

Ackworth Community Library

Charity Number 1152172

Annual Report and Financial Statements For the year ended 31st March 2021

**WYCAS
Community Accounting
West Yorkshire Community
Accounting Service**

Ackworth Community Library

Annual Report and Financial Statements For the year ended 31st March 2021

Contents

Trustee's Report	3 to 7
Examiner's Report	8
Receipts and Payments	9
Statements of assets and liabilities	10
Notes of the accounts	11 to 12

Page

**Prepared by West Yorkshire Community Accounting Service
Ackworth Community Library**

Trustee's report for the year ended 31st March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustee's during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Wendy Bell	Chair	From Dec 2020
Geoff Robinson	Treasurer	Chairman upto Dec 2020 Treasurer Dec 2020
Harry Malkin		
Emily Coburn-Hall		
Roksandra Royakova-Doychinova		
Sarah Almond		Resigned July 2020
Chris Cook		Resigned July 2020
Neville Andrews		Retired as Treasurer Dec 2020
Meg Andrews		Retired as Fundraiser Dec 2020

Charity number **1152172**

Parish Council Community Centre

Bell Lane
Ackworth
Pontefract
WF7 7JH

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Independent Examiner

Stephen Procter
West Yorkshire Community Accounting Service
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Ackworth Community Library

Trustee's report for the year ended 31st March 2021

Structure, governance and management

The charity is a Charitable Incorporated organisation formed on 23 May 2013 and is governed by a constitution as amended 6th December 2017.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by members at the AGM

Objectives and activities

The charities objectives

To advance education of the public in the Parish of Ackworth in West Yorkshire and its environs, by running and management of a community library for the benefit of the said residents.

To promote for the benefit of the residents of Ackworth and its environs the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship of social and economic circumstances or for the public at large in the interest of social welfare and with the object of improving the life of the said inhabitants.

The Charity's main activities

We provide free access to our members to over 9000 books. These include adult, teenage and children's books. They cover a wide range of genres including fiction, non-fiction, reference, talking books and large print books.

Members have access to a range of computers and internet for a minimal charge. Unwaged and job seekers have free access and advice on preparing CVs and job hunting.

We support a wide range of community events and organizations across the village throughout the year.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commissions general guidance on public benefit and in particular the advancement of education. In addition, we are committed to enabling as many people as possible to gain access to information for knowledge and pleasure through the provision of books and online access. We provide free and open access for everyone to become part of our village community.

Achievements and performance

Covid unfortunately has led to the closure of our schools delivery service, the Schools not wanting additional people entering their premises, with Ackworth Library also uncomfortable receiving books back into our premises handled by a variety of children and families. This has led to a significant reduction of some £3000 in income typically used for general costs such as staffing.

Our Wednesday afternoon activities have also been curtailed, the various lockdowns and guidelines on social distancing when open, preventing gatherings of children and their parents.

Ackworth Community Library

Trustee's report (continued) for the year ended 31st March 2021

In December 2020, our Treasurer Neville Andrews and his wife Meg Andrews, who handled contracts and fundraising, both retired at short notice. This has created a large void, Neville and Meg between them undertaking a large amount of the administration and support in general. Wendy Bell taking over the role of Chairman and myself the role of Treasurer for the interim period until we can find a suitable candidate going forward. Their input and support will be missed.

The lockdown periods resulted in the library being closed from late March 2020, September 2020 and January 2021, with the Manager and Assistant Manager placed on furlough during these periods. Upon opening following the first lockdown, the trustees decided to reduce our opening hours – Monday mornings and Saturday mornings removed from the schedule for the time being, with restrictions on numbers entering the premises, whilst adhering to government guidelines regarding social distancing and the wearing of masks for any members returning to the library. The incumbent Library Manager who had been on 12 months maternity leave, resigned around the time of the first lockdown in March 2020, the Assistant Library Manager taking over the running of the library whilst the Relief Library Manager who had been employed to offer maternity cover, was placed on furlough until her contracted period came to an end, upon which she was unfortunately allowed to leave.

The provision of a venue and facilities for a weekly meeting of a family history group and the ever- popular reading group, continue to be on hold through the closure of the library as a result of the Coronavirus lockdown.

We have started a book delivery service to the elderly and people required to self-isolate, this developing into a popular service, limited to around 20 or so people.

