



Trustees' Annual Report for the period

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|-------------|-------------------|----------------|--------------|-----------|-----------------|----------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 06 | Month April | Year 2020 | | Day 05 | Month April | Year 2021 |

Section A Reference and administration details

Charity name

Little Chalfont Community Library

Other names charity is known by

Registered charity number (if any)

1154802

Charity's principal address

Little Chalfont Community Library

Cokes Lane

Little Chalfont, Bucks.

Postcode

HP7 9QA

Names of the charity trustees 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) |
|----|---------------------|-----------------|-----------------------------------|---|
| 1 | Graham Yellowley | Chairman | | Trustees |
| 2 | Julia Hughes-Morgan | Treasurer | | Trustees |
| 3 | Jonathan Fantes | Secretary | | Trustees |
| 4 | David Wolstenholme | | | Trustees |
| 5 | Rohan Dale | | | Trustees |
| 6 | Rowland Buck | | | Trustees |
| 7 | Christine Crease | | 6.4.20 to 29.6.20 | Trustees |
| 8 | Michael Richardson | | | Trustees |
| 9 | Louise Boylan | | | Trustees |
| 10 | Andrew Wise | | | Trustees |
| 11 | George May | | 6.4.20 to 7.9.20 | Trustees |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--------------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by trustee committee |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To advance the education of the public by the provision of a lending library service for the benefit of residents of Little Chalfont and the surrounding area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities the trustees have taken account of the Charity Commission's general guidance on public benefit. All members of the community are welcome and nearly all our services are offered free of charge. Where charges are made, for example for book reservations, these are in line with those made by Bucks County Council.

Library is open 5 days per week lending books, large print books and audio books. It is wholly staffed by volunteers.

We provide internet access and wireless broadband free of charge

We provide computer tuition free of charge.

We provide story telling for small children free of charge

We show films for which no charge is made

We provide a venue for local community groups to meet

We host public information meetings

We host class visits from local schools

We host reading groups

We host a Knit and Knatter group

We host a Cantonese Play Group

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Significant investment in upgrading the book stock including large print and audio books.

Compliance with all Covid safety measures, but only open for 21 weeks during the year in question.

Brief statement of the charity's policy on reserves

The Trustees believe it is prudent to hold a significant financial reserve of £40,000, equal to approximately two years of core expenditure, to ensure that the Community Library can continue to serve the community even in the light of a running costs deficit and the failure to obtain grant funding.

Maintenance

The Trustees also believe it is prudent to hold financial reserves for maintenance of the interior and exterior of the building. The building is leased from Bucks Council, is over 40 years old and will require expenditure. If reserves were not held the future of the library would be jeopardised if significant costs were to arise. The current maintenance reserve is £10,000.

What Happens If The Reserve Fails?

If total liquid assets fall more than one-third below the current target amount of £40,000 then the Trustees will make an appeal for financial support to all current, past and potential donors. If this fails to generate significant donations the Trustees will take steps to wind down the facility.

The investment of our Reserves

We are a small charity with outgoings that arise in a short time span. We need to adopt a risk-averse investment policy and ensure we have good access to sufficient funds at all times. Our reserves are held in immediate access interest bearing bank accounts, in deposit accounts and/or short term bonds. We review the investments regularly to ensure we obtain a competitive rate.

Reviewing our Reserves

The level of reserves needed is reviewed regularly to ensure the level remains appropriate for our aims, needs and objects in the light of the current economic environment.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy

adopted.

