

# **Derwent Valley BRIDGE**

## **Community Library and Resource Centre**

(A Charitable Incorporated Organisation)  
(Charity Registration Number 1152276)

### **Trustees' Annual Report & Financial Statements** **for the year ended**

**31 March 2021**

*Tracy Bramley ACMA, CGMA*  
*Charity Accounts Preparation &*  
*Independent Examination*

**Derwent Valley BRIDGE**  
**Community Library and Resource Centre**

(A Charitable Incorporated Organisation)  
(Charity Registration Number 1152276)

**Contents**

<b>Index</b>	<b>Page</b>
<b>Trustees' Annual Report</b>	<b>1-3</b>
<b>Independent Examiners Report</b>	<b>4</b>
<b>Receipts and Payments Accounts</b>	<b>5</b>
<b>Statement of Assets and Liabilities</b>	<b>6</b>
<b>Notes to the Accounts</b>	<b>7</b>

# Trustees' Annual Report

From: 01 April 2020

To: 31 March 2021

## Reference and Administration details

**Charity name** Derwent Valley Bridge Community Library and Resource Centre

**Other names the charity is known by** -

**Registered Charity number** 1152276

**Charity's principal address & Registered Office** 3 Pickering Road  
West Ayton  
North Yorkshire

**Postcode** YO13 9JE

## Names of the charity trustees (who are also the members) who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Laurel Armitage	Chair		
Clive Proctor	Vice Chair		
Anita Cassedy			
David Knowleden			
Margaret Barker			
Helen Evans			
Pauline Bedford		Resigned February 2020	
Julie Janes		Resigned August 2020	
Cllr David Jeffels			
John Fortnum			

## Names of any custodian trustees

None

Dates acted if not for whole year

## Structure, governance and management

### Description of the charity's trusts

**Governing Document** CIO - Association

**How the charity is constituted** Charitable Incorporated Organisation

**Registration date** 04 June 2013

### Appointment of trustees

The number of trustees must not fall below three or exceed twelve. At every AGM one third of the board of trustees retire but they can stand for re-election if they so wish.

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

Provision of a community library, information service and IT resources as part of a multiservice facility within the Derwent Valley. We provide opportunities for volunteering, an adult readers book club, activities for children and their families/carers, a local history/family history resource, talks and events of literary and local interest, a craft group and meeting rooms for the local community.

### Summary of the main activities undertaken for the public benefit in relation to these objects

The core of our activity is to provide library and information services for adults and children. This is achieved by the loan of books, story tapes, talking books and DVDs. In addition, we provide access to computers, the internet and printers/photocopiers. There is also the availability of information on health and social care, housing, education, leisure activities, welfare benefits, community safety, local authority services, child care, voluntary groups and area transport.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Chair's Report

Along with all other libraries, we had to close our doors on 23rd March 2020 and didn't open again until 24th July with a Select and Collect service only. In the meantime, trustees concentrated on making the library safe for volunteers and customers. We discarded all upholstered furniture, soft furnishings and leaflets and gave the library a thorough clean. We purchased sanitiser, cleaner, dispensers, gloves, masks and wiping cloths and provided notices and floor markings throughout the library. Our thanks go to John and Julie for their work on risk assessments and detailed ways of Covid compliant working.

Our Select and Collect service commenced for two days each week where customers could order books, online or by phone and then collect them after 72 hours quarantine. All books returned were also quarantined for 72 hours before re-shelving.

We were able to open the library for browsing two days a week from 4th September with the addition of a screen in front of the issue desk. Browsed books quarantined for 72 hours.

From 5th November we once again had to close our doors until 8th December. With re-opening we were able to offer one computer for public use along with photocopying and printing services.

Another lockdown followed New Year with Select & Collect available from 9th March with the possibility of customers being able to return by April.

During all the lockdowns our Home Library Service volunteers managed to keep deliveries to their readers. And those readers who opted for ebooks could continue to order throughout.

Due to our inability to stage any fundraising events during the year, our income was down but we received a grant from Scarborough Borough Council to help with both loss of income and cost of providing protective equipment.

As usual our thanks go to our volunteers, many of whom worked to help us over these difficult and strange times and are keeping the library operating in whatever way they can.

## Financial Review

### Reserves Policy

In financial terms, the CIO has now achieved unrestricted reserves of over a full year budgeted operating costs.

### Funds materially in deficit

None

### Going concern

The trustees are confident that the charity can meet its financial obligations over the forthcoming year.

## **Trustee's responsibilities in relation to the financial statements**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;  
and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Declaration**

**The trustees declare that they have approved the trustees' report above**

**Signed on behalf of the charity's trustees**

**Name**                      Laurel Armitage

**Position**                 Chair

**Date**

# Independent Examiner's Report

## Independent examiner's report to the trustees of Derwent Valley Bridge Community Library and Resource Centre

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021 which are set out on pages 5 to 7.

### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

### Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Tracy Bramley

Date:

Tracy Bramley ACMA, CGMA  
Orchard House Accounting  
Orchard House  
72 Low Moorgate  
Rillington  
Malton  
YO17 8JW

# Derwent Valley BRIDGE

(A Charitable Incorporated Organisation)

(Charity Registration Number 1152276)

## Receipts and Payments Accounts for the year ending: 31 March 2021

		Restricted funds	Designated funds	Unrestricted funds	Total 2021	Total 2020
<u>Receipts</u>	Notes	£	£	£	£	£
Events					-	2,633
Friends of the Library					-	440
Donations	2			351	351	517
Book sales					-	389
Pat Almond Memorial			100		100	1,332
Grants	3	500		1,400	1,900	3,580
Room hire				64	64	97
Rentals					-	311
Talks & Literary events					-	919
Children's activities					-	346
Fines				79	79	1,036
All other services				309	309	1,838
sub-total		500	100	2,203	2,803	13,438
<u>Other income</u>						
Coronavirus Retail, Hospitality & Leisure Grant				10,000	10,000	-
<b>Total receipts</b>		<b>500</b>	<b>100</b>	<b>12,203</b>	<b>12,803</b>	<b>13,438</b>
<u>Payments</u>						
Electricity & gas				1,306	1,306	1,746
Rates & water				138	138	167
Phone calls & rental				868	868	984
Repairs, maintenance & garden				305	305	2,662
Grant funded purchases - COVID costs		500		1,214	1,714	2,110
Insurance				1,211	1,211	677
Pat Almond Memorial Lecture					-	887
Children's activities					-	483
Stationery & office equipment				131	131	493
Licences & fees				129	129	1,595
Sundry expenses				197	197	583
Knit & Stitch group/Harrogate					-	1,261
Admin & AGM fees				794	794	-
Independent Examination				425	425	350
Equipment					-	64
Cost of events					-	1,114
Buggy shelter					-	2,210
<b>Total payments</b>		<b>500</b>	<b>-</b>	<b>6,718</b>	<b>7,218</b>	<b>17,386</b>
<b>Net of receipts/(payments)</b>		<b>-</b>	<b>100</b>	<b>5,485</b>	<b>5,585</b>	<b>(3,948)</b>
Transfers between funds		-	-	-	-	-
Cash funds last year end		958	2,230	12,987	16,175	20,123
<b>Cash funds this year end</b>		<b>958</b>	<b>2,330</b>	<b>18,472</b>	<b>21,760</b>	<b>16,175</b>

# Derwent Valley BRIDGE

(A Charitable Incorporated Organisation)

(Charity Registration Number 1152276)

## Statement of Assets and Liabilities at:

31 March 2021

	Total 2021 £	Total 2020 £
<b>Cash funds</b>		
Cash at Bank and in Hand		
Current Account	21,692	14,195
Cash/cheque banking clearing post year end	50	1,965
Cash in hand (mixed coins held)	18	15
<b>Total cash funds</b>	<b>21,760</b>	<b>16,175</b>
<b>Represented by funds</b>		
Restricted funds	958	958
Designated funds	2,330	2,230
Unrestricted funds	18,472	12,987
	<b>21,760</b>	<b>16,175</b>
<b>Liabilities</b>		
Creditors Due Within One Year		
Statutory Accounts Preparation & Independent Examination Fee		325
N Power March		58

These accounts were approved by the trustees on

and signed on their behalf by:

Signed .....

Name      Laurel Armitage

Position    Chair

Date

# Derwent Valley BRIDGE

(A Charitable Incorporated Organisation)

(Charity Registration Number 1152276)

Notes to the accounts for the year ended:

31 March 2021

## 1 Basis of preparation

The trustees have taken advantage of the Charities Act 2011 and prepared the accounts on a receipts and payments basis, with all revenue and expenses shown on a cash basis.

## 2 Donations

	2021 £	2020 £
Various donations and donations in kind.	<u>351</u>	<u>517</u>

## 3 Grants

	2021 £	2020 £
North York Moors National Park		1,930
NYCC		300
Parish Councils	1,400	1,350
Scarborough Borough Council PPE	<u>500</u>	
	<u>1,900</u>	<u>3,580</u>

## 4 Restricted funds

Name of funder	b/f 1 April £	Receipts £	Payments £	Transfers £	c/f 31 March £
NYCC/SBC	958				958
Scarborough Borough Council PPE	-	500	500		-
	<u>958</u>	<u>500</u>	<u>500</u>	<u>-</u>	<u>958</u>

## 5 Designated funds

These amounts relate to the Pat Almond Memorial.

## 6 Reserves Policy

The trustees have approved a reserves policy which supports the accumulation of unrestricted reserves to an amount that will enable the organisation to function for at least 12 months.

## 7 Guarantees to third parties

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

## 8 Trustees

No trustees received any remuneration for services rendered during the year, nor payment for trustee expenses (2020: Nil)