Our membership remains at a healthy level, being especially popular with parents and children, and the children's activities offered on a weekly basis. Other people also use our facilities for a wide variety of reasons, leisure, education, in support of their work or job applications. Often members just use us as a social venue to meet and chat in a pleasant environment. However, we continue to work to advance education in Ackworth and surrounding areas, something which has been built upon by recent expansions of our school's scheme and which we continue to look to achieve in our future events and activities planning. We have expanded our offering to the elderly and other vulnerable groups where possible, where Coronavirus restraints allow.

COVID-19

Following the closure of the Parish Council Building in March 2020, the library was effectively closed. The furlough scheme allowed the staff to receive full salaries, with the library topping up the contribution from the government. Recovering these costs was fundamental in allowing us to retain staff throughout the various lockdowns, however slightly complicated when our Library Manager who was on maternity leave tendered her resignation. Once we came out of the first lockdown the library reopened with a reduced service, with Saturday and Monday mornings remaining closed through this period and going forward, the Relief Library Manager who was on a temporary contract, was allowed to leave. This significantly reducing our outgoings for the near future until we can return to a more normal environment in which we can generate some income.

Ackworth Community Library

Trustee's report (continued) for the year ended 31st March 2021

Funds generated by our day-to-day activities in the library, such as refreshments, PC use, printing, book sales, donations etc. have effectively ceased, again impacting on our general finances regarding funds covering staffing costs. Two other event which would normally contribute to our general funds, the Ackworth Summer Gala and Autumn Craft Fair also cancelled. Following the first lockdown, no cash has been handled in the library, any donations or contribution going into the library charity box, to be counted at a future date.

Following the provision of a £10,000 small business support grant from Wakefield Metropolitan District Council in May 2020, we also received additional funds of a total of £4125 from the Co-op local community fund during April and November, retained the Woodward Charitable Trust grant of £650 pending use out of Lockdown, a community grant from Ackworth Parish Council for a printer of £400 and a £5000 grant from Wakefield and District Health and Community Support Covid Response Fund at the end of March. We are effectively in a healthy financial position currently, although anticipate funding will be harder to achieve going forward.

At the time of signing these accounts the charity has been significantly impacted by the Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Financial Review

Net receipts for the year was £14,868.10 including net receipts of £10,140.50 on unrestricted funds and net receipts of £4,727.6 on restricted funds. This including a carry forward of £4,000 on the Garfield Weston Grant.

Reserves Policy

The charities free reserves for the year end were £25,584.50.

The calculation of reserves has been based on the following considerations.

1. Annual salaries - the trustees will be able to reduce this figure and reserves going forward.
2. Essential costs. For example, public liability and contents insurance.
3. Funds required to support the school's services for a full academic year. This to include the School Coordinators salary, the cost of replacing lost books and

the purchase of new books to meet the needs of a changing curriculum.
(These costs also for discussion by trustees)

4. Scarcity of grants in the current economic climate.
5. Closure costs. This would include estimates of redundancy payments and disposal of assets.

We are required to produce two figures for reserves:

Minimum: If it seems likely that the reserves would fall below this figure in any future three -month period, an emergency meeting will be convened with trustees and staff to discuss alternatives. However, should the reserves fall below this figure the trustees will be asked to close the library. The liabilities to cover a three-month closure period, the possible return of outstanding grants and cancellation of the school's contract, have been estimated as follows:

Salaries	£2300 (Currently)
Schools	£2000
Restricted Funds	£5000 (Woodward)
Total	£9300

Ackworth Community Library

Trustee's report (continued) for the year ended 31st March 2021

Maximum: Should the reserves rise above this figure, the trustees will be asked to sanction disposal of the excess income, either with the inception of new projects, suspending further grant applications, passing the excess to another charity or any combination of these three options.

Annual Salaries	£15000
Essential Costs	£2500
Schools Service	£5000
Closure Costs	£9300
Grant Repayments	£10000 (Woodward & Wakefield DH & Comm Sup)
Total	£41800

Signed on behalf of the board of trustees:

Signed:
.....

Date:

Name:

Ackworth Community Library
Independent examiner's report to the trustees of Ackworth
Community Library Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st March 2021, which are set out on pages 9 to 12.

