

# **Ackworth Community Library**

Charity number 1152172

## **Annual Report and Financial Statements for the year ended 31 March 2024**



# **Ackworth Community Library**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Ackworth Community Library**

## **Trustees' report for the year ended 31 March 2024**

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

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Wendy Bell	Chair	
Geoff Robinson	Vice-chair	
Harry Malkin		
Emily Coburn-Hall		
Sharon Pickering		
Jeff Finnigan		Resigned 17 August 2023
Matthew Lister		Appointed 21 September 2023

**Charity number** 1152172 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
Parish Council Community Centre	CAF Bank Ltd
Bell Lane	25 Kings Hill Avenue
Ackworth	West Malling
Pontefract	Kent
WF7 7JH	ME19 4JQ

### **Independent examiner**

E J Beverley FCCA

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 23 May 2013 and is governed by a constitution as amended on 6 December 2017.

### **Method of recruitment and appointment of trustees**

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

# **Ackworth Community Library**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Objectives and activities**

#### **The charity's objects**

To advance education of the public in the Parish of Ackworth in West Yorkshire and its environs, by the 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 or social and economic circumstances or for the public at large in the interests 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 12,000 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 the 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 organisations 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.

We have provided a warm space over the winters months and offered free hot drinks and newspapers to read. The library is a welcoming and homely place, that both benefits the community and is valued by the community.

#### **Achievements and performance**

The past year has been transformative for the charity, marked by significant achievements and impactful initiatives. Despite major staff changes, the charity has continued to thrive and expand its reach within the community.

##### **Staff Changes and Development**

The departure of Fay Tate, who left to pursue a career in education, marked a significant transition. Her dedication and energetic leadership as manager left the library in a strong position for further development. Sarah Jennings, who took over as manager in September, has quickly adapted to her role, demonstrating hard work and dedication. The charity also saw the retirement of Louise Yelland, the longest-serving staff member, who has since returned as a volunteer. Her replacement, Catherine Clark, has become a dedicated member of the team. Debbie's creative ideas have further strengthened the Storytime and children's activities, making these programs more popular than ever. The staff's unwavering hard work has solidified the library's reputation as a lively and caring place.

##### **Volunteer Contributions**

The charity's volunteers play an essential role, with 12 volunteers supporting staff within the library and at external events. These volunteers have helped provide work experience opportunities for local high school and New College students, fostering skill development and supporting the library's daily operations. Volunteers' consistent weekly support and participation in weekend events are deeply appreciated, and the charity continually welcomes new volunteers.

# **Ackworth Community Library**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance (continued)**

#### **Community Engagement and Support**

The library has established itself as a vital community hub. A significant achievement was offering a Warm Space during the winter months, made possible by the generosity of local firms. This initiative provided crucial support to the community during challenging times. Additionally, the visit of David Forrest in September for a discussion on Barry Hines' work was a cultural highlight.

The library's membership has continued to grow, and the popularity of children's activities and seasonal events remains strong. The lively atmosphere during Friday morning Storytime and coffee mornings exemplifies the library's community spirit. The acceptance of the Forward Plan has provided a robust framework for the library's future growth.

#### **Community Partnerships and Training**

The library has formed valuable partnerships with local schools, offering books, library visits, and DOE placements. Support for a new student with SEN has created a safe and social environment for skill development. Training with Citizens Advice has equipped staff and volunteers to assist the public in accessing necessary information. The library also collaborates with the local PCSO, facilitating drop-in sessions and maintaining communication services.

#### **Fundraising and Social Events**

Fundraising efforts have been successful, with participation in local galas raising approximately £550. Weekly coffee mornings have become a staple event, fostering community engagement. Additional fundraising initiatives include summer and Christmas raffles, literary event evenings, quiz and bingo nights, and craft sessions like the wreath-making event that raised £120. The development of a local poems and writings collection, initiated by a young library member, encourages community contributions.

#### **Future Plans**

Looking ahead, the library plans to launch a YouTube channel and an eBay charity shop, with further literary events, craft sessions, and community activities on the horizon. The charity extends heartfelt thanks to all staff, volunteers, and supporters for their generous contributions, which have significantly enhanced the library's role as a vital community resource.

#### **Impact on Beneficiaries and Society**

The charity's work has had a profound impact on its beneficiaries and the wider community. By providing educational resources, fostering community engagement, and offering a supportive environment, the library has enhanced the quality of life for many. The Warm Space initiative and partnerships with local schools demonstrate the library's commitment to addressing community needs. The continuous growth in membership and participation in events reflect the positive impact on the community. Through its diverse programs and services, the charity has contributed to the social and cultural enrichment of society as a whole.

