibrary

Company secretary

Christopher J L Clarke

Independent examiner of the Financial Statements

Geoffrey R Carter

Bankers

Barclays Bank plc, Leicester LE87 2BB

United Trust Bank, One Ropemaker Street, London EC2Y 9AW

FRIENDS OF JESMOND LIBRARY

Trustees' report for the year ended 31 March 2024

The trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the Friends of Jesmond Library (the charitable company) for the year ended 31 March 2024.

After the disruption of the pandemic, the years 2022/23 and 2023/24 have to a large extent seen a return to pre-pandemic "normality". Although 2023/24 was affected by the cost-of-living crisis and increases in many of the company's trading expenses, including energy, income also held up well, and we ended the year with another surplus of income over expenditure.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, and "Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 January 2019).

Structure, Governance and Management

a. Constitution

The Friends of Jesmond Library is a charitable company, limited by guarantee. It was incorporated on 5 March 2013, with registered company number 08430250. It is also a registered charity, with charity number 1151935. The company's articles of association were amended by Special Resolution on 8 May 2013.

The objects of the company as stated in the amended articles are:

1. To advance the education of the public by the promotion of the use of a public lending library service for the benefit of the residents of Newcastle upon Tyne City (the area of benefit);
2. To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving conditions of life for the said inhabitants;

3. To promote such other charitable purposes as may from time to time be determined.

b. Method of appointment or election of members and trustees

The articles of association define the company structure, which includes both members and directors. The directors are also known as trustees for the purposes of the Charities Act.

In day-to-day operations the charitable company also uses the term “member” in a financial context (eg “Founder Member”) and in the context of borrowing books (people registered to borrow books are also commonly known as members of the library) but neither of these usages of the word “member” carries any relevance to the structure of the company. At present the only “members” of the company, in the sense used in the articles of association, are the trustee/directors.

Under article 32 of the company’s rules all the directors were required to retire from office at the conclusion of the first Annual General Meeting, which was held on 11 October 2014. Since that date one third of the directors must resign from office each year, by rotation (unless there are sufficient casual resignations). Directors who resign are eligible for re-appointment.

The Charity Commission has recommended that trustees should not normally stand for more than three, three-year terms, unless a specific reason is stated in this Annual Report. Several trustees are now into their fourth three-year terms, but it is considered by the other trustees that the company benefits greatly from the accumulated experience of these long-serving individuals. The trustees do fully consider the benefits of bringing in new ideas and individuals from time to time, through advisers and other volunteers, as well as through Board membership.

There are currently no bodies that are automatically entitled to nominate directors to the Board, and the Board has no plans for changing this. Potential new director/trustees will be identified from time to time amongst the volunteers and supporters of the charitable company, bearing in mind the range of skills and experience available amongst the existing trustees and the qualities which the potential new trustee(s) can bring to the Board.

At the Annual Meeting of the company in September 2023 Sarah Mercer stood down as Chair of the trustees, but she remains as a trustee. The trustees then embarked on a recruitment process to identify a new Chair. At the end of this financial year Board meetings were still being chaired either by the Vice Chair (Catherine Walker) or by Finn Willingham, a previous Chair, but during the early part of 2024/25 Peter Breakey was appointed as the new Chair of the trustees.

c. Policies and practices adopted for the induction and training of trustees

The charitable company has so far focussed on recruiting and training volunteers to staff the library. Training centres on the wide range of skills needed for operational purposes.

All new trustees are subject to an induction process, including familiarity with Charity Commission guidance on the role and responsibilities of trustees. The company benefits from the wide range of pre-existing skills available amongst the trustees and other volunteers.

d. Organisational structure and decision making

The Board of Directors is responsible for making all strategic decisions and overseeing their implementation. Board meetings are open not only to trustees but also to members of a loosely defined wider group, known as the Advisory Group, established to involve a wider range of skills in the governance of the company. Advisory Group members are entitled to receive board papers but only need to attend meetings if they wish, or if their presence is specifically requested.

Current members of the Advisory Group are Julia Black (contracts for building maintenance and services), Graham Blake (IT), Peter Breakey (Founding Chair), Biddy Casselden (research on the value of libraries), John Cook (the building), Pamela Denham (Wellbeing for Life, Elders Council of Newcastle), Tina Gough (architectural advice), Joan Hoenich (library operations), Paul Luft (the building), Despoina Papadopoulou (architectural advice, and in particular the internal furniture and fittings of the library), Tanya Pretswell (local councillor), Kay Punshon (library operations), Barbara Trevitt (Volunteer Coordinator) and Wes (Andrew) Wareham (the building, and IT).

On formal matters before the board (of which there have been relatively few to date) only the trustees are eligible to vote. The board normally meets every six weeks, on a Saturday morning.

The board has also established a number of free-standing specialist groups, to involve a wider range of interests and skills in the operation and management of the library. All key matters discussed in the groups are brought to the board for formal decision making. Current groups include the Finance and Building Group, the Book Buying Group and the Marketing Group. Members of the groups include trustees, members of the advisory group, and other volunteers. The “Green” (ie. most experienced) volunteers also meet regularly with the Volunteer Coordinator.

A number of the trustees, advisory group members and other volunteers have taken on specific roles within the organisation, once again subject to the overall oversight of the board. These roles include:

Julia Black: Building maintenance contracts; and reviewing our risk management and fire safety policies and procedures;

Anne Burton: Fundraising, newsletters and the Thursday evening talks programme;

Sarah Breakey: The children's area, and displays. Sarah is supported in the organisation of children's activities by Joan Aarvold and others;

Chris Clarke: Treasurer and Company Secretary, organises the "Wellbeing for Life" programme with Pamela Denham, Felicity Mendelson and others;

John Cook, Despoina Papadopoulou and Andrew (Wes) Wareing: Building issues;

Rachel Gibson: The events calendar, and room bookings;

Jeremy Hardy: Publicity/marketing matters;

Pamela Denham: Wellbeing for Life, regular monthly meetings for older people, and liaison with the Elders Council of Newcastle;

Felicity Mendelson: Book buying and operational library management issues, minutes at Board Meetings, and supporting volunteer training, including liaison with Newcastle University and the City Council library service;

Paul Rea (Red Square Design): Posters and publicity;

Barbara Trevitt: The recruitment, training and management of the volunteers, especially in ensuring adequate cover whenever the building is open, supported by Sue Rea and Anne Sweetman, and liaison with Newcastle University regarding student volunteers;

Catherine Walker: Vice-Chair, and joint Acting Chair (with Finn Willingham) until a new Chair was formally appointed in June 2024;

Richard Watson: The General Data Protection Regulations;

Finn Willingham: shared the role of Acting Chair with Catherine Walker; and oversight of the website.

The "Greens" and other volunteers have also agreed to take on particular individual operational responsibilities, such as for the photocopier, coffee machine, cash register, posters and notice boards, membership records and training.

e. Risk Management and Reserves Policies

The trustees have previously assessed the major risks to which the charitable company is exposed, such as potential problems with the building, over-reliance on certain key individuals, and potential difficulties in maintaining the commitment of volunteers and financial supporters once the initial "honeymoon period" is over, and measures have been

put in place to minimise these risks. Over the last year a full review of our risk management, health and safety, and fire and emergency safety policies and procedures has been launched. Whilst work on these reviews is not yet complete, a number of procedures have already been tightened up, including improved guidance and training on fire safety.

To minimise the potential risks for volunteers, the trustees' policy is not to open the building to the public unless at least two volunteers are present. (This does not apply for private room bookings and events). The library volunteers must not accept responsibility for children aged under 10, who are using the library, who must remain in the care of a parent, teacher, or responsible adult, at all times. Over that age, children are allowed in the library on their own.

In managing the building, the Friends aim at best practice, and have continued or improved on many of the routines set up originally by the council.

During the period covered by this report the company had public liability insurance cover of £10 million. Our own insurance includes accidental damage to the large windows in the main room. Other aspects of building insurance are covered by the Council, under the terms of our lease.

Before the pandemic the company had introduced explicit terms and conditions for room hire, which clarified the responsibilities of people hiring rooms. This minimises the risk of any incident occurring, especially when the building is not otherwise open to the public.

Over the last year the company's Reserves Policy has been reviewed and the revised policy statement approved by the Board.

Up until three years ago the first priority of the company's policy for its financial reserves was that there should always be enough funding in reserve to continue to pay our running costs for at least six months, if for some reason our income suddenly fell or we were forced to close the building. At the end of 2019/20, with the closure of the building on Government advice, the existence of this reserve became vital to the company's future. It was therefore decided that for the time being we should maintain an Operating Reserve covering twelve months normal, general running costs. This policy is still in place.

Reserves kept for further major building improvements and longer term planned maintenance form the company's Building Fund. This fund is also used to hold reserved funds which cannot be spent on any other purpose, such as, within the last year, the Writer in Residence.

The company also maintains a Wellbeing Reserve Fund, which holds grants, donations and income related to the Wellbeing for Life programme, run jointly by the Friends of Jesmond Library and the Elders Council of Newcastle, and the Friday Fund, which holds grants and donations raised for the library's work with asylum seekers and refugees, and for the Warm

Zone initiative and its successor, Wellbeing Hubs, all of which were focussed on Friday mornings.

Review of Activities

In setting objectives and planning activities the trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, and to the objects of the charitable company (pages 5/6).

Public Lending Library Services

a. Library operations

Usage of Jesmond Library is now higher than before the pandemic. Opening hours comprise 25.5 hours a week (9:30am - 4:30pm on Tuesdays and Saturdays, 9:30am - 6:00pm on Thursdays, and 9:30am – 12:30pm on Fridays).

24,118 visitors to the library were recorded in 2023/24, compared with 17,192 in the previous year. This exceeds the figures of 22,000 or more recorded in previous years, before the pandemic. The busiest month last year was March 2024, when 2,477 visits were recorded. Thursdays tend to be the busiest days in Jesmond Library.

On 31 March 2024, 2,058 people or organisations were registered to borrow books from Jesmond Library, compared with 1,820 in March 2023. Between 1 April 2023 and 31 March 2024, 11,208 book issues were recorded. This compares with 9,685 in 2022/23.

In 2023/24 we bought 539 new books, at a cost of over £4,500, compared with 210 new books bought in the previous year. We also accepted 423 donated books, although we had been offered far more than this. The main categories of book which we accept as donations are children's books and books with a particular local connection, such as by a local author or about local history. Other second-hand books we re-direct to our local Oxfam book shop.

The most borrowed author in the year was once again Julia Donaldson, with Roger Hargreaves second. Mari Hannah ranked third and Roald Dahl fourth. The most-borrowed individual book was "Max the Brave" by Ed Vere, closely followed by "The Pier Falls" by Mark Haddon, "Small Things Like These" by Claire Keegan and "Topsy and Tim Start School" by Jean Adamson.

In total, at the end of 2023/24 we had 10,309 books and other items on the shelves. 55 items were for reference, 4,764 were classified as Fiction and 5,545 as Non-Fiction (or "other").

We also continued with a small stock of jigsaws, first established during lockdown.

b. Volunteers

The charitable company directly employs no paid staff, and is wholly dependent on the unstinting efforts of volunteers for the operation of the library service and all other activities which take place in the building.

Our volunteer coordinator has estimated that our front of house volunteers worked a total of approximately 4,500 hours during the year April 2023 – March 2024. If we cost these hours at the national living wage (£10.42 per hour) this would be equivalent to a total “value” of £46,890. This does not include the hours “worked” by the many other volunteers who organise activities and events, or play other roles behind the scenes. Besides the tremendous value of these efforts to the local community, we believe that many volunteers themselves derive a measure of personal satisfaction and sense of achievement, while some use their work experience to gain paid employment elsewhere.

On 31 March 2024 we had 78 Front of House volunteers, including experienced supervisor/trainers (known as “Greens”). 14 volunteers are involved in running groups, another 10 play various behind the scenes roles and there are 7 trustees who are not already included above in other roles. This gives 109 active volunteers in total. Our front of house volunteers do not have to commit to working specific times or days, or numbers of hours per week, but use an online system (SignUp) to choose their own shifts (although the volunteer coordinator often has to send out last minute email appeals to fill the final vacant shifts).

Once again, the trustees are extremely grateful to all those who keep our services running and provide the friendly welcome which so many library customers appreciate.

Education and Social Welfare

c. Events and room hire

Since re-opening under the management of the Friends of Jesmond Library the library has developed as a busy community hub, with far more events taking place than when the building was managed by the Council.

Between 1 April 2023 and 31 March 2024 there were 415 room bookings by outside organisations in the library, compared to 332 in the previous year. 94 of the 2023/24 room bookings were in the Main Room, 162 in the Catherine Cookson Room and 159 in the Sid Chaplin Room.

In addition, there were 610 events run by library volunteers in 2023/24, compared with 425 in 2022/23. 184 of the 2023/24 events took place in the Main Room, 241 in the Catherine Cookson Room, 188 in the Sid Chaplin Room and 5 at the United Reformed Church. Total attendance at these events was 7,426, a massive increase over the previous year, when the total was 4,473.

Highlights of the year's events programme included the library's contributions to the annual Jesmond Community Festival in May, and some excellent events associated with celebrations of ten years since the Friends re-opened the library in 2013. The library also employed a Writer in Residence, Amanda Quinn, for a six-month programme of creative writing workshops and school visits, ending in the publication of an anthology "Welcome to the Library" in April 2024.

The number of room bookings has not yet returned to pre-pandemic levels, but our library volunteers have more than made up for this by the remarkable number of regular events which they now organise.

At the present time some of the most popular regular events taking place in the library are the language conversation groups run by library volunteers (including an English class); other events include a book group, play reading, poetry sharing, current affairs, a Craft 'n' Chat group, the "Wellbeing for Life" series for older people, storytime and crafts for children, the very varied Thursday evening talks, and IT advice sessions. Groups making regular room bookings include Mindfulness, Meditation, Philosophy, Keep Jesmond Clean, a Chess Club, private language classes, Jesmond Community Forum and Councillors' ward surgeries.

Towards the end of 2023 the weekly "Friends Friday" morning sessions for asylum seekers and refugees wound down, as the local hostel closed. However, Friends Fridays had already developed to become Warm Hubs, open to all, with free hot drinks and the full range of library services; and were later re-designated as Wellbeing Hubs, under another council initiative.

d. The People's Network computers

The council left its "People's Network" public use computers in the library when they handed over the building. These are still maintained by the council and are very well used by members of the public. Library volunteers frequently give informal assistance to People's Network users. Over the full year 2,876 logins were recorded on our 6 People's Network computers, compared with 1,890 logins in 2022/23. The busiest time of the day is between 11 am and mid-day.

e. The building

Jesmond Library is a much-loved and architecturally distinguished modern building, unusual in being a Grade 2 Listed Building designed and built in the 1960's. Some of the architecturally valuable features of the building, notably the huge windows and glass doors, provide particular challenges in terms of building maintenance. Since we took over management of the building we have sought, where possible, to return to the spirit of the original design of the building, while accommodating the present, flexible use of the building as a community hub as well as a public library.

A major challenge for many householders and businesses is the steady increase in energy costs, along with rising concern about climate change. Since our takeover of the building we have carried out a number of projects intended to reduce energy use, ranging from improved roof and cavity wall insulation, and an advanced system for managing the heating system, to a £150,000, phased programme of replacing the glazing in the main room with a better insulated, double glazed, equivalent. While firm conclusions are hard to distinguish from other factors, it appears that these projects are already saving us significant energy costs.

Over the last year we have moved on to draw up a further programme of energy saving improvements, starting by commissioning a full Project Priority Audit, including a Retrofit Review, a Thermographic Survey and a draft Action Plan. Led by our volunteer architect Despoina Papadopoulou and benefitting from a government-funded Independent Energy Assessment, we are now drawing up proposals for a first phase of energy saving improvements which we would hope to be able to commence in 2024/25.

f. Publicity and communications

We publish regular events programmes and posters, whose visual impact is greatly helped by our designer, Paul Rea. Information on events is circulated electronically through Jesmond Community Forum and Jesmond Residents Association.

Our Facebook page, Tweets and Blogs are well-received by those of our users who make use of social media. We also publish an occasional newsletter “The Blurb” and send out regular emailed bulletins for our volunteers.

g. Links with other community-managed libraries

The Friends of Jesmond Library was actively involved in the establishment of the national Community Managed Libraries Peer Group Network, of which Chris Clarke is a Board Member. A regional conference of the network was held in Jesmond Library in Autumn 2023.

Financial Review

a. Going Concern

When it first re-opened, the charitable company enjoyed an immediate financial input from residents of Jesmond, from charitable bodies (notably, but not only, the Catherine Cookson Trust), and from the North and South Jesmond Ward Committees of the Council. This enabled the company to build up sufficient reserves during its first few months to be confident of remaining a going concern for at least the next few years, and probably much more. Our early optimism has proved to be well founded, despite the impact of the coronavirus crisis, and these accounts are therefore prepared on the basis that we are still a “going concern” and likely to remain so for the foreseeable future.

b. Reserves Policy

The trustees consider the reserves of the company to be more than adequate to meet its immediate working capital needs. Total funds as at 31 March 2024 were £119,968.46, an increase of £7,040.35 over the previous year.

The basis of the company's Reserves Policy has been in place since 2014/15, when an Operating Reserve Fund and a Building Improvement Fund were established. These two designated funds stand alongside the pre-existing Wellbeing Fund, which supports a programme of activities for older people, jointly run with the Elders Council of Newcastle.

During the previous year an additional designated fund called the Friday Fund was established, to keep grants, donations and expenses related to the Friday morning and other activities to support work with asylum seekers and the Warm Zone, separate from other funds. The Warm Zone initiative has since become the Wellbeing Hub, but we have retained the name of Friday Fund for this designated fund.

On 16 March 2024 the trustees adopted a formal Reserves Policy, of which the above is a summary.

The funding reserved for the Wellbeing programme increased from £3,079 on 31 March 2023 to £7,989 on 31 March 2024, largely resulting from funding obtained to continue the Sing and Socialise programme, which the library has inherited from the now-defunct Jesmond Dementia Action Alliance.

The Friday Fund was originally established with grants and donations obtained for the library's work with refugees and asylum seekers. However, the use of a local hotel as a Home Office hostel for asylum seekers finished towards the end of 2023/24, and the original funding ran out. A small council grant towards the continuation of Friday morning opening as a "Wellbeing Hub" has allowed the Friday Fund to fall from £1,763 on 31 March 2023 to £146 on 31 March 2024. The small remaining sum is being used to fund refreshments at the Wellbeing Hub on Friday mornings, but it is anticipated that the fund will close when the balance reduces to zero. At that point Friday morning opening will be funded as part of the library's mainstream operations.

Up until the end of 2019/20 the policy of the trustees was that unrestricted reserves should not fall below a level equivalent to six months' routine, general expenditure (about £13,000 at the end of 2019/20). However, with the greatly increased uncertainty resulting from the coronavirus crisis, the trustees considered it prudent to increase the Operating Reserve from six to a full twelve months general running costs, and we intend to retain £26,000 for this purpose for the foreseeable future.

On 31 March 2024 the Building Improvement Fund stood at £66,863, compared with £63,116 on 31 March 2023. The purposes of the Building Fund are to finance capital items,

such as the purchase of new furniture, which are paid for over several years, to pay for major building refurbishment items, which will not recur every year, and to hold grants which have to be spent on specific projects. At the end of the financial year it is topped up with any surpluses from the General Fund.

During 2023/24 part of the Building Fund was drawn on to contribute to a first phase of improvements in the information area (new shelving), and to fund studies which will provide essential information for us to plan future improvements to the building's energy efficiency and its heating system. Further grants were received for improvements planned in 2024 for the children's area.

c. Principal Funding

The first financial priority of the trustees is to raise enough in reasonably reliable monthly income to cover basic running costs (such as utility bills, insurance, stationery, and building and equipment maintenance). This was achieved during 2023/24, when the library's general account recorded a surplus of £4,250 before the surplus was transferred to the Building Reserve Fund.