Responsibilities and basis of the report

As the charity trustee of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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:

Name:

Stephen Proctor

Date:

West Yorkshire Community Accounting Services

Stringer House,
34 Lupton Street,
Leeds,
LS10 2QW

Adkworth Community Library				
Receipts and Payments Year Ending 31st March 2021				
	2021	2021		
	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
Incoming				
Bank Interest	0	0		28
Coffee Mornings	0	0		260
Computer Use	0	0		154
Craft Fair	0	0		355
Donations	0	0		399
Events	0	0		321
Grants	19182.4	5049.6	24232	7105
HMRC Business Support (Furlough)	5464.27	0	5464.27	4025
HMRC Maternity	2024.57		2024.57	
Lettings	0	0		697
Miscellaneous	32.13	0	32.13	18
Photocopying	0	0		153
Printing	0	0		332
Raffles	0	0		305
Refreshments	0	0		1920
Sales	0	0		524
Schools Literacy Project	0	0		3401
Seasonal		0		392
Total Receipts	26703.37	5049.6	31752.97	20389
Payments	21 Unrestricted	21 Restricted	21 Total	2020 Total
Bank Charges	69	0	69	60
DBS Checks	0	0	0	92
Events	0	0	0	662
Expenses		0	0	16
HMRC Maternity Repayment	2579.25		2579.25	
IT Expenses		0	0	322
Independent Examination	432	0	432	432
Insurance	0	0	0	470
Miscellaneous (Bibo)	83.5	0	83.5	140
Parish Council		0	0	74
Phone and Broadband	692.57	0	692.57	675
Raffle Tickets/ Adverts	223.2		223.2	
Schools Literacy Project			0	55
Staff Costs	12,059.12	126	12185.12	20670
Subscriptions (Norton, Godaddy, And)	315.64	0	315.64	203
Supplies	108.59	196	304.59	1257
Total Payments	16562.87	322	16884.87	25128
Net Receipts/ Payments	10140.5	4727.6	14868.1	-4739
Fund Balance Brought Forward	15444	4000	19444	14705
Fund Balance Carried Forward	25584.5	4727.6	30312.1	19444

Ackworth Community Library

Statement of assets and liabilities as at 31st March 2021

	2021 Unrestricted	2021 Restricted	2021 Total	2020
Total				
Cash Funds				
CAF Current Account		5453	0	5453
486				
CAF Deposit Account		24821	0	
24821 18908				
Petty Cash (Inc floats)		50	0	50
50				
Total Cash Funds	30324	0		30324
19444				

Assets retained for the charity's own use

Approximately 14.500 books

11 computers

Chairs, tables and bookshelves

Water boiler

Till

3 printers

Shed

(The charity retains a full register of assets)

Liabilities

Independent examination

£

432.00

432.00

Approval of the accounts

The financial statements were approved by the board of trustees on:

Date:

Signed:

(Trustee)

Name:

Ackworth Community Library
Notes to the accounts for the year ending 31st March 2021
Accounting policies

Basis of Accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payment basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organization benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of these items to which it relates.

Fund Accounting

Unrestricted funds are available to use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of appeal.

Further explanation of the nature and purpose of each fund is included in the notes in the accounts.

Ackworth Community Library

Notes to the accounts for the year ending 31st March 2021

2. Grants	2021		2021		2020
	Unrestricted	Restricted	Total	Total	
Total	£	£	£	£	
Amazon	57	-	57	5	
Co-op National		4,125			
4,125 -					
Garfield Weston	-	4,000	4,000		
4,000					
WH Smith	-	-	-	100	
29 th May Charitable Trust	-	-	-		
3,000					
Woodward Trust	-	650	650	-	
Wakefield DH & Community Support	5,000		-		
5,000 -					
Covid Small Business Support	10,000		-		
10,000 -					
Ackworth Local Council	-	400	400		
-					
	£19,182.5	£5,050			
£24,232	£7,105				

3. Restricted Funds

Balance C/F	Balance B/F	Incoming	Outgoing	
£	£	£	£	
Garfield Weston	4,000	-	-	4,000
Woodward Trust	-	650	-	650
Ackworth Council	-	400	-	400

Fund Name

Purpose of restriction

Garfield Weston members	For 'Another Chapter' - work with the elderly
Woodward Trust	Children's Activities
Ackworth Council	Replacement Printer

Ackworth Community Library

Trustee's report for the year ended 31st March 2021.

4. Trustee Expenses

No trustee received any remuneration or benefit during this or previous year.

5.Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.