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| Section F | Other optional information |
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| Section G | Declaration |
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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|------------------------|--|
| Signature(s) | J.M. Fantes | |
| Full name(s) | Jonathan Martin Fantes | |
| Position (eg Secretary, Chair, etc) | Secretary | |
| Date | 14 January 2022 | |

| | | | | | |
|---|--|-------------------------------|-------------------------|-----------------------------|--------------|
|  | Charity Name Little Chalfont Community Library | | No. (if any) 1154862 | | CC16a |
| | Receipts and payments accounts | | | | |
| | For the period from 6/4/2020 | Period start date 6/4/2020 | To 5/4/2021 | Period end date 5/4/2021 | |

| Section A Receipts and payments | | | | | |
|---|--------------------|------------------|------------------|------------------|------------------|
| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Regular Donations | £2,556.50 | - | - | 2,557 | 2,643 |
| One off Donations | £1,756.02 | - | - | 1,756 | 492 |
| Council Grants | £29,679.00 | - | - | 29,679 | 12,858 |
| Other Grants | £0.00 | - | - | - | - |
| Fund Raising | £0.00 | - | - | - | 1,907 |
| Film Nights | £0.00 | - | - | - | 3,832 |
| Library Hire | £0.00 | - | - | - | 1,775 |
| Counter Takings | £287.87 | - | - | 288 | 2,806 |
| Interest / Gift Aid | £989.82 | - | - | 990 | 2,250 |
| From old charity | £0.00 | - | - | - | - |
| Sub total (Gross income for AR) | 35,269 | - | - | 35,269 | 28,564 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 35,269 | - | - | 35,269 | 28,564 |
| A3 Payments | | | | | |
| Rent | 2,590 | - | - | 2,590 | - |
| Utilities | 2,356 | - | - | 2,356 | 4,033 |
| Books etc | 7,583 | - | - | 7,583 | 7,628 |
| Maintenance/extension | 1,000 | - | - | 1,000 | 4,366 |
| Insurance | 1,345 | - | - | 1,345 | 1,362 |
| Internal Projects | - | - | - | - | 534 |
| Photocopier | 672 | - | - | 672 | - |
| cleaning stationery etc | 1,932 | - | - | 1,932 | 2,687 |
| IT charges | 887 | - | - | 887 | 144 |
| Fund raising costs | 149 | - | - | 149 | 1,316 |
| Sub total | 18,425 | - | - | 18,425 | 21,970 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 18,425 | - | - | 18,425 | 21,970 |
| Net of receipts/(payments) | 16,844 | - | - | 16,844 | 6,594 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 76,781 | - | - | 76,781 | 70,187 |
| Cash funds this year end | 93,625 | - | - | 93,625 | 76,781 |

| Section B Statement of assets and liabilities at the end of the period | | | | | |
|--|--|--------------------|-----------------------|--------------------------|--|
| Categories | Details | Unrestricted funds | Restricted funds | Endowment funds | |
| | | to the nearest £ | to nearest £ | to nearest £ | |
| B1 Cash funds | Treasurers Account | 17,867 | - | - | |
| | Business money manager | 24,743 | - | - | |
| | Bond | 50,978 | - | - | |
| | Petty cash | 37 | - | - | |
| | Total cash funds | 93,625 | - | - | |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK | |
| | | Unrestricted funds | Restricted funds | Endowment funds | |
| | | to nearest £ | to nearest £ | to nearest £ | |
| B2 Other monetary assets | | - | - | - | |
| | | - | - | - | |
| | | - | - | - | |
| | | - | - | - | |
| | | - | - | - | |
| | | - | - | - | |
| B3 Investment assets | | | | | |
| | Fund to which asset belongs | | Cost (optional) | Current value (optional) | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| B4 Assets retained for the charity's own use | | | | | |
| | Fund to which asset belongs | | Cost (optional) | Current value (optional) | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| B5 Liabilities | | | | | |
| | Fund to which liability relates | | Amount due (optional) | When due (optional) | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| | | | - | - | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | | Date of approval | |
| | | | | | |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Little Chalfont Community Library

On accounts for the year
ended

5 April 2021

Charity no
(if any)

1154802

Set out on pages

One

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

15/1/2022

Name:

H R Thomas

Relevant professional
qualification(s) or body
(if any):

ACA (Retired)

Address:

Tamlan House

Loudhams Wood Lane

Chalfont St Giles Bucks HP8 4AR