The largest contributors to our general income are events and room hire, and donations from regular subscribers by Standing Order, with smaller sums raised from the sale of coffee and tea, miscellaneous donations, bank interest, photocopying and printing, and other fundraising.

Plans for the Future

The trustees have two main aims for the future. First is to maintain and improve the range of services available to the local public, both by continuing to purchase new books and by further developing the ambitious events programme. If possible, it would be good to further increase opening hours.

Second is to continue to invest in the fabric of the building, furniture and fittings, and at the same time sensitively bring the library up to date. Over the next year we aim to start work on another phase of improvements to the energy efficiency of the building, improve our IT and PA facilities for talks and events, and invest further in the children's and information areas.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Friends of Jesmond Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice. Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company

and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

- so far as each trustee is aware, there is no relevant financial information of which the charitable company's independent examiner is unaware; and
- each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the charitable company's independent examiner in connection with preparing this report and to establish that the charitable company's independent examiner is aware of that information.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 7 September 2024 and signed on their behalf by:

Peter Breakey, Chair

7 September 2024

Independent examiner's report to the trustees of the Friends of Jesmond Library

I report to the charity trustees on my examination of the accounts of the Friends of Jesmond Library for the year ended 31 March 2024, as set out on pages 18 to 29.

Responsibilities and basis of my report

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the Companies Act 2006 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. 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities Statement of Recommended Practice (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.

(signed)

Geoffrey R Carter

59 Queens Terrace, Jesmond, Newcastle upon Tyne NE2 2PL

7 September 2024

FRIENDS OF JESMOND LIBRARY

Statement of Financial Activities

Income and Expenditure Account

for the year ended 31 March 2024, compared with the year ended 31 March 2023

	Note	Total Funds 2023/24 £	Total Funds 2022/23 £
Income			
Incoming resources from generated funds:			
Voluntary receipts	2	16,838.23	24,536.08
Grants received	2	22,534.04	34,760.00
Receipts from fundraising activities	3	3,714.70	1,983.64
Investment income	4	1,904.46	632.76
Receipts from charitable activities	5	20,600.08	15,439.68
Total Incoming Resources		65,591.51	77,352.16
Expenditure			
Fundraising costs	6	2,180.39	1,478.47
Charitable activities	7	49,755.97	57,246.86
Governance costs	8	13.00	13.00
Depreciation	9	6,601.80	7,914.34
Total Resources Expended		58,551.16	66,652.67
Net Income (Deficit) for the year	10	7,040.35	10,699.49

The notes on pages 20 to 29 form part of these financial statements.

FRIENDS OF JESMOND LIBRARY

Balance Sheet

as at 31 March 2024, compared with 31 March 2023

	Note	31/03/2024	31/03/2023 £
Fixed assets	9		
Equipment		4,490.44	7,115.78
IT equipment		43.49	216.44
Library management system		0.00	0.00
Furniture		595.02	570.96
Book stock		7,801.49	6,185.04
Total fixed assets		12,930.44	14,088.22
Current assets			
Recoverable Gift Aid	12	210.36	54.63
Cash at bank	13	106,797.30	98,755.18
Petty cash		30.36	30.08
Total current assets		107,038.02	98,839.89
Total assets		119,968.46	112,928.11
Represented by		31 March 2024	31 March 2023
Balance brought forward		112,928.11	102,228.62
Net income for the year		7,040.35	10,699.49
Total funds	14	119,968.46	112,928.11

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard applicable to charities in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements were approved by the trustees on 7 September 2024 and signed on their behalf by Peter Breakey (Chair).

Peter Breakey, Chair

The notes on pages 20 to 29 form part of these financial statements.

Notes to the Financial Statements for the year ended 31 March 2024

1. Accounting Policies

1.1 Basis of preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities: SORP 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 January 2019)."

The trustees have considered the charitable company's current and future prospects and are satisfied that the company can continue to pay its liabilities as they fall due, for a period of well over twelve months from the date of approval of these financial statements, and is therefore a "going concern".

1.2 Turnover

Turnover comprises revenue recognised by the charitable company in respect of goods and services supplied during the year. The charitable company is not registered for Value Added Tax.

1.3 Company status

The charitable company is a company limited by guarantee. In the event of the company being wound up, the liability of the director/trustees of the company in respect of the guarantee is limited to £10.

1.4 Fund accounting

Designated funds are funds set aside by the company for specific purposes. At the present time the four funds designated by the company are the Wellbeing Fund, the Friday Fund, the Operating Reserve Fund and the Building Improvement Fund. The purposes of these funds were summarised on pages 14/15 of this report. All remaining income and expenditure is contained in the General Fund, which is therefore where the vast majority of day-to-day income and expenditure is allocated.

1.5 Incoming resources

All incoming resources are included in the Income and Expenditure Account.

Voluntary income is primarily received as donations and grants. All monetary donations are included in full in the statement of financial activities when received, provided that there

are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition would be deferred until the pre-condition has been met.

Gifts in kind for use by the charity are valued at the estimated cost which would have been incurred by the charity, if they had been purchased. This method has been applied to second hand books donated by well-wishers to the library, whenever the books concerned have been added to our book stock. (Space on the shelves in Jesmond Library is limited, and some donated books, for which we do not have room, have been in turn donated to Oxfam or other local groups.) Books left in the library by the city council have not been given a value.

Investment income at present comprises only bank interest. The income is recognised when received.

1.6 Resources expended

Expenditure is allocated to the activity to which it relates.

Governance costs are those costs associated with the constitutional and statutory requirements of the charitable company, principally an annual payment to Companies House.

2. Voluntary receipts and grants received

Two main categories of donation were received from library users during the year. Regular Subscribers provided monthly or annual donations, of £20 a year or £2 a month, or more, normally by Standing Order, totalling £11,258 over the year (compared with £10,587 the year before). There were also a number of Miscellaneous Donations, totalling £3,999 (compared with £11,341 the year before). Amongst the Miscellaneous Donations in 2023/24 were donations towards the refurbishment of the children's area, and also donations made at events, including those linked to the library's tenth Birthday celebrations and to Jesmond Community Festival.

The Friends of Jesmond Library is registered with the Fundraising Regulator, and supports the principles that it promotes. Gift Aid is being claimed on all eligible donations. The table on the next page includes all recoverable Gift Aid that we are eligible to claim, even when a claim had not yet been submitted. HMRC pay a very small amount of interest when paying Gift Aid claims, to cover the period between the eligible donation being made and the Gift Aid being paid. The company uses the Gift Aid Small Donations Scheme in order to increase the value to us of small miscellaneous donations.

The company has arrangements for supporters to donate money through JustGiving. This generated £806 for the Friends during 2023/4 (compared with £1,947 in 2022/23), but also cost £216 in payments to contribute to JustGiving costs in that period. We also have an

arrangement with Easyfundraising, which during 2023/24 generated £138 from commissions on internet shopping (compared with £55 in 2022/23).

£22,534 was received in grants during 2023/24, compared with £34,760 the year before. Two of this year's grants, from the Lady Neville Charity and the Sir James Knott Trust, helped fund the Book Festival which formed part of our tenth birthday celebrations, while the largest of this year's grants, from Arts Council England, funded the Writer in Residence, Amanda Quinn, whose six-month appointment also celebrated our anniversary. Three grants, from Home Instead Charities, the Charles Hayward Foundation and the Jesmond Dementia Action Alliance (JDAA), helped us to continue the Sing and Socialise programme established previously by JDAA, while two grants, from Tesco Stronger Starts and Newcastle City Council's North Jesmond Ward Committee, were awarded for the improvements to the children's area, which will be carried out later in 2024. (A further grant for the children's area, from the South Jesmond Ward Committee, was received in April 2024.) Newcastle City Council also gave us a grant to help continue Friday morning opening, as a Wellbeing Hub, while two further grants, from the Virgin Money Foundation and the Percy Hedley Charitable Trust, will go towards other building improvements. We are very grateful to all these organisations. The value of books donated by well-wishers and added to the library stock during 2023/24 was approximately £634.

Voluntary receipts and grants included in the Income and Expenditure account	General Fund 2023/24 £	Wellbeing Fund 2023/24 £	Friday Fund 2023/24 £	Building Fund 2023/24 £	Total Funds 2023/24 £	Total Funds 2022/23 £
Regular Subscriber donations (including related Gift Aid)	11,258.39				11,258.39	10,587.64
Miscellaneous donations	2,134.71	1,609.88		255.00	3,999.59	11,341.12
Interest on Gift Aid	0.75				0.75	3.01
JustGiving	353.89			452.68	806.57	1,947.66
Easyfundraising	138.43				138.43	55.15
Grants received		8,411.04	250.00	13,873.00	22,534.04	34,760.00
Value of Donated Books	634.50				634.50	601.50
Total Voluntary Receipts and Grants Received	14,520.67	10,020.92	250.00	14,580.68	39,372.27	59,296.08

3. Receipts from fundraising activities

The main fundraising activities which raise money for the library are sales, including the sale of books which are surplus to requirements and of bought-in stock, branded shopping bags and other miscellaneous items, and the sale of coffee, tea and hot chocolate from the coffee machine. Small charges are also normally made for the display of small advertisements. The new coffee machine which we acquired during 2022/23 has proved to be much more popular than its predecessor, especially in its new location in the improved information and reading area.

	Total Funds 2023/24	Total Funds 2022/23
	£	£
Shop Income, including books etc	1,140.70	1,229.64
Coffee and tea	2,537.00	741.50
Display of Small Advertisements	37.00	12.50
Total receipts from fundraising activities	3,714.70	1,983.64

4. Investment income

Interest rates increased in 2023/24. £1,904.46 was received in investment income during that year, compared with £632.76 the year before. In 2023/24 £497.77 was received from a 40-day notice account with the United Trust Bank (UTB), £713.88 from a 100-day notice account with UTB, £148.37 from two 2-year bonds with UTB, and £544.44 from an Active Saver account with Barclays.

5. Receipts from charitable activities

Receipts generated from the library's activities include room hire fees, income generated from events organised by library volunteers, income from the printer/photocopier, and smaller categories such as the creative writing competition. The efforts of our events organisers are particularly commendable, along with the many local groups and businesses who hire our rooms for meetings, classes and training events.

	Total Funds 2023/24	Total Funds 2022/23
	£	£
Room Hire income	8,202.00	5,871.07
Event income	10,655.65	8,100.36
Printing and photocopying	1,410.85	1,139.25
Teddy Bear Trail	290.00	252.00
Lost books, DVD's etc	0.00	20.00
Writing competition	33.00	57.00
Miscellaneous income (inc misc sales)	8.58	0.00
Total receipts from charitable activities	20,600.08	15,439.68

6. Fundraising costs

This includes fees payable to JustGiving, an annual fee to the Fundraising Regulator, the cost of purchasing items for re-sale, and supplies for the coffee machine.

	Total Funds 2023/24 £	Total Funds 2022/23 £
Fundraising costs (including annual fee to the Fundraising Regulator)	176.00	325.00
Payments to JustGiving	216.00	216.00
Goods for re-sale (including books, calendars and cards)	1,332.99	655.39
Supplies for the coffee machine	455.40	281.58
Total fundraising costs	2,180.39	1,478.47

7. Charitable activities

This category includes all the revenue expenditure associated with running the library and its building. It does not include expenditure on capital items, such as books, furniture or equipment, which are treated as assets that can be expected to last several years.

These appear in the Balance Sheet as capital items, and are depreciated over the anticipated life of the asset concerned (see note 9). Purpose-designed Items fixed to the building, such as new shelving, are not treated as capital, as it is assumed that they would be left in the building if we vacated it.

A number of costs went up significantly during the year, as a result of the rising cost of living, especially energy costs.

	General Fund 2023/24 £	Wellbeing Fund 2023/24 £	Friday Fund 2023/24 £	Total Funds 2023/24 £	Total Funds 2022/23 £
Gifts and grants given					75.00
Volunteer expenses	70.63			70.63	2.00
Room hire		295.00	1,180.00	1,475.00	830.00
Travel costs for Wellbeing events		408.60		408.60	308.40
Refreshments at events	291.45	1,774.69	200.83	2,266.97	1,521.27
Event expenses	19.63	24.00	29.99	73.62	1,140.52
10 th anniversary events	1,496.00			1,496.00	
Writer in residence	6,483.42			6,483.42	
Sing and Socialise		2,106.00		2,106.00	
Refunds	11.40			11.40	2.00
Electricity	2,918.79			2,918.79	2,392.67
Gas	2,625.05			2,625.05	2,070.55
Water	353.00			353.00	115.00
Refuse disposal	458.95			458.95	405.86
Insurances	1,106.88			1,106.88	1,214.09
Windows Phase 4					29,226.22
Information area	4,755.24			4,755.24	830.27
Heating studies	3,060.00			3,060.00	2,011.00
Children's area	159.98			159.98	
Other building refurbishment	2,904.59			2,904.59	300.00
General repairs and maintenance	3,028.84			3,028.84	3,186.78
Regular cleaning	3,048.50			3,048.50	2,809.00
Window cleaning	340.00			340.00	135.00
Carpet cleaning	515.00			515.00	
Security and alarms	1,074.00			1,074.00	1,812.33
Repair/service coffee machine	150.00			150.00	174.00
Telephone and Email	580.11			580.11	442.77
TV licence	159.00			159.00	159.00
PRS and PPS licence	142.28			142.28	129.35
Postage	20.70			20.70	41.79
Other administrative items	296.34			296.34	280.05
Competition prizes	20.00			20.00	9.00
Stationery	401.78	5.00		406.78	151.64
Newspapers	2,394.58			2,394.58	1,898.32
Subscriptions, including Which?	184.00			184.00	83.40
Printing and photocopying	248.76			248.76	254.20
Website	325.00			325.00	163.00
Publicity and posters	858.00	497.00	440.00	1,795.00	914.40
IT running costs	775.96			775.96	871.27
Library Management System	1,152.00			1,152.00	1,152.00
Bank charges	269.00			269.00	113.71
Fees paid	75.00			75.00	
Licences	21.00			21.00	21.00
Total charitable activity costs	42,794.86	5,119.29	1,850.82	49,755.97	57,246.86

8. Governance costs

In both 2022/23 and 2023/24 governance costs amounted to £13.00, for the Annual Return to Companies House.

9. Depreciation of tangible fixed assets

The costs of purchasing furniture, IT and other equipment, and books, are treated as capital expenditure and appear in the Balance Sheet. They are depreciated over 4-5 years, in order to write off the total costs of their acquisition over their expected useful lives. (IT and other equipment, and the Library Management System, are depreciated over 4 years; furniture and books over 5 years.)

	Office Equipment £	IT Equipment £	Library Management System £	Furniture £	Book Stock £	Total £
Cost of purchase						
Assets acquired before 1 April 2023	23,250.75	4,170.74	4,422.60	16,933.91	34,218.47	82,996.12
Additions during 2023/24	0.00	00.00	0.00	267.97	5,176.05	5,444.02
Total assets at 31 March 2024	23,250.75	4,170.74	4,422.60	17,201.88	39,394.52	88,440.49
Accumulated depreciation						
Depreciation brought forward from 31 March 2023	16,134.96	3,954.30	4,422.60	16,362.95	28,033.42	68,908.23
Depreciation during 2023/24	2,625.34	172.95	0.00	243.91	3,559.60	6,601.80
Total depreciation at 31 March 2024	18,760.30	4,127.25	4,422.60	16,606.86	31,593.02	75,510.03
Net book value at 31 March 2024	4,490.45	43.49	0.00	595.02	7,801.50	12,930.46

The valuations of book stock given in the above table are based on a more detailed calculation which distinguishes between new, second hand and donated books, as follows:

	2023/24		2022/23		Comments
	Number Of books	Value £	Number of books	Value £	
Donations	423	634.50	402	640.58	Most estimated at £1.50 each, unless value known
2 nd hand books	0	0.00	14	36.58	
New books	539	4,541.55	210	2,264.57	
Total	962	5,176.05	626	2,941.73	

10. Income and Expenditure by Fund

The following table shows how the Total Funds 2023/24 column in the Income and Expenditure Account on page 18 can be sub-divided between funds.

Income and Expenditure	General Fund	Designated Funds				Total Funds 2023/24
		Wellbeing for Life Fund	Friday Fund	Operating Reserve Fund	Building Improvement Fund	
	£	£	£	£	£	£
Income						
Voluntary receipts	14,520.67	10,020.92	250.00		14,580.68	39,372.27
Receipts from fundraising activities	3,714.70					3,714.70
Investment income	1,904.46					1,904.46
Receipts from charitable activities	20,600.08					20,600.08
Total Incoming Resources	40,739.91	10,020.92	250.00	0.00	14,580.68	65,591.51
Expenditure						
Fundraising costs	2,180.39					2,180.39
Charitable activities	42,794.86	5,110.29	1,850.82			49,755.97
Governance costs	13.00					13.00
Depreciation	6,601.80					6,601.80
Total Resources Expended	51,590.05	5,110.29	1,850.82	0.00	0.00	58,551.16
Net Income (Loss) for the year, before transfers	(10,850.14)	4,910.63	(1,600.82)	0.00	14,580.68	7,040.35

11. Transfers

Between 1 April 2023 and 31 March 2024 the Building Improvement Fund was drawn on to fund the Writer in Residence project and the Anniversary Book Festival (from restricted grants obtained for those purposes), to fund a study of the thermal efficiency of the building, instal new shelving and display units in the information area, and fit new community notice boards. To cover these items a total of £15,083.66 was transferred from the Building Fund to the General Fund.

A small sum from the Friday Fund was used to purchase books to meet the needs of refugees and asylum seekers. At the end of the financial year the net surplus on the General Fund (£4,250.16) was transferred to the Building Fund, to be allocated in due course to improvements to the library building.

	General Fund £	Wellbeing Fund £	Friday Fund £	Operating Reserve £	Building Fund £	Total Funds 2023/24 £
Net Income (Loss) for the year, before transfers	(10,850.14)	4,910.63	(1,600.82)	0.00	14,580.68	7,040.34
Transfers from the Building Fund to the General Fund	15,083.66				(15,083.66)	0.00
Transfer from the Friday Fund to the General Fund	16.64		(16.64)			0.00
Transfer from the General Fund to the Building Fund	(4,250.16)				4,250.16	0.00
Net Income (Loss) for the year, after transfers	0.00	4,910.63	(1,617.46)	0.00	3,747.18	7,040.35

12. Recoverable Gift Aid

Recoverable Gift Aid is Gift Aid to which we are entitled, but which has not yet been reclaimed from HMRC.