# **Ackworth Community Library**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Financial review**

The net receipts for the year were £10,506, including net receipts of £10,506 on unrestricted funds.

### **Reserves policy**

The charity's free reserves, at the year end were £29,259.

#### **Reserves policy**

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. Scarcity of grants in the current economic climate.
4. 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, have been estimated as follows:

Salaries: £3,800 (currently)  
Restricted Funds: £10,000  
Total: £13,800

**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.

Salaries: £18,000  
Essential Costs: £5,000  
Closure Costs: £5,000  
Grant Repayments: £10,000  
Total: £38,000

Approved by the board of trustees on 18/10/2024

Wendy Bell (Trustee)

## **Ackworth Community Library**

### **Independent examiner's report to the trustees of Ackworth Community Library**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2024, which are set out on pages 7 to 10.

#### **Responsibilities and basis of report**

As the charity trustees 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 charity as required by section 130 of the Charities Act;
- 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.

E J Beverley FCCA

25/10/2024

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Ackworth Community Library

## Receipts and payments account

### for the year ended 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	20,076	4,836	24,912	9,076
Sales		10,391	-	10,391	9,171
Bank interest		229	-	229	79
Other income		165	-	165	
<b>Total receipts</b>		<b>30,861</b>	<b>4,836</b>	<b>35,697</b>	<b>18,326</b>
<b>Payments</b>					
Staff costs		15,332	4,836	20,168	16,007
IT expense		265	-	265	8,519
Insurance		96	-	96	96
Miscellaneous		152	-	152	152
Phone and broadband		915	-	915	604
Printing and advertising		397	-	397	619
Bank charges		81	-	81	73
Events		1,620	-	1,620	1,164
Raffle tickets		40	-	40	-
Independent examination		454	-	454	432
Subscriptions		-	-	-	95
Supplies		203	-	203	537
Equipment		-	-	-	1,329
Professional fees		800	-	800	-
<b>Total payments</b>		<b>20,355</b>	<b>4,836</b>	<b>25,191</b>	<b>29,627</b>
<b>Net receipts / (payments)</b>		<b>10,506</b>	<b>-</b>	<b>10,506</b>	<b>(11,301)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>10,506</b>	<b>-</b>	<b>10,506</b>	<b>(11,301)</b>
<b>Fund balances brought forward</b>		<b>18,753</b>	<b>-</b>	<b>18,753</b>	<b>30,054</b>
<b>Fund balances carried forward</b>	(3)	<b>29,259</b>	<b>-</b>	<b>29,259</b>	<b>18,753</b>



**Ackworth Community Library**  
**Statement of assets and liabilities**  
**as at 31 March 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	29,259	-	29,259	18,703
Cash in hand	-	-	-	50
<b>Total cash funds</b>	<u>29,259</u>	<u>-</u>	<u>29,259</u>	<u>18,753</u>

**Debtors and prepayments**

	2024
	£
Prepayments	1,441
Other debtors	98
	<u>1,539</u>

**Assets retained for the charity's own use**

Approximately 12,000 books  
 16 computers  
 Chairs, tables and bookshelves  
 Water boiler  
 Till  
 2 printers  
 Shed  
 (The charity retains a full register of assets)

**Liabilities**

	2024
	£
Accruals	454
Taxation and social security	60
	<u>514</u>

The financial statements were approved by the board of trustees on 18/10/2024

Wendy Bell (Trustee)

# **Ackworth Community Library**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **1 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 payments 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 organisation 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 those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for 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 an appeal.

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

# Ackworth Community Library

## Notes to the accounts continued

### for the year ended 31 March 2024

2 Grants and donations	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Nova Wakefield	-	-	-	4,240
The Brelms Trust	-	4,836	4,836	4,836
The Co-op	3,155	-	3,155	-
Other donations	16,921	-	16,921	-
	<u>20,076</u>	<u>4,836</u>	<u>24,912</u>	<u>9,076</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
The Brelms Trust	-	4,836	4,836	-	-
	<u>-</u>	<u>4,836</u>	<u>4,836</u>	<u>-</u>	<u>-</u>

#### Fund name

The Brelms Trust

#### Purpose of restriction

Towards the salary costs of the library assistant.

## 4 Related party transactions

### Trustee expenses

No trustee received any expenses during this year or the previous year.

### Trustee remuneration and benefits

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