13. Cash at bank

Cash held in bank accounts can be subdivided as follows:

	Net asset value at 31 March 2024 £	Net asset value at 31 March 2023 £
Bank accounts		
Barclays current account	1,745.38	530.30
Barclays active saver account	50,023.23	44,556.21
United Trust Bank 100-day notice account	21,411.81	20,697.93
United Trust Bank 2-year bonds	5,161.50	10,146.00
United Trust Bank 40-day notice account	23,322.51	22,824.74
United Trust Bank 1-year bond	5,132.87	0.00
Total in bank accounts	106,797.30	98,755.18

14. Reconciliation of Funds

The funds carried forward at the end of the 2022/23 financial year are held as follows. Funds held at the end of 2021/22 are given for comparison:

	31/03/24 £	31/03/23 £
General Fund	18,969.13	18,969.13
Wellbeing Fund	7,989.78	3,079.15
Friday Fund	146.20	1,763.66
Operating Reserve Fund	26,000.00	26,000.00
Building Improvement Fund	66,863.35	63,116.17
Total funds carried forward	119,968.46	112,928.11

Accounts

Company registered in England and Wales, limited by guarantee, number 08430250

Registered charity, number 1151935

FRIENDS OF JESMOND LIBRARY

**Trustees' Report and Financial Statements
for the year ended 31 March 2023**

FRIENDS OF JESMOND LIBRARY

Trustees' Report and Financial Statements for the year ended 31 March 2023

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FRIENDS OF JESMOND LIBRARY

Reference and administrative details of the charity and its trustees,

for the year ended 31 March 2023

Trustees and Directors

Sarah Elizabeth Langley Breakey (appointed 11/10/14, retired and immediately re-appointed for a third three-year term, 17/10/20)

Anne Burton (appointed 03/07/21, re-appointed for a first three-year term, 02/10/21)

Christopher John Lawrey Clarke (appointed 05/03/13, retired and immediately re-appointed for a third three-year term, 02/10/21)

Jeremy Christopher Hardy (appointed 24/09/16, retired and immediately re-appointed for a third three-year term, 02/10/21)

Gerard Francis Keating (appointed 28/07/18, retired and immediately re-appointed for a second three-year term, 17/10/20)

Johann Paul Luft (appointed 07/07/13, retired and immediately re-appointed for a third three-year term, 17/10/20)

Felicity Ann Mendelson (appointed 07/07/13, retired and immediately re-appointed for a third three-year term, 02/10/21)

Sarah Anne Barbour Mercer (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term 15/10/22; Chair since 28/07/18)

Susan Rea (appointed 03/09/16, retired and immediately re-appointed for a third three-year term, 02/10/21)

Catherine Ellen Bernadette Walker (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term, 15/10/22; elected Vice Chair on 03/08/19)

Richard John Watson (appointed 28/07/18, retired and immediately re-appointed for a second three-year term, 15/10/22)

Nicola (Finn) Willingham (appointed 07/07/13, retired and immediately re-appointed for a fourth three-year term, 15/10/22)

Wendy Young (appointed 28/07/18, retired and immediately re-appointed for a second three-year term, 17/10/20)

Company registered number

08430250

Charity registered number

1151935

Registered office

Jesmond Library, St George's Terrace, Jesmond, Newcastle upon Tyne NE2 2DL

Telephone number

0191 281 2385

Emails

events@jesmondlibrary.org , enquiries@jesmondlibrary.org , and finance@jesmondlibrary.org .

Website and Facebook site

www.jesmondlibrary.org and www.facebook.com/JesmondLibrary

Company secretary

Christopher J L Clarke

Independent examiner of the Financial Statements

Geoffrey R Carter

Bankers

Barclays Bank plc, Leicester LE87 2BB

United Trust Bank, One Ropemaker Street, London EC2Y 9AW

FRIENDS OF JESMOND LIBRARY

Trustees' report for the year ended 31 March 2023

The trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the Friends of Jesmond Library (the charitable company) for the year ended 31 March 2023.

The first recorded transaction in the company's bank account took place on 10 April 2013, although the library itself did not re-open until 21 September 2013. This is therefore the tenth set of the company trustees' annual report and accounts, since the company was formally established.

After the disruption of the pandemic, 2022/23 has to a large extent seen a return to pre-pandemic "normality", although the latter part of the year was affected by the cost-of-living crisis and increases in many of the company's trading expenses. Fortunately, income also held up well, and we ended the year with a welcome surplus of income over expenditure.

The financial statements have been prepared in accordance with the accounting policies set out note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, and "Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 January 2019).

Structure, Governance and Management

a. Constitution

The Friends of Jesmond Library is a charitable company, limited by guarantee. It was incorporated on 5 March 2013, with registered company number 08430250. It is also a registered charity, with charity number 1151935. The company's articles of association were amended by Special Resolution on 8 May 2013.

The objects of the company as stated in the amended articles are:

1. To advance the education of the public by the promotion of the use of a public lending library service for the benefit of the residents of Newcastle upon Tyne City (the area of benefit);
2. To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of

political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving conditions of life for the said inhabitants;

3. To promote such other charitable purposes as may from time to time be determined.

b. Method of appointment or election of members and trustees

The articles of association define the company structure, which includes both members and directors. The directors are also known as trustees for the purposes of the Charities Act.

In day-to-day operations the charitable company also uses the term “member” in a financial context (eg “Founder Member”) and in the context of borrowing books (people registered to borrow books are also commonly known as members of the library) but neither of these usages of the word “member” carries any relevance to the structure of the company. At present the only “members” of the company, in the sense used in the articles of association, are the trustee/directors.

Under article 32 of the company’s rules all the directors were required to retire from office at the conclusion of the first Annual General Meeting, which was held on 11 October 2014. Since that date one third of the directors must resign from office each year, by rotation (unless there are sufficient casual resignations). Directors who resign are eligible for re-appointment.

The Charity Commission has recommended that trustees should not normally stand for more than three, three-year terms, unless a specific reason is stated in this Annual Report. A number of the trustees are now into their fourth three-year terms, but it is considered by the other trustees that the company benefits greatly from the accumulated experience of these long-serving individuals. The trustees do fully consider the benefits of bringing in new ideas and individuals from time to time, through advisers and other volunteers, as well as through Board membership.

There are currently no bodies that are automatically entitled to nominate directors to the Board, and the Board currently has no plans for changing this. Potential new director/trustees will be identified from time to time amongst the volunteers and supporters of the charitable company, bearing in mind the range of skills and experience available amongst the existing trustees and the qualities which the potential new trustee(s) can bring to the Board.

c. Policies and practices adopted for the induction and training of trustees

The charitable company has so far focussed on recruiting and training volunteers to staff the library. Training centres on the wide range of skills needed for operational purposes.

All new trustees are subject to an induction process, including familiarity with Charity Commission guidance on the role and responsibilities of trustees. The company benefits from the wide range of pre-existing skills available amongst the trustees and other volunteers.

d. Organisational structure and decision making

The Board of Directors is responsible for making all strategic decisions and overseeing their implementation. Board meetings are open not only to trustees but also to members of a loosely defined wider group, known as the Advisory Group, established to involve a wider range of skills in the governance of the company. Advisory Group members are entitled to receive board papers but only need to attend meetings if they wish, or if their presence is specifically requested.

Current members of the Advisory Group are Julia Black (contracts for building maintenance and services), Graham Blake (IT), Peter Breakey (Founding Chair), Biddy Casselden (research on the value of libraries), John Cook (the building), Pamela Denham (Wellbeing for Life, Elders Council of Newcastle), Tina Gough (architectural advice), Joan Hoenich (library operations), Despoina Papadopoulou (architectural advice, and in particular the internal furniture and fittings of the library), Tanya Pretswell (local councillor), Kay Punshon (library operations) and Barbara Trevitt (Volunteer Coordinator).

On formal matters before the board (of which there have been relatively few to date) only the trustees are eligible to vote. The board normally meets every six weeks, on a Saturday morning.

The board has also established a number of free-standing specialist groups, to involve a wider range of interests and skills in the operation and management of the library. All key matters discussed in the groups are brought to the board for formal decision making. Current groups include the Finance and Building Group, the Book Buying Group and the Marketing Group. Members of the groups include trustees, members of the advisory group, and other volunteers. The “Green” (ie. most experienced) volunteers also meet regularly with the Volunteer Coordinator.

A number of the trustees, advisory group members and other volunteers have taken on specific roles within the organisation, once again subject to the overall oversight of the board. These roles include:

Sarah Mercer: Chair, Thursday evening lectures and the library web-site;

Catherine Walker: Vice-Chair;

Chris Clarke: Treasurer and Company Secretary, organises the “Wellbeing for Life” programme with Pamela Denham and others;

Felicity Mendelson: Book buying and operational library management issues, minutes at Board Meetings, and supporting volunteer training, including liaison with Newcastle University and the City Council library service;

Barbara Trevitt: The recruitment, training and management of the volunteers, especially in ensuring adequate cover whenever the building is open, supported by Sue Rea and Anne Sweetman, and liaison with Newcastle University regarding student volunteers;

Paul Luft, John Cook, Despoina Papadopoulou and Andrew (Wes) Wareing: Building issues;

Julia Black: Building maintenance contracts;

Anne Burton: Fundraising and newsletters;

Sarah Breakey: The children’s area, and displays. Sarah is supported in the organisation of children’s activities by Joan Aarvold and others;

Pamela Denham: Wellbeing for Life, regular monthly meetings for older people, and liaison with the Elders Council of Newcastle;

Paul Rea (Red Square Design): Posters and publicity;

Jeremy Hardy: Publicity/marketing matters;

Richard Watson: The General Data Protection Regulation.

In recent months the “Greens” and other volunteers have also agreed to take on particular individual operational responsibilities, such as for the photocopier, coffee machine, cash register, membership records and training.

e. Risk Management and Reserves Policy

The trustees have assessed the major risks to which the charitable company is exposed, such as potential problems with the building, over-reliance on certain key individuals, and potential difficulties in maintaining the commitment of volunteers and financial supporters once the initial “honeymoon period” is over. Measures have been put in place to minimise these risks, which will continue to be kept under review over coming years.

To minimise the potential risks for volunteers, the trustees’ policy is not to open the building to the public unless at least two volunteers are present. (This does not apply for private room bookings and events). The library volunteers must not accept responsibility for children aged under 10, who are using the library, who must remain in the care of a parent,

teacher or responsible adult at all times. Over that age, children are allowed in the library on their own.

In managing the building the Friends aim at best practice, and have continued or improved on many of the routines set up originally by the council.

During the period covered by this report the company had public liability insurance cover of £10 million. Our own insurance also includes accidental damage to the large windows in the main room. Other aspects of building insurance are covered by the Council, under the terms of our lease.

Before the pandemic the company had introduced explicit terms and conditions for room hire, which clarified the responsibilities of people hiring rooms. This minimises the risk of any incident occurring, especially when the building is not otherwise open to the public.

Up until three years ago the first priority of the company's policy for its financial reserves was that there should always be enough funding in reserve to continue to pay our running costs for at least six months, if for some reason our income suddenly fell or we were forced to close the building. At the end of 2019/20, with the closure of the building on Government advice, the existence of this reserve became vital to the company's future. It was therefore decided that for the time being we should maintain an Operating Reserve covering twelve months normal, general running costs. This policy is still in place.

During the last four years we have started to draw up a planned maintenance programme, covering at least the next five years, which will assist us in further developing our Reserves Policy. Basic essential repairs are funded from within our normal income, but the second priority of the company's reserves policy is to fund longer term building improvements whose costs need to be funded over several years. A notable example of this was the replacement of all the windows in the main room of the library, whose metal frames had become seriously corroded, and whose heat insulation qualities did not meet modern standards of energy efficiency. This work was completed during 2022/23, funded from grants and fundraising amongst supporters, topped up from reserves. Reserves kept for further major building improvements and longer term planned maintenance form the company's Building Fund.

The company also maintains a Wellbeing Reserve Fund, which holds grants, donations and income related to the Wellbeing for Life programme, run jointly by the Friends and the Elders Council of Newcastle, and the Friday Fund, which holds grants and donations raised for the library's work with asylum seekers and refugees, and for the Warm Zone initiative.

Review of Activities

In setting objectives and planning activities the trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, and to the objects of the charitable company (pages 5/6).

Public Lending Library Services

a. Library operations

At the time of writing this report library operations have largely returned to “normal”, following the easing of the coronavirus crisis.

At the beginning of 2022/23 library opening hours comprised 20 hours a week (9:30am - 4:30pm on Tuesdays and Saturdays, and 12:00 mid-day - 6:00pm on Thursdays). From Thursday 6 October another 2.5 hours were added on Thursday mornings, with the opening time being brought forward to 9:30am.

In addition, from Friday 15 July 2022 the library opened on Friday mornings (9:30am - 12:30pm) for refugees and asylum seekers, who could attend free English as a second language classes, use the children’s area, and enjoy light refreshments. From Friday 2 December the Friday morning sessions, known as “Friends Fridays”, were opened up to the general public as a “Warm Zone” (with free hot drinks) and provided a normal library service for all. This brought total library opening hours to 25.5 hours a week.

17,192 visitors to the library were recorded in 2022/23, compared with 8,414 in the previous year. This was still less than the figures of 22,000 or more recorded in previous years, before the pandemic, but the trend is clearly going upwards, with the busiest month last year being March 2023, when 2,153 visits were recorded. If this is sustained throughout 2023/24, we should break previous records, since the library was re-opened by the Friends ten years ago.

During 2022/23 library volunteers carried out a “weed” of the records of registered borrowers, deleting people who were no longer active. As a result, on 31 March 2023, 1,820 people or organisations were registered to borrow books from Jesmond Library, compared with 3,866 in March 2022. Between 1 April 2022 and 31 March 2023, 9,685 book issues were recorded. This compares with 7,803 in 2021/22, 1,977 in 2020/21 and 9,029 in 2019/20, providing further evidence that we have returned to pre-pandemic service levels.

In 2022/23 we bought 210 new books, at a cost of over £2,200. We also accepted 402 donated books, although we had been offered far more than this, and bought 14 second hand books from Oxfam.

The most borrowed author in the year was once again Julia Donaldson, with Roger Hargreaves second. Ann Cleeves ranked third, Mari Hannah fifth, Ian Rankin sixth and Val

McDermid seventh. Jesmond residents must like murders! The most-borrowed individual book was “The Pianist of Yarmouk” by Aeham Ahmad, closely followed by “The Hard Way” by Lee Child, “Highway Rat” by Julia Donaldson, “Panic Room” by Robert Goddard, “Russia” by Dmitri Trenin and “Thin Air” by Ann Cleeves.

In total, at the end of 2022/23 we had 10,019 books and other items on the shelves. 30 items were for reference only. 4,673 were classified as Fiction and 5,346 as Non-Fiction (or “other”). We also continued with the small stock of jigsaws, first established during lockdown.

b. Volunteers

The charitable company directly employs no paid staff, and is wholly dependent on the unstinting efforts of volunteers for the operation of the library service and all other activities which take place in the building. A number of volunteers had left us during the pandemic, for various reasons, so much of 2022/23 was taken in recruiting and training new volunteers, and re-training “rusty” ones.

Our volunteer coordinator has estimated that our volunteers worked a total of approximately 2,490 hours during the year April 2022 – March 2023. If we assume a very approximate “value” of £10.50 per hour this would be equivalent to a total “value” of about £26,000. Besides the tremendous value of these efforts to the local community, we believe that many volunteers themselves derive a measure of personal satisfaction and sense of achievement, while some use their work experience to gain paid employment elsewhere.

At the beginning of April 2023 we had 64 Front of House volunteers, including 21 experienced supervisor/trainers (known as “Greens”). Our volunteers do not have to commit to working specific times or days, or numbers of hours per week, but use an online system (SignUp) to choose their own shifts (although the volunteer coordinator often has to send out last minute email appeals to fill the final vacant shifts).

Once again, the trustees are extremely grateful to all those who keep our services running and provide the friendly welcome which so many library customers appreciate.

Education and Social Welfare

c. Events and room hire

Between 1 April 2022 and 31 March 2023 there were 332 room bookings by outside organisations, compared to 112 in the previous year. 47 of the 2022/23 room bookings were in the Main Room, 179 in the Catherine Cookson Room and 106 in the Sid Chaplin Room.

In addition, there were 425 events run by library volunteers in 2022/23, compared with 99 in 2021/22. 191 of the 2022/23 events took place in the Main Room, 165 in the Catherine

Cookson Room, 78 in the Sid Chaplin Room and one at the United Reformed Church. Total attendance at these events was 4,473, a massive increase over the previous year.

For comparison, in 2019/20, the last “normal” year, there had been 588 room bookings and 375 events run by library volunteers.

At the present time some of the most popular regular events taking place in the library are the language conversation groups run by library volunteers; other events include a book group, play reading, poetry sharing, current affairs, the “Wellbeing for Life” series for older people, the very varied Thursday evening talks, and IT advice sessions. Groups making regular room bookings include Mindfulness, Meditation, Philosophy, La Jolie Ronde (Children’s French and Spanish), Keep Jesmond Clean, Jesmond Community Forum and Councillors’ ward surgeries.

The most notable innovation during 2022/23 was the institution of weekly “Friends Friday” morning sessions for asylum seekers and refugees. Later in the autumn Friends Fridays were further developed to become Warm Hubs, open to all, with free hot drinks and the full range of library services.

d. The People’s Network computers

The council left its “People’s Network” public use computers in the building when they handed over the building. These are still maintained by the council and are very well used by members of the public. Library volunteers frequently give informal assistance to People’s Network users. Over the full year there were 1,890 logins on the People’s Network computers which we have in operation; at the of the year we had 6 in use. This compares with 882 logins in the previous year.

e. The building

Jesmond Library is a much-loved and architecturally distinguished modern building, unusual in being a Grade 2 Listed Building designed and built in the 1960’s. Some of the architecturally valuable features of the building, notably the huge windows and glass doors, provide particular challenges in terms of building maintenance. Since we took over management of the building we have sought, where possible, to return to the spirit of the original design of the building, while accommodating the present, flexible use of the building as a community hub as well as a public library.

In January 2023 we completed a four-year programme of replacing the glazing in the main room with a modern and better insulated, double glazed, equivalent. This was a major achievement, costing nearly £150,000, largely raised from grants and donations. While firm conclusions are hard to distinguish from other factors, it appears that this project is saving us significant energy costs, besides the visual benefits.

Taken together with earlier work to improve the insulation of the roof and brick walls, and install a new system for controlling the heating system, the completion of the window replacement programme is seen as another phase of a “green” strategy for the building, which will in future lead us to reconsider the heating system and further improve the energy efficiency of the building.

During last year we moved the location of the children’s area, giving it a little more space, and began to draw up plans to improve furniture and fittings in the information area, where a new coffee machine is already in place.

f. Publicity and communications

We publish regular events programmes and posters, whose impact is greatly helped by our designer, Paul Rea. Information on events is circulated electronically through Jesmond Community Forum and Jesmond Residents Association.

Our Facebook page, Tweets and Blogs are well-received by those of our users who make use of social media. We also publish an occasional newsletter “The Blurb”, and send out regular emailed bulletins for our volunteers.

g. Links with other community-managed libraries

In our first year the Friends of Jesmond Library benefitted hugely from advice from some of the earliest community-managed libraries, and for this reason the Friends have always been happy to give advice and support to more recent entries to the field. The Friends of Jesmond Library is actively involved in the establishment of the Community Managed Libraries Peer Group Network, of which Chris Clarke is a Board Member.

Financial Review

a. Going Concern

When it first re-opened, the charitable company enjoyed an immediate financial input from residents of Jesmond, from charitable bodies (notably, but not only, the Catherine Cookson Trust), and from the North and South Jesmond Ward Committees of the Council. This enabled the company to build up sufficient reserves during its first few months to be confident of remaining a going concern for at least the next few years, and probably much more. Our early optimism has proved to be well founded, despite the impact of the coronavirus crisis, and these accounts are therefore prepared on the basis that we are still a “going concern”, and likely to remain so for the foreseeable future.

b. Reserves Policy

The trustees consider the reserves of the company to be more than adequate to meet its immediate working capital needs. Total funds as at 31 March 2023 were £112,928.11, an

increase of £10,699.49 over the previous year. This resulted primarily from a healthy post-pandemic recovery.

The basis of the company's Reserves Policy has been in place since 2014/15, when an Operating Reserve Fund and a Building Improvement Fund were established. These two designated funds stand alongside the pre-existing Wellbeing Fund, which supports a programme of activities for older people, jointly run with the Elders Council of Newcastle. During last year an additional designated fund called the Friday Fund was established, to keep grants, donations and expenses related to the Friday morning and other activities to support work with asylum seekers and the Warm Zone, separate from other funds.

The funding reserved for the Wellbeing programme increased from £1,161 on 31 March 2022 to £3,079 on 31 March 2023, largely as a result of grants from the Wellbank and Hedley Foundations (£2,100 and £500 respectively).

The Friday Fund was funded mainly through donations from library supporters, which totalled £2,348, plus a grant of £500 from the Council towards the Warm Zone initiative. At the end of the year £1,763 remained in the Fund.

Up until the end of 2019/20 the policy of the trustees was that unrestricted reserves should not fall below a level equivalent to six months' routine, general expenditure (about £13,000 at the end of 2019/20). However, with the greatly increased uncertainty resulting from the coronavirus crisis, the trustees considered it prudent to increase the Operating Reserve from six to a full twelve months general running costs, and we intend to retain £26,000 for this purpose for the foreseeable future.

On 31 March 2023 the Building Improvement Fund stood at just over £63,100, compared with just over £56,000 on 31 March 2022. The purposes of the Building Fund are to finance capital items, such as the purchase of new furniture, which are paid for over several years, and to pay for major building refurbishment items, which will not recur every year.

During 2022/23 part of the Building Fund was drawn on to contribute to the completion of the window replacement programme. On 31 March 2023 the Building Fund was topped up with £6,191, comprising the surplus accumulated in the General Fund over the year 2022/23. This will help fund improvements to the building planned to take place during 2023/24, including new furniture in the Information Area and an ambitious Air Leakage and Thermographic Survey of the building, which will provide essential information for us to plan future improvements to the heating system.

c. Principal Funding

The first financial priority of the trustees is to raise enough in reasonably reliable monthly income to cover basic, general running costs (such as utility bills, insurance, stationery, and building and equipment maintenance). This was achieved during 2022/23, when the

library's general account recorded a surplus of £6,191, before the surplus was transferred to the Building Reserve Fund (see above). This compared with a surplus of £3,166 in 2021/22.

Plans for the Future

In September 2023 the Friends of Jesmond Library will be celebrating 10 years since re-opening the library in 2013. Much has been achieved, but there is still more to do!

The trustees have two main aims for the future. First is to maintain and improve the range of services available to the local public, both by continuing to purchase new books and by further developing the ambitious events programme. If possible, it would be good to further increase opening hours.

Second is to continue to invest in the fabric of the building, furniture and fittings, and at the same time sensitively bring it up to date. Over the next year we aim to largely complete the refurbishment of the information area, improve our PA and IT facilities for talks and events in the main room, and invest further in the children's area.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Friends of Jesmond Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice. Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking

reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

- so far as each trustee is aware, there is no relevant financial information of which the charitable company's independent examiner is unaware; and
- each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the charitable company's independent examiner in connection with preparing his report and to establish that the charitable company's independent examiner is aware of that information.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 30 September 2023 and signed on their behalf by:

Sarah Barbour Mercer, Chair

30 September 2023

Independent examiner's report to the trustees of the Friends of Jesmond Library

I report to the charity trustees on my examination of the accounts of the Friends of Jesmond Library for the year ended 31 March 2023, as set out on pages 18 to 28.

Responsibilities and basis of my report

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the Companies Act 2006 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. 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities Statement of Recommended Practice (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.

(signed)

Geoffrey R Carter

59 Queens Terrace, Jesmond, Newcastle upon Tyne NE2 2PL

30 September 2023

FRIENDS OF JESMOND LIBRARY

Statement of Financial Activities

Income and Expenditure Account

for the year ended 31 March 2023, compared with the year ended 31 March 2022

	Note	Total Funds 2022/23 £	Total Funds 2021/22 £
Income			
Incoming resources from generated funds:			
Voluntary receipts	2	24,536.08	21,192.32
Grants received	2	34,760.00	31,287.50
Receipts from fundraising activities	3	1,983.64	665.62
Investment income	4	632.76	329.89
Receipts from charitable activities	5	15,439.68	4,170.50
Total Incoming Resources		77,352.16	57,645.83
Expenditure			
Fundraising costs	6	1,478.47	1,029.76
Charitable activities	7	57,246.86	63,813.56
Governance costs	8	13.00	13.00
Depreciation	9	7,914.34	6,593.82
Total Resources Expended		66,652.67	71,450.14
Net Income (Deficit) for the year	10	10,699.49	(13,804.31)

The notes on pages 20 to 28 form part of these financial statements.

FRIENDS OF JESMOND LIBRARY

Balance Sheet

as at 31 March 2023, compared with 31 March 2022

	Note	31/03/2023 £	31/03/2022 £
Fixed assets	9		
Equipment		7,115.78	2,184.94
IT equipment		216.44	339.39
Library management system		0.00	0.00
Furniture		570.96	2,286.96
Book stock		6,185.04	6,561.15
Total fixed assets		14,088.22	11,336.44
Current assets			
Recoverable Gift Aid	12	54.63	215.75
Cash at bank	13	98,755.18	90,646.35
Petty cash		30.08	30.08
Total current assets		98,839.89	90,892.18
Total assets		112,928.11	102,228.62
Represented by		31 March 2023	31 March 2022
Balance brought forward		102,228.62	116,032.93
Net income for the year		10,699.49	(13,804.31)
Total funds	14	112,928.11	102,228.62

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard applicable to charities in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements were approved by the trustees on 30 September 2023 and signed on their behalf by Sarah Barbour Mercer (Chair).

Sarah Barbour Mercer, Chair

The notes on pages 20 to 28 form part of these financial statements.

Notes to the Financial Statements for the year ended 31 March 2023

1. Accounting Policies

1.1 Basis of preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities: SORP 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 January 2019)."

The trustees have considered the charitable company's current and future prospects and are satisfied that the company can continue to pay its liabilities as they fall due, for a period of well over twelve months from the date of approval of these financial statements, and is therefore a "going concern".

1.2 Turnover

Turnover comprises revenue recognised by the charitable company in respect of goods and services supplied during the year. The charitable company is not registered for Value Added Tax.

1.3 Company status

The charitable company is a company limited by guarantee. In the event of the company being wound up, the liability of the director/trustees of the company in respect of the guarantee is limited to £10.

1.4 Fund accounting

Designated funds are funds set aside by the company for specific purposes. At the present time the four funds designated by the company are the Wellbeing Fund, the Friday Fund, the Operating Reserve Fund and the Building Improvement Fund. The purposes of these funds were summarised on page 14 of this report. All remaining income and expenditure is contained in the General Fund, which is therefore where the vast majority of day-to-day income and expenditure is allocated.

1.5 Incoming resources

All incoming resources are included in the Income and Expenditure Account.

Voluntary income is primarily received as donations and grants. All monetary donations are included in full in the statement of financial activities when received, provided that there

are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition would be deferred until the pre-condition has been met.

Gifts in kind for use by the charity are valued at the estimated cost which would have been incurred by the charity, if they had been purchased. This method has been applied to second hand books donated by well-wishers to the library, whenever the books concerned have been added to our book stock. (Space on the shelves in Jesmond Library is limited, and some donated books, for which we do not have room, have been in turn donated to Oxfam or other local groups.) Books left in the library by the city council have not been given a value.

Investment income at present comprises only bank interest. The income is recognised when received.

1.6 Resources expended

Expenditure is allocated to the activity to which it relates.

Governance costs are those costs associated with the constitutional and statutory requirements of the charitable company, principally an annual payment to Companies House.

2. Voluntary receipts and grants received

Two main categories of donation were received from library users during the year. Regular Subscribers provided monthly or annual donations, of £20 a year or £2 a month, or more, normally by Standing Order, totalling £10,588 over the year (compared with £11,246 the year before). There were also a number of Miscellaneous Donations, totalling £11,341 (compared with £5,826 the year before). Notable amongst the Miscellaneous Donations in 2022/23 were a final donation of £5,000 from the RFF Gibson Trust, regular supporters since we re-opened the library ten years ago, a significant number of donations supporting events for asylum seekers and refugees, and donations made at events, including those linked to Jesmond Community Festival.

The Friends of Jesmond Library is registered with the Fundraising Regulator, and supports the principles that it promotes. Gift Aid is being claimed on all eligible donations. In any event, the table below includes all recoverable Gift Aid that we are eligible to claim, even when a claim had not yet been submitted. HMRC pay a very small amount of interest when paying Gift Aid claims, to cover the period between the eligible donation being made and the Gift Aid being paid. The company also uses the Gift Aid Small Donations Scheme in order to increase the value to us of small miscellaneous donations.

The company has arrangements for supporters to donate money through JustGiving. This generated £1,948 for the Friends during 2022/3 (compared with £3,178 in 2021/22, when pandemic restrictions moved a lot of events online), but also cost £216 in payments to

contribute to JustGiving costs in that period. We also have an arrangement with Easyfundraising, which during 2022/23 generated £55 from commissions on internet shopping.

£34,760 was received in grants during 2022/23, compared with £31,288 the year before. The largest 2022/23 grant by far was £30,000 from the Catherine Cookson Trust, to help finish off the window replacement programme. Two grants enabled us to continue the “Wellbeing for Life” programme for older people, £2,100 from the Wellbank Foundation and £500 from the Hedley Foundation. The City Council provided £500 for the Warm Zone initiative, and, through the South Jesmond Ward Committee, £660 for the windows and £500 towards the cost of a thermographic survey which will help us plan for a future new heating system for the library. We are very grateful to all these organisations, and to the RFF Gibson Trust, whose gift was described as a donation (see above). The value of books donated by well-wishers and added to the library stock during 2022/23 was approximately £602.

Voluntary receipts and grants included in the Income and Expenditure account	General Fund 2022/23 £	Wellbeing Fund 2022/23 £	Friday Fund 2022/23 £	Building Fund 2022/23 £	Total Funds 2022/23 £	Total Funds 2021/22 £
Regular Subscriber donations (including related Gift Aid)	10,587.64				10,587.64	11,246.39
Miscellaneous donations	1,753.99	1,193.81	1,277.07	7,116.25	11,341.12	5,826.39
Interest on Gift Aid	3.01				3.01	0.07
JustGiving	500.71		1,070.92	376.03	1,947.66	3,177.82
Easyfundraising	55.15				55.15	80.57
Grants received		2,600.00	500.00	31,660.00	34,760.00	31,287.50
Value of Donated Books	601.50				601.50	861.00
Total Voluntary Receipts and Grants Received	13,502.00	3,793.81	2,847.99	39,152.28	59,296.08	52,479.82

3. Receipts from fundraising activities

The main fundraising activities which normally raise money for the library are sales, including the sale of books which are surplus to requirements and of bought-in stock, cards,

book marks, fridge magnets, teddy bears and walks leaflets, and the sale of coffee, tea and hot chocolate from the coffee machine. Small charges are also normally made for the display of small advertisements. During 2022/23 we purchased a new, improved coffee machine, which has helped us increase income from this source.

	Total Funds 2022/23	Total Funds 2021/22 £
Shop Income, including books etc	1,229.64	540.62
Coffee and tea	741.50	125.00
Display of Small Advertisements	12.50	0.00
Total receipts from fundraising activities	1,983.64	665.62

4. Investment income

Interest rates increased in 2022/23. £632.76 was received in investment income during that year, compared with £329.89 the year before. In 2022/23 £150.21 was received from a 60-day notice account with the United Trust Bank (UTB), £250.77 from a 100-day notice account with UTB, £146.00 from two 2-year bonds with UTB, and £85.78 from an Active Saver account with Barclays.

5. Receipts from charitable activities

Receipts generated from the library's activities normally include room hire fees, income generated from events organised by library volunteers, income from the printer/photocopier, and smaller categories such as the creative writing competition. With the ending of the pandemic, the increase in income from events has been particularly welcome, while room hire income also returned to near pre-pandemic levels.

	Total Funds 2022/23 £	Total Funds 2021/22 £
Room Hire income	5,871.07	1,787.50
Event income	8,100.36	1,768.00
Printing and photocopying	1,139.25	550.00
Teddy Bear Trail	252.00	0.00
Lost books, DVD's etc	20.00	21.50
Writing competition	57.00	43.00
Miscellaneous income (inc misc sales)	0.00	0.50
Total receipts from charitable activities	15,439.68	4,170.50

6. Fundraising costs

This includes fees payable to JustGiving, an annual fee to the Fundraising Regulator, the costs of purchasing items for re-sale, and supplies for the coffee machine.

	Total Funds 2022/23 £	Total Funds 2021/22 £
Fundraising costs (including annual fee to Fundraising Regulator and cost of printing fundraising leaflets)	325.00	145.00
Payments to JustGiving	216.00	216.00
Goods for re-sale (including books and cards)	655.39	368.92
Supplies for the coffee machine	281.58	299.84
Total fundraising costs	1,478.47	1,029.76

7. Charitable activities

This category includes all the revenue expenditure associated with running the library and its building. It does not include expenditure on capital items, such as books, furniture or equipment, which are treated as assets that can be expected to last several years.

These appear in the Balance Sheet as capital items, and are depreciated over the anticipated life of the asset concerned (see note 9). However, expenditure on window replacement is treated as revenue expenditure, as it does not create a capital asset owned by the library (as it constitutes an improvement to a Council-owned building.)

A number of costs went up significantly during the year, partly as a result of increased activity after the end of pandemic restrictions, but also as a result of the rising cost of living, especially energy costs.

	General Fund 2022/23 £	Wellbeing Fund 2022/23 £	Friday Fund 2022/23 £	Total Funds 2022/23 £	Total Funds 2021/22 £
Gifts and grants given	50.00	25.00		75.00	
Volunteer training costs					2.00
Volunteer recruitment					7.92
Volunteer expenses	2.00			2.00	0.00
Room hire		230.00	600.00	830.00	180.00
Travel costs for Wellbeing events		308.40		308.40	133.00
Refreshments at events	304.94	749.53	466.80	1,521.27	191.21
Event expenses	18.97	224.02	897.53	1,140.52	115.00
Refunds	2.00			2.00	1.10
Electricity	2,392.67			2,392.67	1,508.96
Gas	2,070.55			2,070.55	1,041.96
Water	115.00			115.00	90.00
Refuse disposal	405.86			405.86	394.16

Insurances	1,214.09			1,214.09	1,055.04
Windows Phase 3					17,463.37
Windows Phase 4	29,226.22			29,226.22	28,751.22
Other building refurbishment	300.00			300.00	1,051.00
General repairs and maintenance	3,186.78			3,186.78	3,444.36
Regular cleaning	2,809.00			2,809.00	2,235.00
Window cleaning	135.00			135.00	
Carpet cleaning					70.00
Security and alarms	1,812.33			1,812.33	1,483.94
Repair/service coffee machine	174.00			174.00	
Telephone and Email	442.77			442.77	417.84
TV licence	159.00			159.00	159.00
PRS and PPS licence	129.35			129.35	
Postage	41.79			41.79	27.79
Other administrative items	280.05			280.05	397.41
Competition prizes	9.00			9.00	
Stationery (including book jackets)	151.64			151.64	50.45
Newspapers	1,898.32			1,898.32	637.48
Subscriptions (Which?)	83.40			83.40	83.40
Printing and photocopying	254.20			254.20	58.06
Website	163.00			163.00	111.00
Publicity and posters	575.40	339.00		914.40	542.00
IT running costs	871.27			871.27	827.88
Library Management System	1,152.00			1,152.00	1,152.00
Bank charges	113.71			113.71	8.92
Licences	21.00			21.00	120.89
Total charitable activity costs	53,406.58	1,875.95	1,964.33	57,246.86	63,813.56

8. Governance costs

In both 2021/22 and 2022/23 governance costs amounted to £13.00, for the Annual Return to Companies House.

9. Depreciation of tangible fixed assets

The costs of purchasing furniture, IT and other equipment, and books, are treated as capital expenditure and appear in the Balance Sheet. They are depreciated over 4-5 years, in order to write off the total costs of their acquisition over their expected useful lives. (IT and other equipment, and the Library Management System, are depreciated over 4 years; furniture and books over 5 years.)

	Office Equipment £	IT Equipment £	Library Management System £	Furniture £	Book Stock £	Total £
Cost of purchase						
Assets acquired before 1 April 2022	15,576.36	4,120.74	4,422.60	16,933.91	31,276.74	72,330.35
Additions during 2022/23	7,674.39	50.00	0.00	0.00	2,941.73	10,666.12
Total assets at 31 March 2023	23,250.75	4,170.74	4,422.60	16,933.91	34,218.47	82,996.47
Accumulated depreciation						
Depreciation brought forward from 31 March 2022	13,427.41	3,781.35	4,422.60	14,646.95	24,715.58	60,993.89
Depreciation during 2022/23	2,707.55	172.95	0.00	1,716.00	3,317.84	7,914.34
Total depreciation at 31 March 2023	16,134.96	3,954.30	4,422.60	16,362.95	28,033.42	68,908.23
Net book value at 31 March 2023	7,115.78	216.44	0.00	570.96	6,185.04	14,088.22

The valuations of book stock given in the above table are based on a more detailed calculation which distinguishes between new, second hand and donated books, as follows:

	2022/23		2021/22		Comments
	Number Of books	Value £	Number of books	Value £	
Donations	402	640.58	574	861.00	Most estimated at £1.50 each, unless value known
2 nd hand books	14	36.58	0	0.00	
New books	210	2,264.57	261	2,721.53	
Total	626	2,941.73	835	3,582.53	

10. Income and Expenditure by Fund

The following table shows how the Total Funds 2021/22 column in the Income and Expenditure Account on page 18 can be sub-divided between funds.

Income and Expenditure	General Fund	Designated Funds				Total Funds 2022/23
		Wellbeing for Life Fund	Friday Fund	Operating Reserve Fund	Building Improvement Fund	
	£	£	£	£	£	£
Income						
Voluntary receipts	13,502.00	3,793.81	2,847.99		39,152.28	59,296.08
Receipts from fundraising activities	1,983.64					1,983.64
Investment income	632.76					632.76
Receipts from charitable activities	14,559.68		880.00			15,439.68
Total Incoming Resources	30,678.08	3,793.81	3,727.99	0.00	39,152.28	77,352.16
Expenditure						
Fundraising costs	1,478.47					1,478.47
Charitable activities	53,406.58	1,875.95	1,964.33			57,246.86
Governance costs	13.00					13.00
Depreciation	7,914.34					7,914.34
Total Resources Expended	62,812.39	1,875.95	1,964.13	0.00	0.00	66,652.67
Net Income (Loss) for the year, before transfers	(32,134.31)	1,917.86	1,763.66	0.00	39,152.28	10,699.49

11. Transfers

Between 1 April 2022 and 31 March 2023 the Building Improvement Fund was drawn on to complete window replacement in the main library room, purchase a new coffee machine and commission thermographic and air leakage surveys. To cover these items a total of £38,326.24 was transferred from the Building Fund to the General Fund. At the end of the financial year the net surplus on the General Fund (£6,191.93) was transferred to the Building Fund, to be allocated in due course to improvements to the library building.

	General Fund	Wellbeing Fund	Friday Fund	Operating Reserve	Building Fund	Total Funds 2022/23
	£	£	£	£	£	£
Net Income (Loss) for the year, before transfers	(32,134.31)	1,917.86	1,763.66	0.00	39,152.28	10,699.49
Transfers from the Building Fund to the General Fund	38,326.24				(38,326.24)	0.00
Transfer from the General Fund to the Building Fund	(6,191.93)				6,191.93	0.00
Net Income (Loss) for the year, after transfers	0.00	1,917.86	1,763.66	0.00	7,017.97	10,699.49

12. Recoverable Gift Aid

Recoverable Gift Aid is Gift Aid to which we are entitled, but which has not yet been reclaimed from HMRC.

13. Cash at bank

Cash held in bank accounts can be subdivided as follows:

	Net asset value at 31 March 2023 £	Net asset value at 31 March 2022 £
Bank accounts		
Barclays current account	530.30	3,754.23
Barclays active saver account	44,556.21	33,770.43
United Trust Bank 60-day notice account	0.00	22,674.53
United Trust Bank 100-day notice account	20,697.93	20,447.16
United Trust Bank 2-year bonds	10,146.00	10,000.00
United Trust Bank 40-day notice account	22,824.74	0.00
Total in bank accounts	98,755.18	90,646.35

14. Reconciliation of Funds

The funds carried forward at the end of the 2022/23 financial year are held as follows. Funds held at the end of 2021/22 are given for comparison:

	31/03/23 £	31/03/22 £
General Fund	18,969.13	18,969.13
Wellbeing Fund	3,079.15	1,161.29
Friday Fund	1,763.66	0.00
Operating Reserve Fund	26,000.00	26,000.00
Building Improvement Fund	63,116.17	56,698.20
Total funds carried forward	112,928.11	102,228.62

Accounts

Company registered in England and Wales, limited by guarantee, number 08430250

Registered charity, number 1151935

FRIENDS OF JESMOND LIBRARY

Trustees' Report and Financial Statements for the year ended 31 March 2022

Trustees' Report and Financial Statements for the year ended 31 March 2022

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FRIENDS OF JESMOND LIBRARY

Reference and administrative details of the charity and its trustees,

for the year ended 31 March 2022

Trustees and Directors

Sarah Elizabeth Langley Breakey (appointed 11/10/14, retired and immediately re-appointed for a third three-year term, 17/10/20)

Anne Burton (appointed 03/07/21, re-appointed for a first three-year term, 02/10/21)

Christopher John Lawrey Clarke (appointed 05/03/13, retired and immediately re-appointed for a third three-year term, 02/10/21)

Jeremy Christopher Hardy (appointed 24/09/16, retired and immediately re-appointed for a third three-year term, 02/10/21)

Gerard Francis Keating (appointed 28/07/18, retired and immediately re-appointed for a second three-year term, 17/10/20)

Johann Paul Luft (appointed 07/07/13, retired and immediately re-appointed for a third three-year term, 17/10/20)

Felicity Ann Mendelson (appointed 07/07/13, retired and immediately re-appointed for a third three-year term, 02/10/21)

Sarah Anne Barbour Mercer (appointed 07/07/13, retired and immediately re-appointed for a third three-year term 12/10/19; Chair since 28/07/18)

Susan Rea (appointed 03/09/16, retired and immediately re-appointed for a third three-year term, 02/10/21)

Catherine Ellen Bernadette Walker (appointed 07/07/13, retired and immediately re-appointed for a third three-year term, 12/10/19; elected Vice Chair on 03/08/19)

Richard John Watson (appointed 28/07/18, retired and immediately re-appointed for a first three-year term, 12/10/19)

Nicola Willingham (appointed 07/07/13, retired and immediately re-appointed for a third three-year term, 12/10/19)

Wendy Young (appointed 28/07/18, retired and immediately re-appointed for a second three-year term, 17/10/20)

Company registered number

08430250

Charity registered number

1151935

Registered office

Jesmond Library, St George's Terrace, Jesmond, Newcastle upon Tyne NE2 2DL

Telephone number

0191 281 2385

Emails

events@jesmondlibrary.org , enquiries@jesmondlibrary.org , and finance@jesmondlibrary.org .

Website and Facebook site

www.jesmondlibrary.org and www.facebook.com/JesmondLibrary

Company secretary

Christopher J L Clarke

Independent examiner of the Financial Statements

Geoffrey R Carter

Bankers

Barclays Bank plc, Leicester LE87 2BB

United Trust Bank, One Ropemaker Street, London EC2Y 9AW

FRIENDS OF JESMOND LIBRARY

Trustees' report for the year ended 31 March 2022

The trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the Friends of Jesmond Library (the charitable company) for the year ended 31 March 2022.

This has been another extraordinary year, starting on 1 April 2021 with only a "Click and Collect" library service and a much-reduced online events programme, but ending on 31 March 2022 with the library edging towards a measure of normality. Quite apart from the drastic effect on the services provided by the library, the COVID crisis completely changed the finances of the company's operations. More detail is provided in the rest of this report.

The financial statements have been prepared in accordance with the accounting policies set out note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, and "Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 January 2019).

Structure, Governance and Management

a. Constitution

The Friends of Jesmond Library is a charitable company, limited by guarantee. It was incorporated on 5 March 2013, with registered company number 08430250. It is also a registered charity, with charity number 1151935. The company's articles of association were amended by Special Resolution on 8 May 2013.

The objects of the company as stated in the amended articles are:

1. To advance the education of the public by the promotion of the use of a public lending library service for the benefit of the residents of Newcastle upon Tyne City (the area of benefit);
2. To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving conditions of life for the said inhabitants;

3. To promote such other charitable purposes as may from time to time be determined.

b. Method of appointment or election of members and trustees

The articles of association define the company structure, which includes both members and directors. The directors are also known as trustees for the purposes of the Charities Act.

In day-to-day operations the charitable company also uses the term “member” in a financial context (eg “Founder Member”) and in the context of borrowing books (people registered to borrow books are also commonly known as members of the library) but neither of these usages of the word “member” carries any relevance to the structure of the company. At present the only “members” of the company, in the sense used in the articles of association, are the trustee/directors.

Under article 32 of the company’s rules all the directors were required to retire from office at the conclusion of the first Annual General Meeting, which was held on 11 October 2014. Since that date one third of the directors must resign from office each year, by rotation (unless there are sufficient casual resignations). Directors who resign are eligible for re-appointment. The Charity Commission has recommended that trustees should not normally stand for more than three, three-year terms, unless a specific reason is stated in this Annual Report. (Reasons for setting aside the Charity Commission recommendation might include the special expertise or experience of a particular long-serving trustee.) None of the present trustees has yet served three full three-year terms since 2014; the Charity Commission recommendation will be considered when this occurs.

There are currently no bodies that are automatically entitled to nominate directors to the Board, and the Board currently has no plans for changing this. Potential new director/trustees will be identified from time to time amongst the volunteers and supporters of the charitable company, bearing in mind the range of skills and experience available amongst the existing trustees and the qualities which the potential new trustee(s) can bring to the Board.

c. Policies and practices adopted for the induction and training of trustees

The charitable company has so far focussed on recruiting and training volunteers to staff the library. Training centres on the wide range of skills needed for operational purposes. All new trustees are subject to an induction process, including familiarity with Charity Commission guidance on the role and responsibilities of trustees. The company benefits from the wide range of pre-existing skills available amongst the trustees.

d. Organisational structure and decision making

The Board of Directors is responsible for making all strategic decisions and overseeing their implementation. Until the outbreak of the COVID pandemic all board meetings were held in

person, and were open not only to trustees but also to members of a loosely defined wider group, known as the Advisory Group, established to involve a wider range of skills in the governance of the company. At the beginning of the 2021/22 financial year board meetings were taking place online, using Zoom, and members of the Advisory Group only attended when a specific input was required. On 3 July 2021 “in person” board meetings resumed, although a “Zoom” option was retained for those who requested it. By September the membership and role of the Advisory Group had been reviewed. Advisory Group members now receive board papers but only need to attend meetings if they wish, or if their presence is specifically requested.

Current members of the Advisory Group are Julia Black (contracts for building maintenance and services), Graham Blake (IT), Peter Breakey (Founding Chair), Biddy Casselden (Research on the value of libraries), John Cook (the building), Pamela Denham (Wellbeing for Life, Elders Council of Newcastle), Tina Gough (architectural advice), Joan Hoenich (library operations), Kay Punshon (library operations) and Navi Sharma (Eclipse).

On formal matters before the board (of which there have been relatively few to date) only the trustees are eligible to vote. The board normally meets every six weeks, on a Saturday morning.

The board has also established a number of free-standing specialist groups, to involve a wider range of interests and skills in the operation and management of the library. All key matters discussed in the groups are brought to the board for formal decision making. Current groups include the Finance and Building Group, the Book Buying Group and the Marketing Group. During the coronavirus crisis a COVID group was also established to consider compliance with Public Health guidelines and their effect on library operations. Members of the groups include trustees, members of the advisory group, and other volunteers. The “Green” (ie. most experienced) volunteers also meet regularly.

A number of the trustees, advisory group members and other volunteers have taken on specific roles within the organisation, once again subject to the overall oversight of the board. These roles include:

Sarah Mercer: Chair, Thursday evening lectures and the library web-site;

Catherine Walker: Vice-Chair;

Chris Clarke: Treasurer and Company Secretary, organises the “Wellbeing for Life” programme with Pamela Denham and others;

Felicity Mendelson: Book buying and operational library management issues, minutes at Board Meetings, and supporting volunteer training, including liaison with Newcastle University and the City Council library service;

Barbara Trevitt: The recruitment, training and management of the volunteers, especially in ensuring adequate cover whenever the building is open, supported by Sue Rea and Anne Sweetman, and liaison with Newcastle University regarding student volunteers;

Paul Luft and John Cook: Building issues;

Julia Black: Building maintenance contracts;

Anne Burton: Fundraising and newsletters;

Sarah Breakey: The children's area, and displays. Sarah is supported in the organisation of children's activities by Joan Aarvold and others;

Pamela Denham: Wellbeing for Life, regular monthly meetings for older people, and liaison with the Elders Council of Newcastle;

Paul Rea (Red Square Design): Posters and publicity;

Jeremy Hardy: Publicity/marketing matters;

Richard Watson: The General Data Protection Regulation;

Navi Sharma: The library management system (Eclipse);

Despoina Papadopoulou: The layout of the main library room.

e. Risk Management and Reserves Policy

The trustees have assessed the major risks to which the charitable company is exposed, such as potential problems with the building, over-reliance on certain key individuals, and potential difficulties in maintaining the commitment of volunteers and financial supporters once the initial "honeymoon period" is over. Measures have been put in place to minimise these risks, which will continue to be kept under review over coming years. The risk of having to close or partially close the building for a long period (as was the case early in the COVID pandemic) has been addressed as part of the Reserves Policy (see below).

To minimise the potential risks for volunteers, the trustees' policy is not to open the building to the public unless at least two volunteers are present. (This does not apply for private room bookings and events). The library volunteers must not accept responsibility for children aged under 10, who are using the library, who must remain in the care of a parent, teacher or responsible adult at all times. Over that age, children are allowed in the library on their own. During the coronavirus period the company has taken careful note of all Government advice, relevant to safeguarding the health and wellbeing of library volunteers and users.

In managing the building the Friends aim at best practice, and have continued or improved on many of the routines set up originally by the council.

During the period covered by this report the company had public liability insurance cover of £10 million. Our own insurance also includes accidental damage to the large windows in the main room. Other aspects of building insurance are covered by the Council, under the terms of our lease.

Before the pandemic the company had introduced explicit terms and conditions for room hire, which clarified the responsibilities of people hiring rooms. This minimises the risk of any incident occurring, especially when the building is not otherwise open to the public.

Up until two years ago the first priority of the company's policy for its financial reserves was that there should always be enough funding in reserve to continue to pay our running costs for at least six months, if for some reason our income suddenly fell or we were forced to close the building. At the end of 2019/20, with the closure of the building on Government advice, the existence of this reserve became vital to secure the company's future. It was therefore decided that for the time being we should maintain an Operating Reserve covering twelve months normal, general running costs. This policy is still in place.

During the last three years we have started to draw up a planned maintenance programme, covering at least the next five years, which will assist us in further developing our Reserves Policy. Basic essential repairs are funded from within our normal income, but the second priority of the company's reserves policy is to fund longer term building improvements whose costs need to be funded over several years. A notable example of this is the replacement of all the windows in the main room of the library, whose metal frames had become seriously corroded, and whose heat insulation qualities do not meet modern standards of energy efficiency. Some of our reserves are restricted to this purpose, as a result of specific fundraising campaigns which began towards the end of 2019. Reserves kept for further major building improvements and longer term planned maintenance form the company's Building Fund.

The company also maintains a Wellbeing Reserve Fund, which holds grants, donations and income related to the Wellbeing for Life programme, run jointly by the Friends and the Elders Council of Newcastle.

Review of Activities

In setting objectives and planning activities the trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, and to the objects of the charitable company (pages 5/6).

Public Lending Library Services

a. Library operations

At the time of writing this report the library is beginning to return to "normal", following the easing of the coronavirus crisis.

At the beginning of the 2021/22 financial year the library only operated a “Click and Collect” library service, located in the library porch. During the pandemic Jig-saws were added to the offer, as well as books. Users had no access to the library building itself.

From 13 April 2021 a partial re-opening of the main library space commenced, taking into account public health advice about social distancing, face masks, hand sanitising, extra cleaning, etc. Transparent screens were introduced to further protect the volunteers on duty. With many volunteers having been out of action during the pandemic, the need to retrain previous volunteers and begin to recruit new ones meant that at first the library was only able to open for eight hours a week, with a limited number of people allowed into the building at any one time, for browsing the bookshelves, borrowing books and using the People’s Network computers. No room hire was allowed and nearly all meetings continued to be held on Zoom.

Over the summer there were some minor increases in opening hours, and in the number of people allowed into the building at any one time, and a very small number of meetings in the library building resumed in September. Finally, on Saturday 2 October a nearly “normal service” was resumed, with opening hours increased to 18 hours a week, coffee, newspapers and donated magazines becoming available again, community notices displayed, toys appearing in the children’s area, and regular talks, events and room hire resuming. On 1 March 2022 opening hours increased again, to 20 hours a week (9:30am - 4:30pm on Tuesdays and Saturdays, and 12:00 mid-day - 6:00pm on Thursdays).

With so many changes, and some public caution about “returning to normal” it is not surprising that the number of people visiting the library has yet to recover to pre-pandemic levels. Altogether, over the full year, 8,414 visitors to the library were recorded in 2021/22, compared with 1,824 in the previous year. This was still much less than the figures of 22,000 or more recorded in previous years. Nevertheless, the number of visitors recorded in March 2022 was 1,345; if continued over a full year this would be equivalent to about 16,000 visitors – not so far short of previous figures.

On 31 March 2022, 3,866 people or organisations were registered to borrow books from Jesmond Library, compared with 3,520 in March 2021. Between 1 April 2021 and 31 March 2022, 7,803 book issues were recorded, an average of 150 per week. This compares with 1,977 in 2020/21 and 9,029 in 2019/20, providing further evidence that we are beginning to approach pre-pandemic service levels.

In 2021/22 we bought 261 new books, at a cost of just over £2,700. We also accepted 574 donated books, although we had been offered far more than this. Out of the total of 835 books added to our stock, 311 were categorised as Junior, 295 as Adult Fiction (including 10 Large Print) and 229 as Adult Non-Fiction (including 61 Local Studies).

The most borrowed author in the year was Julia Donaldson. All the most-borrowed authors wrote children's books, especially series. In two cases the "authors" were collectives of several authors writing under a single name (Adam Blade and Daisy Meadows). Enid Blyton ranked 8th equal. Surely this can't only be due to grandparents?! The most popular author of adults' books (only 11th equal overall) was Ann Cleeves. The most-borrowed individual book was "The Liar's Dictionary" by Eley Williams, closely followed by "Shuggie Bain" by Douglas Stuart.

Amongst adult books Booker short-listed volumes did well, along with the latest works by well-known authors such as Kazuo Ishiguro and Pat Barker. The most-borrowed non-fiction books were often linked to TV exposure, such as John Carey's anthology and the Alice Roberts book "Ancestors".

In total, at the end of 2020/21 we had 9,814 books and other items on the shelves. 49 items were for reference only. 4,564 were classified as Fiction and 5,250 as Non-Fiction (or "other"). During the lockdown we instituted a "swap shop" for jig saws, accepting donations of about 65 jig saws, which customers were able to swap for jig saws of their own.

b. Volunteers

The charitable company directly employs no paid staff, and is wholly dependent on the unstinting efforts of volunteers for the operation of the library service and all other activities which take place in the building. During 2020/21 the need for volunteers was much reduced by lockdowns and restrictions on the services that we were able to provide, and as these restrictions eased not all of our original volunteers returned, for a variety of reasons.

Our volunteer coordinator has estimated that our volunteers worked a total of 2,092 hours during the year April 2021 – March 2022. If we assume a very approximate "value" of £10.50 per hour this would be equivalent to a total "value" of about £22,000. Besides the tremendous value of these efforts to the local community, we believe that many volunteers themselves derive a measure of personal satisfaction and sense of achievement, while some use their work experience to gain paid employment elsewhere.

At the end of March 2022 we had about 70 Front of House volunteers, including 11 more experienced, supervisor/trainers (known as "Greens"). In addition we have 16 back office and other volunteers and 13 trustees, making a total of approximately 100 people involved in some way in running the library. Our volunteers do not have to commit to working specific times or days, or numbers of hours per week, but use an online system (SignUp) to choose their own shifts (although the volunteer coordinator often has to send out last minute email appeals to fill the final vacant shifts).

Once again, the trustees are extremely grateful to all those who kept our services running through a very difficult year.

Education and Social Welfare

c. Events and room hire

At the beginning of 2021/22 COVID restrictions were still in full force and no “live” events were being held in the library, and no room bookings were being accepted.

Initially, some Zoom-based online events were being run from the homes of volunteers, but after 13 April 2021 the Wellbeing programme ran its Zoom meetings from the library, with a very small “live” audience of people who did not have access to IT facilities at home. For example, on 5 May there were 23 attendees on Zoom and 3 socially distanced individuals in the library. The number taking part in Wellbeing meetings in the library had increased to 12 by 4 August.

In September 2021 the first three room bookings were accepted from local community organisations, the library hosted a “Heritage Open Day” talk, and the Spanish Conversation group resumed its meetings in the library. In October there were 10 room bookings and 11 events run by library volunteers, and both these numbers steadily increased over the following months.

Between 1 April 2021 and 31 March 2022 there were 112 room bookings by outside organisations, 38 in the Main Room, 47 in the Catherine Cookson Room and 27 in the Sid Chaplin Room, and 99 events run by library volunteers, 59 in the Main Room, 19 in the Catherine Cookson Room and 21 in the Sid Chaplin Room. Total attendance at these events was 834. For comparison, in 2019/20, the last “normal” year, there had been 588 room bookings and 375 events run by library volunteers. We very much hope that the coming year will see these numbers get a bit closer to pre-pandemic levels.

At the present time some of the most popular regular events taking place in the library are the language conversation groups run by library volunteers; other events include a Book Group, play reading, poetry sharing, current affairs, the “Wellbeing for Life” series for older people, the very varied Thursday evening talks, and IT advice sessions. Groups making regular room bookings include Mindfulness, Meditation, Philosophy, La Jolie Ronde (Children’s French) and Councillors’ ward surgeries. The 2021 Jesmond Community Festival was greatly affected by COVID restrictions, but nonetheless library volunteers ran the hugely successful Teddy Bear Trail, and a number of guided walks, and organised a number of online events including talks and a murder mystery evening.

d. The People’s Network computers

The council left its “People’s Network” public use computers in the building when they handed over the building. These are still maintained by the council and, prior to the lockdown, were very well used by members of the public. During the first few weeks of 2021/22 the public access computers were only in use when the library was available for

browsing. When the computers were opened for public use, social distancing rules reduced the number available. Over the full year there were 882 logins on the People's Network computers in Jesmond Library, gradually rising from 34 in March 2021 to 153 in March 2022.

e. The building

Jesmond Library is a much-loved and architecturally distinguished modern building, unusual in being a Grade 2 Listed Building designed and built in the 1960's. Some of the architecturally valuable features of the building, notably the huge windows and glass doors, provide particular challenges in terms of building maintenance. Since we took over management of the building we have sought, where possible, to return to the spirit of the original design of the building, while accommodating the present, flexible use of the building as a community hub as well as a public library.

During 2019/20 we carried out a pilot project for replacing sections of the glazing in the main room with a modern and better insulated equivalent. The pilot project was a success, and during 2020/21 and 2021/22 we were able to raise funding and implement second and third phases of window replacement. The final phase of window replacement is expected to take place in autumn 2022.

Taken together with earlier work to improve the insulation of the roof and brick walls, and install a new system for controlling the heating system, the completion of the window replacement programme is seen as another phase of a "green" strategy for the building, which will in future lead us to reconsider the heating system.

f. Publicity and communications

We publish regular events programmes and posters, whose impact is greatly helped by our designer, Paul Rea.

Our Facebook page, Tweets and Blogs are well-received by those of our users who make use of social media. Over the full year our Facebook page is estimated to have reached over 20,000 people, through over 1,500 page visits. The most popular items on our Facebook page during last year were both announcements about Library events, "Cooking with Yasmin" and "Hitler's Jesmond Spy", each of which reached over 3,000 people.

With the relaxation in COVID restrictions we have been able to resume printing copies of our occasional newsletter "The Blurb", as well as continuing the online bulletin, distributed via Mailchimp.

g. Links with other community-managed libraries

In our first year the Friends of Jesmond Library benefitted hugely from advice from some of the earliest community-managed libraries, and for this reason the Friends have always been happy to give advice and support to more recent entries to the field. The Friends of Jesmond

Library is actively involved in the establishment of the Community Managed Libraries Peer Group Network, of which Chris Clarke is a Board Member.

Financial Review

a. Going Concern

When it first re-opened, the charitable company enjoyed an immediate financial input from residents of Jesmond, from charitable bodies (notably, but not only, the Catherine Cookson Trust), and from the North and South Jesmond Ward Committees of the Council. This enabled the company to build up sufficient reserves during its first few months to be confident of remaining a going concern for at least the next few years, and probably much more. Our early optimism has proved to be well founded, despite the impact of the coronavirus crisis, and these accounts are therefore prepared on the basis that we are still a “going concern”, and likely to remain so for the foreseeable future.

b. Reserves Policy

The trustees consider the reserves of the company to be more than adequate to meet its immediate working capital needs. Total funds as at 31 March 2022 were £102,228.62, a decrease of £13,804.32 over the previous year, partly as a result of reduced trading during the pandemic.

The company’s Reserves Policy has been in place since 2014/15, when an Operating Reserve Fund and a Building Improvement Fund were established. These two designated funds stand alongside the pre-existing Wellbeing Fund, which supports a programme of activities for older people, jointly run with the Elders Council of Newcastle. The funding for the Wellbeing for Life programme comes from grants and donations given specifically for that purpose. The funding reserved for the Wellbeing programme increased from £359 on 31 March 2021 to £1,161 on 31 March 2022, with reduced expenditure on Zoom meetings and publicity more than offset by donations and especially a grant of £1,400 from the W.G. Edwards Charitable Foundation.

Up until the end of 2019/20 the policy of the trustees was that unrestricted reserves should not fall below a level equivalent to six months’ routine, general expenditure (about £13,000 at the end of 2019/20). However, with the greatly increased uncertainty resulting from the coronavirus crisis, the trustees considered it prudent to increase the Operating Reserve from six to a full twelve months general running costs, and we intend to retain £26,000 for this purpose for the foreseeable future.

On 31 March 2022 the Building Improvement Fund stood at just over £56,000, compared with just under £74,000 on 31 March 2021. The purposes of the Building Fund are to finance capital items, such as the purchase of new furniture, which are paid for over several years, and to pay for major building refurbishment items, which will not recur every year. During

2021/22 part of the Building Fund was drawn on to contribute to the third phase of the window replacement programme, which is intended to be completed during the coming year.

c. Principal Funding

The first financial priority of the trustees is to raise enough in monthly income to cover basic, general running costs (such as utility bills, insurance, stationery, and building and equipment maintenance). This was achieved during 2021/22, when our general account recorded a surplus of over £3,100. Compared with the previous year, our income began to recover whilst some routine expenditure items had not yet caught up with pre-pandemic levels.

Plans for the Future

The first priority for the coming year must be to return the services provided by the library to the levels achieved before the COVID crisis. After that the trustees have two main aims for the future. First is to maintain and improve the range of services available to the local public, both by continuing to purchase new books and by continuing the ambitious events programme. Second is to continue to invest in the fabric of the building, furniture and fittings, restoring it to the best condition in which it will have been since it first opened, and at the same time sensitively bringing it up to date, including making a start on reorganising and refurbishing the main room of the library, to provide more room for the popular children's area and an improved space for library users to sit and read, or enjoy a coffee.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Friends of Jesmond Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice. Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

- so far as each trustee is aware, there is no relevant financial information of which the charitable company's independent examiner is unaware; and
- each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the charitable company's independent examiner in connection with preparing his report and to establish that the charitable company's independent examiner is aware of that information.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 3 September 2022 and signed on their behalf by:

Sarah Barbour Mercer, Chair

Independent examiner's report to the trustees of the Friends of Jesmond Library

I report to the charity trustees on my examination of the accounts of the Friends of Jesmond Library for the year ended 31 March 2022, as set out on pages 18 to 28.

Responsibilities and basis of my report

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the Companies Act 2006 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. 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities Statement of Recommended Practice (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.

(signed)

Geoffrey R Carter

59 Queens Terrace, Jesmond, Newcastle upon Tyne NE2 2PL

3 September 2022

FRIENDS OF JESMOND LIBRARY

Statement of Financial Activities

Income and Expenditure Account

for the year ended 31 March 2022, compared with the year ended 31 March 2021

	Note	Total Funds 2021/22 £	Total Funds 2020/21 £
Income			
Incoming resources from generated funds:			
Voluntary receipts	2	21,192.32	15,963.62
Grants received	2	31,287.50	77,063.71
Receipts from fundraising activities	3	665.62	59.20
Investment income	4	329.89	528.05
Receipts from charitable activities	5	4,170.50	731.76
Total Incoming Resources		57,645.83	94,346.34
Expenditure			
Fundraising costs	6	1,029.76	281.00
Charitable activities	7	63,813.56	64,531.31
Governance costs	8	13.00	13.00
Depreciation	9	6,593.82	7,039.78
Total Resources Expended		71,450.14	71,865.09
Net Income (Deficit) for the year	10	(13,804.31)	22,481.25

The notes on pages 20 to 28 form part of these financial statements.

FRIENDS OF JESMOND LIBRARY

Balance Sheet

as at 31 March 2022, compared with 31 March 2021

	Note	31/03/2022 £	31/03/2021 £
Fixed assets	9		
Equipment		2,184.94	329.89
IT equipment		339.39	788.60
Library management system		0.00	0.00
Furniture		2,286.96	3,156.98
Book stock		6,561.15	6,433.67
Total fixed assets		11,336.44	10,709.14
Current assets			
Recoverable Gift Aid	12	215.75	487.55
Cash at bank	13	90,646.35	104,806.21
Petty cash		30.08	30.03
Total current assets		90,892.18	105,323.79
Total assets		102,228.62	116,032.93
Represented by		31 March 2022	31 March 2021
Balance brought forward		116,032.93	93,551.68
Net income for the year		(13,804.31)	22,481.25
Total funds	14	102,228.62	116,032.93

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard applicable to charities in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements were approved by the trustees on 3 September 2022 and signed on their behalf by Sarah Barbour Mercer (Chair).

Sarah Barbour Mercer, Chair

The notes on pages 20 to 28 form part of these financial statements.

Notes to the Financial Statements for the year ended 31 March 2022

1. Accounting Policies

1.1 Basis of preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities: SORP 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 January 2019)."

The trustees have considered the charitable company's current and future prospects and are satisfied that the company can continue to pay its liabilities as they fall due, for a period of well over twelve months from the date of approval of these financial statements, and is therefore a "going concern".

1.2 Turnover

Turnover comprises revenue recognised by the charitable company in respect of goods and services supplied during the year. The charitable company is not registered for Value Added Tax.

1.3 Company status

The charitable company is a company limited by guarantee. In the event of the company being wound up, the liability of the director/trustees of the company in respect of the guarantee is limited to £10.

1.4 Fund accounting

Designated funds are funds set aside by the company for specific purposes. At the present time the three funds designated by the company are the Wellbeing Fund, the Operating Reserve Fund and the Building Improvement Fund. The purposes of these funds were summarised on page 14 of this report. All remaining income and expenditure is contained in the General Fund, which is therefore where the vast majority of day-to-day income and expenditure is allocated.

1.5 Incoming resources

All incoming resources are included in the Income and Expenditure Account.

Voluntary income is primarily received as donations and grants. All monetary donations are included in full in the statement of financial activities when received, provided that there

are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition would be deferred until the pre-condition has been met.

Gifts in kind for use by the charity are valued at the estimated cost which would have been incurred by the charity, if they had been purchased. This method has been applied to second hand books donated by well-wishers to the library, whenever the books concerned have been added to our book stock. (Space on the shelves in Jesmond Library is limited, and some donated books, for which we do not have room, have been in turn donated to Oxfam or other local groups.) Books left in the library by the city council have not been given a value.

Investment income at present comprises only bank interest. The income is recognised when received.

1.6 Resources expended

Expenditure is allocated to the activity to which it relates.

Governance costs are those costs associated with the constitutional and statutory requirements of the charitable company, principally an annual payment to Companies House.

2. Voluntary receipts and grants received

Two main categories of donation were received from library users during the year. Regular Subscribers provided monthly or annual donations, of £20 a year or £2 a month, or more, normally by Standing Order, totalling £11,246 over the year (compared with £10,569 the year before); and there were a number of Miscellaneous Donations, totalling £5,826 (compared with £3,458 the year before). Our income from both Miscellaneous Donations and Standing Orders increased over a year in which our trading began to recover from pandemic restrictions. With the exception of a donation of £2,000 from the RFF Gibson Trust, and a number of other donations towards the window replacement programme, some of the miscellaneous income was related to our online events programme.

The Friends of Jesmond Library is registered with the Fundraising Regulator, and supports the principles that it promotes. Gift Aid is being claimed on all eligible donations, although not all the relevant reimbursements from HMRC were claimed or received during the year 2021/22. In any event, the table below includes all recoverable Gift Aid that we are eligible to claim, even when a claim had not yet been submitted. HMRC pay a very small amount of interest when paying Gift Aid claims, to cover the period between the eligible donation being made and the Gift Aid being paid. The company also uses the Gift Aid Small Donations Scheme in order to increase the value to us of small miscellaneous donations.

The company has arrangements for supporters to donate money through JustGiving, which became particularly convenient during the pandemic. This generated £3,178 for the Friends

during 2021/2 (compared with £1,502 in 2020/21), but also cost £216 in payments to contribute to JustGiving costs in that period. As with other miscellaneous donations, many JustGiving donations were related to the window replacement programme, or to online events. We also have an arrangement with Easyfundraising, which during 2021/22 generated £81 from commissions on internet shopping.

£31,288 was received in grants during 2021/22, compared with £77,064 the year before. Much of this came from the Government's grants schemes for businesses forced to close or partially close by the pandemic restrictions, from which the City Council awarded us grants totalling £12,000 in 2021/22 and £40,976 in 2020/21. In 2021/22 we received a number of grants towards the window replacement programme, from the Garfield Weston and Bernard Sunley Foundations (£7,000 and £5,000 respectively), the Joicey Trust (£3,400), North Jesmond Ward Committee of the City Council (£1,440) and Waitrose Community Matters (£100). We received an unrestricted £500 from the Percy Hedley 1990 Charitable Trust, a grant of £448 for the Reading Well collection from the North East Humanists and £1,400 from the W.G. Edwards Foundation for the Wellbeing programme. We are very grateful to all these organisations, and to the RFF Gibson Trust, whose gift was described as a donation (see above). The value of books donated by well-wishers and added to the library stock during 2021/22 was approximately £861.

Voluntary receipts and grants included in the Income and Expenditure account	General Fund 2021/22 £	Wellbeing Fund 2021/22 £	Building Fund 2021/22 £	Total Funds 2021/22 £	Total Funds 2020/21 £
Regular Subscriber donations (including related Gift Aid)	11,246.39			11,246.39	10,569.14
Miscellaneous donations	1,674.10	207.51	3,944.86	5,826.39	3,458.36
Interest on Gift Aid	0.07			0.07	0.09
JustGiving	2,046.28	0.00	1,131.54	3,177.82	1,501.84
Easyfundraising	80.57			80.57	104.19
Grants received		1,400.00	29,887.50	31,287.50	77,063.71
Value of Donated Books	861.00			861.00	330.00
Total Voluntary Receipts and Grants Received	15,908.41	1,607.51	34,963.90	52,479.82	93,027.33

3. Receipts from fundraising activities

The main fundraising activities which normally raise money for the library are sales, including the sale of books which are surplus to requirements and of bought-in stock, cards, book marks, fridge magnets, teddy bears and walks leaflets, and the sale of coffee, tea and hot chocolate from the coffee machine. Small charges are also normally made for the display of small advertisements. All the proceeds of these activities are allocated to the General Fund. Very little activity of this type was able to take place in 2020/21, but there was an improvement in 2021/22.

	Total Funds 2021/22 £	Total Funds 2020/21 £
Shop Income, including books etc	540.62	59.20
Coffee and tea	125.00	0.00
Display of Small Advertisements	0.00	0.00
Total receipts from fundraising activities	665.62	59.20

4. Investment income

Interest rates were generally low in 2021/22. £329.89 was received in investment income during 2021/22, compared with £528.05 the year before. In 2021/22 £143.40 was received from a 60-day notice account with the United Trust Bank, £180.18 from a 100-day notice account with the United Trust Bank, and £6.31 from an Active Saver account with Barclays.

5. Receipts from charitable activities

Receipts generated from the library's activities normally include room hire fees, income generated from events organised by library volunteers, income from the printer/photocopier, and smaller categories such as the creative writing competition. Very little activity of this type was able to take place in 2020/21, but in 2021/22 the position has improved, without yet reaching pre-pandemic levels of activity. During the pandemic the trustees decided to stop charging fees for late returning books.

	Total Funds 2021/22 £	Total Funds 2020/21 £
Room Hire income	1,787.50	438.46
Event income	1,768.00	0.00
Printing and photocopying	550.00	237.50
Lost books, DVD's etc	21.50	0.00
Writing competition	43.00	21.00
Miscellaneous income (inc misc sales)	0.50	34.80
Total receipts from charitable activities	4,170.50	731.76

6. Fundraising costs

This includes fees payable to JustGiving, an annual fee to the Fundraising Regulator, the costs of purchasing items for re-sale, and supplies for the coffee machine.

	Total Funds 2021/22 £	Total Funds 2020/21 £
Fundraising costs (including annual fee to Fundraising Regulator and cost of printing fundraising leaflets)	145.00	50.00
Payments to JustGiving	216.00	216.00
Goods for re-sale (including books and cards)	368.92	15.00
Supplies for the coffee machine	299.84	0.00
Total fundraising costs	1,029.76	281.00

7. Charitable activities

This category includes all the revenue expenditure associated with running the library and its building. It does not include expenditure on capital items, such as books, furniture or equipment, which are treated as assets that can be expected to last several years. These appear in the Balance Sheet as capital items, and are depreciated over the anticipated life of the asset concerned (see note 9). However, expenditure on window replacement is treated as revenue expenditure, as it does not create a capital asset owned by the library (as it constitutes an improvement to a Council-owned building.)

	General Fund 2021/22 £	Wellbeing Fund 2021/22 £	Total Funds 2021/22 £	Total Funds 2020/21 £
Volunteer training costs	2.00		2.00	0.00
Volunteer recruitment	7.92		7.92	0.00
Room hire for Wellbeing events		180.00	180.00	0.00
Travel costs for Wellbeing events		133.00	133.00	18.70
Refreshments at events	130.60	60.61	191.21	0.00
Event expenses		115.00	115.00	0.00
Refunds	1.10		1.10	103.82
Electricity	1,508.96		1,508.96	886.68
Gas	1,041.96		1,041.96	700.53
Water	90.00		90.00	578.00
Refuse disposal	394.16		394.16	419.16
Insurances	1,055.04		1,055.04	855.13
Windows Phase 2	0.00		0.00	34,446.75
Windows Phase 3	17,463.37		17,463.37	17,163.37
Windows Phase 4	28,751.22		28,751.22	0.00
Other Building Refurbishment	1,051.00		1,051.00	760.00
General repairs and maintenance	3,444.36		3,444.36	1,392.26
Regular cleaning	2,235.00		2,235.00	1,492.50
Security and alarms	1,483.94		1,483.94	1,445.36
Carpet Cleaning	70.00		70.00	475.00
Telephone and Email	417.84		417.84	508.15
TV licence	159.00		159.00	157.50
Postage	27.79		27.79	17.29
Other administrative items	397.41		397.41	296.99
Competition prizes	0.00		0.00	40.00
Stationery (including book jackets)	50.45		50.45	33.48
Newspapers	637.68		637.48	56.34
Subscriptions (Which?)	83.40		83.40	83.40
Printing and photocopying	58.06		58.06	134.42
Website	111.00		111.00	111.00
Publicity and posters	225.00	317.00	542.00	220.60
IT running costs	827.88		827.88	979.88
Library Management System	1,152.00		1,152.00	1,152.00
Bank charges	8.92		8.92	3.00
Licences	120.89		120.89	0.00
Total charitable activity costs	63,007.95	805.61	63,813.56	64,531.31

8. Governance costs

In both 2020/21 and 2021/22 Governance costs amounted to £13.00, for the Annual Return to Companies House.

9. Depreciation of tangible fixed assets

The costs of purchasing furniture, IT and other equipment, and books, are treated as capital expenditure and appear in the Balance Sheet. They are depreciated over 4-5 years, in order to write off the total costs of their acquisition over their expected useful lives. (IT and other

equipment, and the Library Management System, are depreciated over 4 years; furniture and books over 5 years.)

	Equipment £	IT Equipment £	Library Management System £	Furniture £	Book Stock £	Total £
Cost of purchase						
Assets acquired before 1 April 2021	12,963.36	4,046.75	4,422.60	15,982.31	27,694.21	65,109.23
Additions during 2021/22	2,613.00	73.99	0.00	951.60	3,582.53	7,221.12
Total assets at 31 March 2022	15,576.36	4,120.74	4,422.60	16,933.91	31,276.74	72,330.35
Accumulated depreciation						
Depreciation brought forward from 31 March 2021	12,633.46	3,258.15	4,422.60	12,825.33	21,260.53	54,400.07
Depreciation during 2021/22	793.95	523.20	0.00	1,821.62	3,455.05	6,593.82
Total depreciation at 31 March 2022	13,427.41	3,781.35	4,422.60	14,646.95	24,715.58	60,993.89
Net book value at 31 March 2022	2,148.95	339.39	0.00	2,286.96	6,561.16	11,336.46

The valuations of book stock given in the above table are based on a more detailed calculation which distinguishes between new, second hand and donated books, as follows:

	2021/22		2020/21		Comments
	Number of books	Value £	Number of books	Value £	
Donations	574	861.00	220	330.00	Estimated at £1.50 each
2 nd hand books	0	0.00	9	14.43	
New books	261	2,721.53	162	1,968.55	
Total	835	3,582.53	391	2,312.98	

10. Income and Expenditure by Fund

The following table shows how the Total Funds 2021/22 column in the Income and Expenditure Account on page 18 can be sub-divided between funds.

Income and Expenditure	General Fund	Designated Funds			Total Funds 2021/22
		Wellbeing for Life Fund	Operating Reserve Fund	Building Improvement Fund	
	£	£	£	£	£
Income					
Voluntary receipts	15,908.41	1,607.51		34,963.90	52,479.82
Receipts from fundraising activities	665.62				665.62
Investment income	329.89				329.89
Receipts from charitable activities	4,170.50				4,170.50
Total Incoming Resources	21,074.42	1,607.51	0.00	34,963.90	57,645.83
Expenditure					
Fundraising costs	1,029.76				1,029.76
Charitable activities	63,007.95	805.61			63,813.56
Governance costs	13.00				13.00
Depreciation	6,593.82				6,593.82
Total Resources Expended	70,644.53	805.61	0.00	0.00	71,450.14
Net Income (Loss) for the year, before transfers	(49,570.11)	801.90	0.00	34,963.90	(13,804.31)

11. Transfers

Between 1 April 2021 and 31 March 2022 the Building Improvement Fund was drawn on to carry out window replacement in the main library room, purchase a new photocopier, carry out major repairs to the gate into the bin yard, instal LED lights, and purchase new display boards, a new fridge and a new webcam. Early in the year the Building Fund was used to purchase new books (as it had been in previous years), but it has now been decided that the purchase of books is so fundamental to the library's operations that it should henceforth be funded from general income. To cover these items a total of £52,733.60 was transferred from the Building Fund to the General Fund.

	General Fund	Wellbeing Fund	Operating Reserve	Building Fund	Total Funds 2021/22
	£	£	£	£	£
Net Income (Loss) for the year, before transfers	(49,570.11)	801.90		34,963.90	(13,804.31)
Transfers from the Building Fund to the General Fund	52,733.60			(52,733.60)	0.00
Net Income (Loss) for the year, after transfers	3,163.49	801.90	0.00	(17,769.70)	(13,804.31)

12. Recoverable Gift Aid

Recoverable Gift Aid is Gift Aid to which we are entitled, but which has not yet been reclaimed from HMRC.

13. Cash at bank

Cash held in bank accounts can be subdivided as follows:

	Net asset value at 31 March 2022 £	Net asset value at 31 March 2021 £
Bank accounts		
Barclays current account	3,754.23	9,943.98
Barclays active saver account	33,770.43	52,064.12
United Trust Bank 60-day notice account	22,674.53	22,531.13
United Trust Bank 100-day notice account	20,447.16	20,266.98
United Trust Bank 2-year bonds	10,000.00	
Total in bank accounts	90,646.35	104,806.21

14. Reconciliation of Funds

The funds carried forward at the end of the 2021/22 financial year are held as follows. Funds held at the end of 2020/21 are given for comparison:

	31/03/22 £	31/03/21 £
General Fund	18,969.13	15,805.64
Wellbeing Fund	1,161.29	359.39
Operating Reserve Fund	26,000.00	26,000.00
Building Improvement Fund	56,698.20	73,867.90
Total funds carried forward	102,228.62	116,032.93

Accounts

**Company registered in England and Wales, limited by guarantee,
number 08430250**

Registered charity, number 1151935

FRIENDS OF JESMOND LIBRARY

**Trustees' Report and Financial Statements
for the year ended 31 March 2021**

FRIENDS OF JESMOND LIBRARY

Trustees' Report and Financial Statements for the year ended 31 March 2021

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FRIENDS OF JESMOND LIBRARY

Reference and administrative details of the charity and its trustees,

for the year ended 31 March 2021

Trustees and Directors

Sarah Elizabeth Langley Breakey (appointed 11/10/14, retired and immediately re-appointed for a three year term, 17/10/20)

Christopher John Lawrey Clarke (appointed 05/03/13, retired and immediately re-appointed for a three year term, 13/10/18)

Jeremy Christopher Hardy (appointed 24/09/16, retired and immediately re-appointed for a three year term, 13/10/18)

Gerard Francis Keating (appointed 28/07/18, retired and immediately re-appointed for a three year term, 17/10/20)

Johann Paul Luft (appointed 07/07/13, retired and immediately re-appointed for a three year term, 17/10/20)

Felicity Ann Mendelson (appointed 07/07/13, retired and immediately re-appointed for a three year term, 13/10/18)

Sarah Anne Barbour Mercer (appointed 07/07/13, retired and immediately re-appointed for a three year term 12/10/19; Chair since 28/07/18)

Susan Rea (appointed 03/09/16, retired and immediately re-appointed for a three year term, 13/10/18)

Catherine Ellen Bernadette Walker (appointed 07/07/13, retired and immediately re-appointed for a three year term, 12/10/19; elected Vice Chair on 03/08/19)

Richard John Watson (appointed 28/07/18, retired and immediately re-appointed for a three year term, 12/10/19)

Nicola Willingham (appointed 07/07/13, retired and immediately re-appointed for a three year term, 12/10/19)

Wendy Young (appointed 28/07/18, retired and immediately re-appointed for a three year term, 17/10/20)

Company registered number

08430250

Charity registered number

1151935

Registered office

Jesmond Library, St George's Terrace, Jesmond, Newcastle upon Tyne, NE2 2DL

Telephone number

0191 281 2385

Emails

enquiries@jesmondlibrary.org , finance@jesmondlibrary.org and events@jesmondlibrary.org

Website and Facebook site

www.jesmondlibrary.org and www.facebook.com/JesmondLibrary

Company secretary

Christopher J L Clarke

Independent examiner of the Financial Statements

Geoffrey R Carter

Bankers

Barclays Bank plc, Gosforth High Street Branch, 59 High Street, Gosforth, Newcastle upon Tyne NE3 4AA

FRIENDS OF JESMOND LIBRARY

Trustees' report for the year ended 31 March 2021

The trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the Friends of Jesmond Library (the charitable company) for the year ended 31 March 2021.

This has been an extraordinary year, starting on 1 April 2020 with the library building completely closed, continuing with a stop-start series of partial re-openings and closures, and ending on 31 March 2021 with only a "Click and Collect" library service and a much-reduced online events programme. Quite apart from a drastic effect on the public services provided by the library, the COVID crisis completely changed the finances of the company's operations. More detail is provided in the rest of this report.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 January 2019).

Structure, Governance and Management

a. Constitution

The Friends of Jesmond Library is a charitable company, limited by guarantee. It was incorporated on 5 March 2013, with registered company number 08430250. It is also a registered charity, with charity number

1151935. The company's articles of association were amended by Special Resolution on 8 May 2013.

The objects of the company as stated in the amended articles are:

1. To advance the education of the public by the promotion of the use of a public lending library service for the benefit of the residents of Newcastle upon Tyne City (the area of benefit);
2. To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving conditions of life for the said inhabitants;
3. To promote such other charitable purposes as may from time to time be determined.

b. Method of appointment or election of members and trustees

The articles of association define the company structure, which includes both members and directors. The directors are also known as trustees for the purposes of the Charities Act.

In day-to-day operations the charitable company also uses the term "member" in a financial context (eg "Founder Member") and in the context of borrowing books (people registered to borrow books are also commonly known as members of the library) but neither of these usages of the word "member" carries any relevance to the structure of the company. At present the only "members" of the company, in the sense used in the articles of association, are the trustee/directors.

Under article 32 of the company's rules all the directors were required to retire from office at the conclusion of the first Annual General Meeting, which was held on 11 October 2014. Since then one third of the directors must resign from office each year, by rotation (unless there are sufficient casual resignations). Directors who resign are eligible for re-appointment. The Charity Commission has recommended that trustees should not normally stand for more than three, three-year terms, unless a specific reason is stated in this Annual Report. (Reasons for setting aside the Charity Commission recommendation might include the special expertise or experience of a particular long-serving trustee.) The implications of this advice will be considered by the Board in due course.

There are currently no bodies that are automatically entitled to nominate directors to the Board, and the Board currently has no plans for changing this. Potential new director/trustees will be identified from time to time amongst the volunteers and supporters of the charitable company, bearing in mind the range of skills and experience available amongst the existing trustees and the qualities which the potential new trustee(s) can bring to the Board.

c. Policies and practices adopted for the induction and training of trustees

The charitable company has so far focussed on recruiting and training volunteers to staff the library. Training centres on the wide range of skills needed for operational purposes. All new trustees are subject to an induction process, including familiarity with Charity Commission guidance on the role and responsibilities of trustees. The company benefits from the wide range of pre-existing skills available amongst the trustees.

d. Organisational structure and decision making

The Board of Directors is responsible for making all strategic decisions and overseeing their implementation. Until the outbreak of the COVID pandemic all board meetings were held in person, and were open not only to trustees but also to members of a loosely defined wider group, known as the Advisory Group, established to involve a wider range of skills in the governance of the company. Over the last year board meetings moved online, to Zoom, and members of the Advisory Group only attended when a specific input was required.

The board of director/trustees determines the composition of the Advisory Group, which before the pandemic comprised Julia Black, Peter Breakey, Anne Burton, Biddy Casselden, John Cook, Pamela Denham, Tina Gough, Carol Morley, Kay Punshon, Lizzie Rowan and Navi Sharma. The composition of the Advisory Group is to be reconsidered in the near future.

On formal matters before the board (of which there have been relatively few to date) only the trustees are eligible to vote. The board normally meets every six weeks, on a Saturday morning.

The board has also established a number of free-standing specialist groups, to involve a wider range of interests and skills in the operation and management of the library. All key matters discussed in the groups are brought to the board for formal decision making. Current groups include the Finance and Building Group, the Book Buying Group and the Marketing Group. During the coronavirus crisis a COVID group has been established to consider compliance with Public Health guidelines and their

effect on library operations. Members of the groups include trustees, members of the advisory group, and other volunteers. The “Green” volunteers also meet regularly.

A number of the trustees, advisory group members and other volunteers have taken on specific roles within the organisation, once again subject to the overall oversight of the board. These roles include:

Sarah Mercer: Chair, Thursday evening lectures and the library web-site;

Catherine Walker: Vice-Chair;

Chris Clarke: Treasurer and Company Secretary, and organises the “Wellbeing for Life” programme with Pamela Denham and others;

Felicity Mendelson: Book buying and operational library management issues, minutes at Board Meetings, and supporting volunteer training, including liaison with Newcastle University;

Sue Rea: The recruitment, training and management of the volunteers, especially in ensuring adequate cover whenever the building is open, supported by Anne Sweetman, and liaison with Newcastle University regarding student volunteers;

Paul Luft and John Cook: Building issues;

Julia Black: Building maintenance contracts;

Anne Burton: Fundraising, and the on-line newsletters which have been a feature of the last year;

Sarah Breakey: The children’s area, and displays. Sarah is supported in the organisation of children’s activities by Joan Aarvold and others;

Pamela Denham: Wellbeing for Life, regular monthly meetings for older people, and liaison with the Elders Council of Newcastle;

Paul Rea (Red Square Design): Posters and publicity;

Jeremy Hardy: Publicity/marketing matters;

Richard Watson: The General Data Protection Regulation;

Navi Sharma: The Library Management System.

e. Risk Management and Reserves Policy

The trustees have assessed the major risks to which the charitable company is exposed, such as potential problems with the building, over-

reliance on certain key individuals, and potential difficulties in maintaining the commitment of volunteers and financial supporters once the initial “honeymoon period” is over. Measures are being put in place to minimise these risks, which will continue to be kept under review over coming years. The risk of having to close or partially the building for a long period (as is currently the case) has been addressed as part of the Reserves Policy (see below).

To minimise the potential risks for volunteers, the trustees’ policy is not to open the building to the public unless at least two volunteers are present. (This does not apply for private room bookings and events). The library volunteers must not accept responsibility for children aged under 10, who are using the library, who must remain in the care of a parent, teacher or responsible adult at all times. Over that age, children are allowed in the library on their own. During the coronavirus period the company is taking careful note of all Government advice, relevant to safeguarding the health and wellbeing of library volunteers and users.

In managing the building the Friends aim at best practice, and have continued or improved on many of the routines set up originally by the council.

During the period covered by this report the company had public liability insurance cover of £10 million. Our own insurance also includes accidental damage to the large windows in the main room. Other aspects of building insurance are covered by the Council, under the terms of our lease.

Before the pandemic the company had introduced explicit terms and conditions for room hire, which clarified the responsibilities of people hiring rooms. This was intended to minimise the risk of any incident occurring, especially when the building is not otherwise open to the public. Room hire has ceased during the pandemic.

Up until last year the first priority of the company’s policy for its financial reserves was that there should always be enough funding in reserve to continue to pay our running costs for at least six months, if for some reason our income suddenly fell or we were forced to close the building. At the end of 2019/20, with the closure of the building on Government advice, the existence of this reserve became vital to the company’s secure future. It was therefore decided, at least until the present crisis is over, that we should maintain an Operating Reserve covering twelve months normal, general running costs. Over the coming year the extent to which our reserves are eroded will be carefully monitored, as will Government advice on when it will be safe to fully re-open the building.

During the last two years we have started to draw up a planned maintenance programme, covering at least the next five years, which will assist us in further developing our Reserves Policy. Basic essential repairs are funded from within our normal income, but the second priority of the company's reserves policy is to fund longer term building improvements whose costs need to be funded over several years. A notable example of this is the replacement of all the windows in the main room of the library, whose metal frames have become seriously corroded, and whose heat insulation qualities do not meet modern standards of energy efficiency. Some of our reserves are restricted to this purpose, as a result of a specific fundraising campaign which began towards the end of 2019. Reserves kept for major building improvements and longer term planned maintenance form the company's Building Fund.

The company also maintains a Wellbeing Reserve Fund, which holds grants and income related to the Wellbeing for Life programme, run jointly by the Friends and the Elders Council of Newcastle.

Review of Activities

In setting objectives and planning activities the trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, and to the objects of the charitable company (pages 5/6).

Public Lending Library Services

a. Library operations

At the time of writing this report the library is only open on a limited basis, as a result of the coronavirus crisis.

Up until Tuesday 17 March 2020 the library was open for borrowing books on three days a week. From this date the library remained fully closed until Thursday 14 May 2020, when a "Click and Collect" service opened for much reduced hours, located in the library porch. Users had no access to the library building itself.

On 4 August 2020 the library started a phased re-opening process, with the People's Network public access computers opening on 4 August and a limited number of people being able to browse the bookshelves from 18 August. A new cleaning regime had been introduced, along with face masks, social distancing and other hygiene practices in line with Government guidelines. On 5 November the library was compelled to close again, with only the "Click and Collect" service remaining.

On 3 December limited access for browsing and computer use started again, but this only lasted a month, as on 2 January 2021 the building closed again, in line with new Government advice, with “Click and Collect” maintained. This continued to be the case until after the end of the financial year.

During the whole year, even when limited browsing was allowed, opening hours were much reduced compared with previous years. For much of the year the hours were from 2:00 to 4:00 pm, three afternoons a week. During the “Click and Collect” periods an average of just under 10 users per day were recorded (although some people dropping off returned books may not have been recorded); for the 44 days when limited browsing was allowed the average attendance was just over 17.4 users per day. Altogether, over the full year, 1,824 visitors to the library were recorded, much less than the figures of 22,000 or more recorded in previous years.

On 31 March 2021, 3,520 people or organisations were registered to borrow books from Jesmond Library, compared with 3,464 in March 2020. Between 1 April 2020 and 31 March 2021, 1,977 book issues were recorded, an average of 38 per week. This compares with 9,029 in 2019/20 and 10,038 in 2018/19. There is clear evidence that newly acquired books are the most popular with borrowers, but in the last year browsing the stocks of older books was restricted and displays of new books had greater prominence.

In 2020/21 we bought 162 new books and 9 2nd hand books (mainly from the nearby Oxfam book shop). We also accepted 220 donated books, although we had been offered far more than this.

The most borrowed author in the year was James Patterson. Second and third were Jacqueline Wilson and Ian Rankin. However, the most-borrowed book was by none of these authors: it was the non-fiction volume: “Becoming” by Michelle Obama. As in the previous year, very popular for children were the Alien Adventures series.

In total, at the end of 2020/21 we had 10,483 books and other items on the shelves. During the lockdown we stopped our previous practice of buying newspapers and accepting donations of magazines, as customers would have been unable to sit and read them. On the other hand, in February 2021 we instituted a popular “swap shop” for jig saws, accepting donations of about 65 jig saws, which customers were able to swap for jig saws of their own. Roughly 3 - 5 jig saws were borrowed or returned on most days when the library was open.

While the numbers of library users was much reduced in 2020/21, compared with “normal” years, those people who did use our “Click and Collect” or browsing services were generally very pleased that a service of some sort had been retained.

b. Volunteers

The charitable company directly employs no paid staff, and is wholly dependent on the unstinting efforts of volunteers for the operation of the library service and all other activities which take place in the building. During 2020/21 the need for volunteers was much reduced by lockdowns and restrictions on the services that we were able to provide. Nevertheless our volunteer coordinator has estimated that our volunteers worked a total of 1,143 hours during the year. If we assume a very approximate “value” of £10.50 per hour this would be equivalent to a total “value” of just over £12,000.

Lockdown restrictions made it very difficult to train new volunteers during most of 2020/21, and we relied particularly heavily on our most experienced volunteers. Some regular volunteers were affected by the need to self-isolate. We were also unable to organise the volunteer socials and other meetings which make the experience of volunteering more enjoyable. At the same time the extra (and changing) public health requirements and occasional operational difficulties presented many extra challenges to volunteers, and the trustees are extremely grateful to all those who kept our services running through a very difficult year.

Education and Social Welfare

c. Events and room hire

Up until the outbreak of the COVID pandemic Jesmond Library had become known in the local area as a major “Community Hub” and information centre for Jesmond and the adjacent areas. However, events and meetings were one of the major casualties of the pandemic. The only room hire income received during the year came from late payments carried over from before the pandemic.

With great ingenuity a small group of volunteers and supporters maintained an excellent series of online meetings during most of the year, largely using “Zoom”. This included the Spanish Conversation and Current Affairs Discussion Groups, Thursday evening talks, and the Wellbeing for Life programme. Most of these were effectively free to participants, but nonetheless they generated significant sums in terms of donations (some through JustGiving) and goodwill.

The 2020 Jesmond Community Festival had become an early casualty of the first lockdown, so it was particularly welcome that Joan Aarvold and her team of helpers managed to organise an excellent Toffee-apple-themed Teddy Bear Trail during the autumn, to provide families and others with a lockdown diversion.

d. The People's Network computers

The council left its "People's Network" public use computers in the building when they handed over the building. These are still maintained by the council and, prior to the lockdown, were very well used by members of the public. During 2020/21 the public access computers have only been in use when the library has been available for browsing (and for a brief extra period in August 2020). Even when the computers were open for public use, social distancing rules reduced the number available.

e. The building

Jesmond Library is a much-loved and architecturally distinguished modern building, unusual in being a Grade 2 Listed Building designed and built in the 1960's. Some of the architecturally valuable features of the building, notably the huge windows and glass doors, provide particular challenges in terms of building maintenance.

During 2019/20 we carried out a pilot project for replacing sections of the glazing in the main room with a modern and better insulated equivalent. The pilot project was a success, and during 2020/21 we were able to raise funding and implement a second phase of window replacement. At least one further phase is planned in 2021/22.

f. Publicity and communications

During the lockdown we decided to replace our printed newsletter with an online version, which was much easier to distribute safely. This helped maintain contact with both library users and volunteers during a very difficult year.

Our Facebook page, Tweets and Blogs are well-received by those of our users who make use of social media. The number of "page likes" recorded by our Facebook site went up from 764 on 31 March 2020 to 866 on 1 April 2021. The most popular items on our Facebook page during last year were both library announcements in May 2020, one launching the Book Collection and Delivery Service (1,000 people reached) and one explaining the library's Creative Writing Challenge (900 people reached). Also very popular were announcements about the Teddy Bear Trail.

g. Links with other community-managed libraries

In our first year the Friends of Jesmond Library benefitted hugely from advice from some of the earliest community-managed libraries, and for this reason the Friends have always been happy to give advice and support to more recent entries to the field. The Friends of Jesmond Library is actively involved in the establishment of the Community Managed Libraries Peer Group Network, of which Chris Clarke is a Board Member. The Network played a particularly useful role in helping to circulate official advice to libraries, during the pandemic, and in ensuring that the role of community managed libraries was understood.

h. Library Survey

During the early part of 2021 the Friends of Jesmond Library carried out a survey of library users. The results of the survey emphasised the appreciation felt for the volunteers' efforts to maintain a library service of some sort during most of the year. Survey respondents also spoke highly of the welcoming atmosphere, and the friendly and helpful staff.

"Libraries are invaluable. Having the ability to choose from so many books without having to buy them is just marvellous... Having the opportunity to continue to read during this "lockdown/stay at home" period is a life saver. I think my mental health would be at rock bottom now if I did not have the chance to borrow your books."

The survey also asked what people were particularly looking forward to, as the lockdown eases. The most commonly mentioned thing was browsing the bookshelves, with others mentioning the library's groups, classes and talks.

"Physically meeting people, getting up to date information about events in the area, choosing books."

"Just getting back to browsing the shelves, bring grandchildren to the excellent children's area and take part in any other events and classes available."

Financial Review

a. Going Concern

When it first re-opened, the charitable company enjoyed an immediate financial input from residents of Jesmond, from charitable bodies (notably, but not only, the Catherine Cookson Trust), and from the North and South Jesmond Ward Committees of the Council. This enabled the company to build up sufficient reserves during its first few months to be confident of

remaining a going concern for at least the next few years, and probably much more. Our early optimism has proved to be well founded, despite the impact of the coronavirus crisis, and these accounts are therefore prepared on the basis that we are still a “going concern”.

b. Reserves Policy

The trustees consider the reserves of the company to be more than adequate to meet its immediate working capital needs. Total funds as at 31 March 2021 were £116,032.93, an increase of £22,481.25 over the previous year. This partly reflects a successful fundraising campaign to fund another phase of window replacement, and partly Government grants which helped us through the COVID crisis and ensure that we are in a strong situation to resume a full programme of activities as soon as we can.

The company’s Reserves Policy has been in place since 2014/15, when an Operating Reserve Fund and a Building Improvement Fund were established. These two designated funds stand alongside the pre-existing Wellbeing Fund, which supports a programme of activities for older people, jointly run with the Elders Council of Newcastle. The funding for the Wellbeing for Life programme comes from grants and donations given specifically for that purpose. The funding reserved for the Wellbeing programme increased from £216 on 31 March 2020 to £359 on 31 March 2021, with limited expenditure on Zoom meetings and publicity more than offset by donations.

Up until the end of 2019/20 the policy of the trustees was that unrestricted reserves should not fall below a level equivalent to six months’ routine, general expenditure (about £13,000 at the end of 2019/20). However, with the greatly increased uncertainty resulting from the coronavirus crisis, the trustees considered it prudent to increase the Operating Reserve from six to a full twelve months general running costs, and we intend to retain £26,000 for this purpose for the foreseeable future.

On 31 March 2021 the Building Improvement Fund had increased to £73,867.90, compared with £51,350.77 on 31 March 2020. The purposes of the Building Fund are to finance capital items, such as the purchase of books and new furniture, which are paid for over several years, and to pay for major building refurbishment items, which will not recur every year. In the coming year we plan to complete at least one further phase of window replacement in the main room of the library, purchase further new books and install LED light fittings in the main room. While we will continue our

fundraising efforts, to contribute to the cost of these items, significant contributions from the Building Fund will also be required.

c. Principal Funding

The first financial priority of the trustees is to raise enough in monthly income to cover basic, general running costs (such as utility bills, insurance, stationery, and building and equipment maintenance). This was extremely difficult to achieve during the last year, when our normal income from events, room hire and sales of coffee etc fell almost to zero, but the support of our regular Standing Order donors was magnificent and the lockdown enabled us to reduce some elements of our normal running costs, so that our deficit on general income and expenditure throughout the year was only £178.76.

Plans for the Future

The first priority for the coming year must be to return the services provided by the library to the levels achieved before the COVID crisis. After that the trustees have two main aims for the future. First is to maintain and improve the range of services available to the local public, both by continuing to purchase new books and by continuing the ambitious events programme. Second is to continue to invest in the fabric of the building, furniture and fittings, restoring it to the best condition in which it will have been since it first opened, and at the same time sensitively bringing it up to date by improving heat insulation and fitting more efficient modern equipment.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Friends of Jesmond Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice. Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);

- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

- so far as each trustee is aware, there is no relevant financial information of which the charitable company's independent examiner is unaware; and
- each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the charitable company's independent examiner in connection with preparing his report and to establish that the charitable company's independent examiner is aware of that information.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 14 August 2021 and signed on their behalf by:

Sarah Barbour Mercer, Chair

Independent examiner's report to the trustees of the Friends of Jesmond Library

I report to the charity trustees on my examination of the accounts of the Friends of Jesmond Library for the year ended 31 March 2021, as set out on pages 18 to 28.

Responsibilities and basis of my report

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the Companies Act 2006 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. 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities Statement of Recommended Practice (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.

(signed)

Geoffrey R Carter

59 Queens Terrace, Jesmond, Newcastle upon Tyne NE2 2PL

14 August 2021

FRIENDS OF JESMOND LIBRARY

Statement of Financial Activities

Income and Expenditure Account

for the year ended 31 March 2021, compared with the year ended 31 March 2020

	Not e	Total Funds 2020/21 £	Total Funds 2019/20 £

Income			
Incoming resources from generated funds:			
Voluntary receipts	2	15,963.62	18,618.02
Grants received	2	77,063.71	19,788.00
Receipts from fundraising activities	3	59.20	1,777.21
Investment income	4	528.05	498.20
Receipts from charitable activities	5	731.76	19,998.37
Total Incoming Resources		94,346.34	60,679.80
Expenditure			
Fundraising costs	6	281.00	997.13
Charitable activities	7	64,531.31	42,158.31
Governance costs	8	13.00	13.00
Depreciation	9	7,039.78	7,333.63
Total Resources Expended		71,865.09	50,502.07
Net Income for the year	10	22,481.25	10,177.73

The notes on pages 20 to 28 form part of these financial statements.

FRIENDS OF JESMOND LIBRARY

Balance Sheet

as at 31 March 2021, compared with 31 March 2020

	Not e	31/03/2021 £	31/03/2020 £
Fixed assets	9		

Equipment		329.89	1,122.99
IT equipment		788.60	740.49
Library management system		0.00	0.00
Furniture		3,156.98	4,996.38
Book stock		6,433.67	7,794.29
Total fixed assets		10,709.14	14,654.15
Current assets			
Recoverable Gift Aid	12	487.55	1,110.39
Cash at bank	13	104,806.21	77,759.54
Petty cash		30.03	27.60
Total current assets		105,323.79	78,897.53
Total assets		116,032.93	93,551.68
Represented by		31 March 2021	31 March 2020
Balance brought forward		93,551.68	83,373.95
Net income for the year		22,481.25	10,177.73
Total funds	14	116,032.93	93,551.68

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard applicable to charities in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements were approved by the trustees on 14 August 2021 and signed on their behalf by Sarah Barbour Mercer (Chair).

Sarah Barbour Mercer, Chair

The notes on pages 20 to 28 form part of these financial statements.

FRIENDS OF JESMOND LIBRARY

Notes to the Financial Statements for the year ended 31 March 2021

1. Accounting Policies

1.1 Basis of preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities: SORP 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 January 2019)."

The trustees have considered the charitable company's current and future prospects and are satisfied that the company can continue to pay its liabilities as they fall due, for a period of well over twelve months from the date of approval of these financial statements, and is therefore a "going concern".

1.2 Turnover

Turnover comprises revenue recognised by the charitable company in respect of goods and services supplied during the year. The charitable company is not registered for Value Added Tax.

1.3 Company status

The charitable company is a company limited by guarantee. In the event of the company being wound up, the liability of the director/trustees of the company in respect of the guarantee is limited to £10.

1.4 Fund accounting

Designated funds are funds set aside by the company for specific purposes. At the present time the three funds designated by the company are the Wellbeing Fund, the Operating Reserve Fund and the Building Improvement Fund. The purposes of these funds were summarised on page 14 of this report. All remaining income and expenditure is contained in the General Fund, which is therefore where the vast majority of day-to-day income and expenditure is allocated.

1.5 Incoming resources

All incoming resources are included in the Income and Expenditure Account.

Voluntary income is primarily received as donations and grants. All monetary donations are included in full in the statement of financial

activities when received, provided that there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition would be deferred until the pre-condition has been met.

Gifts in kind for use by the charity are valued at the estimated cost which would have been incurred by the charity, if they had been purchased. This method has been applied to second hand books donated by well-wishers to the library, whenever the books concerned have been added to our book stock. (Space on the shelves in Jesmond Library is limited, and some donated books, for which we do not have room, have been in turn donated to Oxfam or other local groups.) Books left in the library by the city council have not been given a value.

Investment income at present comprises only bank interest. The income is recognised when received.

1.6 Resources expended

Expenditure is allocated to the activity to which it relates.

Governance costs are those costs associated with the constitutional and statutory requirements of the charitable company, principally an annual payment to Companies House.

2. Voluntary receipts and grants received

Two main categories of donation were received from library users during the year. Regular Subscribers provided monthly or annual donations, of £20 a year or £2 a month, or more, normally by Standing Order, totalling £10,569 over the year (compared with £10,327 the year before); and there were a number of Miscellaneous Donations, totalling £3,458 (compared with £6,600 the year before). It can be seen that our income from Standing Orders actually increased slightly over a year in which our trading was heavily affected by the pandemic restrictions, while other miscellaneous income reduced substantially, as no fundraising events could be held. With the exception of a donation of £1,000 from the RFF Gibson Trust much of the miscellaneous income which we did receive was related to our online events programme, including donations made by members of the Current Affairs Discussion Group and the Spanish Conversation Group.

The Friends of Jesmond Library is registered with the Fundraising Regulator, and supports the principles that it promotes.

Gift Aid is being claimed on all eligible donations, although not all the relevant reimbursements from HMRC were claimed or received during the

year 2020/21. In any event, the table below includes all recoverable Gift Aid that we are eligible to claim, even when a claim had not yet been submitted. HMRC also pay a very small amount of interest when paying Gift Aid claims, to cover the period between the eligible donation being made and the Gift Aid being paid. The company also uses the Gift Aid Small Donations Scheme in order to increase the value to us of small miscellaneous donations.

The company has arrangements for supporters to donate money through JustGiving, which became particularly convenient during the pandemic. This generated £1,502 for the Friends during 2020/21, but also cost £216 in payments to contribute to JustGiving costs in that period. As with other miscellaneous donations, many JustGiving donations were related to online events. We also have an arrangement with Easyfundraising, which during 2020/21 generated £104 from commissions on internet shopping.

£77,064 was received in grants during 2020/21, compared with £19,788 the year before. The main reason for this increase was the Government's grants scheme for businesses forced to close or partially close by the pandemic restrictions, from which the City Council awarded us grants totalling £40,976 in 2020/21. In addition we received grants totalling £34,922 towards the window replacement programme, from the Catherine Cookson, Barbour and Sir James Knott Trusts, the National Lottery, and the Foyle Foundation. We received an unrestricted £1,000 from the Percy Hedley 1990 Charitable Trust, and £166 from Waitrose Community Matters. We are very grateful to all these organisations, and to the RFF Gibson Trust, whose gift was described as a donation (see above). The value of books donated by well-wishers and added to the library stock during 2020/21 was approximately £330.

Voluntary receipts and grants included in the Income and Expenditure account	General Fund 2020/21 £	Wellbeing Fund 2020/21 £	Building Fund 2020/21 £	Total Funds 2020/21 £	Total Funds 2019/20 £
Regular Subscriber donations (including related Gift Aid)	10,569.14			10,569.14	10,327.14
Miscellaneous donations	1,829.13	312.50	1,316.73	3,458.36	6,599.94

Interest on Gift Aid	0.09			0.09	2.66
JustGiving	1,436.86	24.08	40.90	1,501.84	1,126.83
Easyfundraising	104.19			104.19	90.45
Grants received			77,063.71	77,063.71	19,788.00
Value of Donated Books	330.00			330.00	471.00
Total Voluntary Receipts and Grants Received	14,269.41	336.58	78,421.34	93,027.33	38,406.02

3. Receipts from fundraising activities

The main fundraising activities which normally raise money for the library are sales, including the sale of books which are surplus to requirements and of bought-in stock, cards, book marks, fridge magnets, teddy bears and walks leaflets, and the sale of coffee, tea and hot chocolate from the coffee machine. Small charges are also made for the display of small advertisements. All the proceeds of these activities are allocated to the General Fund. However very little activity of this type was able to take place in 2020/21.

	Total Funds 2020/21 £	Total Funds 2019/20 £
Shop Income, including books etc	59.20	704.91
Coffee and tea	0.00	1,015.80
Display of Small Advertisements	0.00	56.50
Total receipts from fundraising activities	59.20	1,777.21

4. Investment income

£528.05 was received in investment income during 2020/21, £304.81 from a 60 day notice account with the United Trust Bank, £193.21 from a 100 day notice account with the United Trust Bank, and £30.03 from an

Active Saver account with Barclays. The total was slightly more than the figure from the previous year (£498.20), despite a general fall in interest rates, as a result of the increase in our cash reserves.

5. Receipts from charitable activities

Receipts generated from the library's activities normally include room hire fees, income generated from events organised by the library, income from the printer/photocopier, and smaller categories such as library fines and hire charges for DVD's. However, very little activity of this type was able to take place in 2020/21.

	Total Funds 2020/21 £	Total Funds 2019/20 £
Room hire income	438.46	9,694.02
Event income	0.00	7,725.00
Book reservations	0.00	2.50
Library fines	0.00	317.00
Printing and photocopying	237.50	1,868.85
DVD hire charges	0.00	13.50
Lost books, DVD's etc	0.00	33.50
Teddy Bear Trail	0.00	263.00
Writing competition	21.00	81.00
Miscellaneous income	34.80	0.00
Total receipts from charitable activities	731.76	19,998.37

6. Fundraising costs

This includes fees payable to JustGiving, an annual fee to the Fundraising Regulator, the costs of purchasing items for re-sale, and supplies for the coffee machine.

	Total Funds 2020/ 21 £	Total Funds 2019/2 0 £
Fundraising costs (including annual fee to Fundraising Regulator and cost of printing fundraising leaflets)	50.00	57.32
Payments to JustGiving	216.00	216.00
Goods for re-sale (including books and cards)	15.00	372.10

Supplies for the coffee machine	0.00	351.71
Total fundraising costs	281.00	997.13

7. Charitable activities

This category includes all the revenue expenditure associated with running the library and its building. It does not include expenditure on capital items, such as books, furniture or equipment, which are treated as assets that can be expected to last several years. These appear in the Balance Sheet as capital items, and are depreciated over the anticipated life of the asset concerned (see note 9). However, expenditure on window replacement is treated as revenue expenditure, as it does not create a capital asset owned by the library (as it constitutes an improvement to a Council-owned building.)

	General Fund 2020/21 £	Wellbeing Fund 2020/21 £	Total Funds 2020/21 £	Total Funds 2019/20 £
Gifts/grants given			0.00	58.00
Volunteer recruitment			0.00	21.96
Volunteer expenses			0.00	0.80
Room hire for Wellbeing events			0.00	220.00
Travel costs for Wellbeing events		18.70	18.70	246.90
Refreshments at events			0.00	1,076.83
Event expenses			0.00	128.44
Refunds	103.82		103.82	22.40
Electricity	886.68		886.68	2,107.20
Gas	700.53		700.53	1,201.93
Water	578.00		578.00	360.00
Refuse disposal	419.16		419.16	388.44
Insurances	855.13		855.13	905.19
Suez Communities Trust scheme			0.00	22,615.00
Windows Phase 2	34,446.75		34,446.75	0.00
Windows Phase 3	17,163.37		17,163.37	0.00
Other Building Refurbishment	760.00		760.00	0.00
General repairs and maintenance	1,392.26		1,392.26	2,329.68
Regular cleaning	1,492.50		1,492.50	2,448.50
Security and alarms	1,445.3		1,445.3	1,127.1

	6		6	0
Carpet Cleaning	475.00		475.00	0.00
Telephone and Email	508.15		508.15	494.35
TV licence	157.50		157.50	154.50
PRS/PPL Licences			0.00	39.35
Postage	17.29		17.29	14.64
Other administrative items	296.99		296.99	141.37
Competition prizes	40.00		40.00	15.00
Stationery (including book jackets)	33.48		33.48	240.23
Newspapers and magazines	56.34		56.34	1,393.49
Subscriptions (including Which?)	83.40		83.40	83.40
Printing and photocopying	134.42		134.42	338.12
Website	111.00		111.00	214.00
Publicity and posters	45.60	175.00	220.60	1,929.00
IT running costs	979.88		979.88	635.99
Library Management System	1,152.00		1,152.00	1,152.00
Bank charges	3.00		3.00	12.50
Licences			0.00	42.00
Total charitable activity costs	64,337.61	193.70	64,531.31	42,158.31

8. Governance costs

In both 2019/20 and 2020/21 Governance costs amounted to £13.00, for the Annual Return to Companies House.

9. Depreciation of tangible fixed assets

The costs of purchasing furniture, IT and other equipment, and books, are treated as capital expenditure and appear in the Balance Sheet. They are depreciated over 4-5 years, in order to write off the total costs of their acquisition over their expected useful lives. (IT and other equipment, and the Library Management System, are depreciated over 4 years; furniture and books over 5 years.)

	Equipm ent £	IT Equipm ent £	Library manage ment system £	Furnit ure £	Book Stock £	Total £
Cost of purchase						
Assets acquired before 1 April 2020	12,749.37	3,478.95	4,422.60	15,982.31	25,381.23	62,014.46
Additions during 2020/21	213.99	567.80	0.00	0.00	2,312.98	3,094.77
Total assets at 31 March 2021	12,963.36	4,046.75	4,422.60	15,982.31	27,694.21	65,109.23

Accumulated depreciation						
Depreciation brought forward from 31 March 2020	11,626.38	2,738.46	4,422.60	10,985.93	17,586.94	47,360.31
Depreciation during 2020/21	1,007.09	519.69	0.00	1,839.40	3,673.60	7,039.78
Total depreciation at 31 March 2021	12,633.47	3,258.15	4,422.60	12,825.33	21,260.54	54,400.09
Net book value at 31 March 2021	329.89	788.60	0.00	3,156.98	6,433.67	10,709.14

The valuations of book stock given in the above table are based on a more detailed calculation which distinguishes between new, second hand and donated books, as follows:

	2020/21		2019/20		Comments
	Numb er of books	Value £	Numb er of books	Value £	
Donations	220	330.00	314	471.00	Estimated at £1.50 each
2 nd hand books	9	14.43	32	81.11	
New books	162	1,968.55	371	3,232.67	
Total	391	2,312.98	717	3,784.78	

10. Income and Expenditure by Fund

The table below shows how the Total Funds 2020/21 column in the Income and Expenditure Account on page 18 can be sub-divided between funds.

Income and Expenditure	General Fund £	Designated Funds			Total Funds 2020/21 £
		Wellbeing for Life Fund £	Operating Reserve Fund £	Building Improvement Fund £	
Income					
Voluntary receipts	14,269.41	336.58		78,421.34	93,027.33
Receipts from fundraising activities	59.20				59.20
Investment income	528.05				528.05
Receipts from charitable activities	731.76				731.76
Total Incoming Resources	15,588.42	336.58	0.00	78,421.34	94,346.34
Expenditure					
Fundraising costs	281.00				281.00

Charitable activities	64,337.61	193.70			64,531.31
Governance costs	13.00				13.00
Depreciation	7,039.78				7,039.78
Total Resources Expended	71,671.39	193.70	0.00	0.00	71,865.09
Net Income (Loss) for the year, before transfers	(56,082.97)	142.88	0.00	78,421.34	22,481.25

11. Transfers

Between 1 April 2020 and 31 March 2021 the Building Improvement Fund was drawn on to carry out window replacement in the main library room, fund book purchases, pay for a number of "one off" purchases linked to COVID precautions (including signage, carpet cleaning and facilities to accept cashless payments) and to fund the purchase of a new paper shredder.

To cover these items a total of £55,904.21 was transferred from the Building Fund to the General Fund.

	General Fund £	Wellbeing Fund £	Operating Reserve £	Building Fund £	Total Funds 2020/21 £
Net Income (Loss) for the year, before transfers	(56,082.97)	142.88		78,421.34	22,481.25
Transfers from the Building Fund to the General Fund	55,904.21			(55,904.21)	0.00
Net Income (Loss) for the year, after transfers	(178.76)	142.88	0.00	22,517.13	22,481.25

12. Recoverable Gift Aid

Recoverable Gift Aid is Gift Aid to which we are entitled, but which has not yet been reclaimed from HMRC.

13. Cash at bank

Cash held in bank accounts can be subdivided as follows:

	Net asset	Net asset
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	value at 31 March 2021 £	value at 31 March 2020 £
Bank accounts		
Barclays current account	9,943.98	3,525.36
Barclays active saver account	52,064.12	41,934.09
United Trust Bank 60 day notice account	22,531.13	22,226.32
United Trust Bank 100 day notice account	20,266.98	10,073.77
Total in bank accounts	104,806.21	77,759.54

14. Reconciliation of Funds

The funds carried forward at the end of the 2020/21 financial year are held as follows. Funds held at the end of 2019/20 are given for comparison:

	31/03/21 £	31/03/20 £
General Fund	15,805.64	15,984.40
Wellbeing Fund	359.39	216.51
Operating Reserve Fund	26,000.00	26,000.00
Building Improvement Fund	73,867.90	51,350.77
Total funds carried forward	116,032.93	93,551.68