

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

England & Wales · Charity number 1158493

Details

Other names	TOTLEY CRIC
Status	Registered
Legal form	CIO
Registered	2014-09-08
Register	View on the Charity Commission register

Contact

Address	Totley Library 205 Baslow Road Totley Sheffield S17 4DT
Phone	0114 2363971
Email	totleycric@gmail.com
Website	http://totleycric.org.uk/

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ADVANCE AND PROMOTE EDUCATION AND PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE BENEFIT OF THE GENERAL PUBLIC IN THE CITY OF SHEFFIELD AND ELSEWHERE AND IN PARTICULAR(BUT NOT EXCLUSIVELY) THE INHABITANTS OF TOTLEY IN THE CITY OF SHEFFIELD (THE ?AREA OF BENEFIT?) REGARDLESS OF THEIR SEX, SEXUAL ORIENTATION, RACE, AGE, POLITICAL OR RELIGIOUS OPINIONS, OR WHETHER OR NOT THEY HAVE A DISABILITY, BY ESTABLISHING AND PROVIDING COMMUNITY BASED LIBRARY FACILITIES AND ASSOCIATED SERVICES. IN FURTHERANCE OF THIS OBJECT THE CIO SHALL HAVE THE POWER (BUT NOT THE OBLIGATION) TO MANAGE A BUILDING OR ANY SUCH BUILDINGS AS IS NEEDED FROM TIME TO TIME FOR THE PURPOSES OF PROVIDING A COMMUNITY BASED LIBRARY TO THE GENERAL PUBLIC IN THE AREA OF BENEFIT.

Activities: Totley CRIC is responsible for the management of Totley Library and for the delivery of the library service which is provided by volunteers at Totley Library. In addition to the provision of the library service,

Totley CRIC aims to use Totley Library as a focus for other community services and events for the benefit of the local community.

Classification

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

Geography

- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£71,991	£52,223	-	-
2024-03-31	£48,545	£41,592	-	-
2023-03-31	£46,309	£58,547	-	-
2022-03-31	£34,001	£50,798	-	-
2021-03-31	£64,201	£29,001	-	-

Trustees

Name	Role	Appointed
Dr Julie Anne Kitlowski	Chair	2019-09-17
Carys Margaret Hamilton		2020-09-14
Christopher John Lansdown		2020-05-18
Collette Duke		2015-09-15
Dr Cvetelin Vasilev		2018-09-18
Gail Skillington		2024-12-15
Kevin McLean		2023-01-31
Martin Brown		2023-11-06

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

England & Wales - Charity number 1158493

Accounts



ANNUAL REPORT and ACCOUNTS

**Totley Community Resource and
Information Centre**

1st April 2024

to

31st March 2025

A MESSAGE FROM THE TRUSTEES

Yet again Totley Community Resource and Information Centre has had a very good year and goes from strength to strength

This year we have been developing plans to significantly refurbish and develop the library building. We are replacing the fixed shelving in the adult section with movable ones so we can create a second community space, with Phase 1 due for completion in October 2025 with Phases 2 and 3 to follow in 2026 depending on fundraising. More detail is in the Building section below.

In March this year we were able to acquire a Pop-up Shop in a prominent area on the main road in S17. This has been very fruitful in terms of improving the public profile and awareness of the library and all that it offers. We have sold books and jigsaws and have had people coming forward to volunteer for various areas in the library. Book donations have also increased

We have had to medical students again this year. They carried out a very useful survey of our community users with ideas that we may wish to develop in the future.

I would especially like to thank the Book Processing team who spend very many hours ensuring there is always a fabulous selection of books on offer on our shelves. The statistics show that we are lending out books at a very high rate, which is core to our mission.

Particular thanks need to go especially to the group of 8 Day Coordinators who work tirelessly to ensure the daily operational side of the library goes smoothly

The trustees also want to acknowledge that very many volunteers do their work unseen, such as the building maintenance, baking, website, events management, snow clearing and many more.

We are pleased to have various community groups that meet in the library and have conversations with the local schools and churches to keep up links in our community. Our local councillors continue to support us when we have issues that they might assist us with

In terms of finance we have reached our year end in a relatively good position but as you will see from the treasurer's report we do spend a considerable amount of time trying to be prudent managers of the funds that the library has and without the valiant efforts from all the various fundraising events and the lottery we would be in a more precarious position so again thanks to all involved.

Julie Kitlowski (Chair of the Trustees of Totley CRIC)

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

A Charitable Incorporated Organisation

ORGANISATION INFORMATION

Trustees

Collette Duke
Carys Hamilton
Pamela Johnson
(resigned July 2024)
Julie Kitlowski
Christopher Lansdown
Roger Lasco
(resigned November 2024)
Kevin McLean
Cvetelin Vasilev
Gail Skillington
(appointed December 2024)
Martin Brown

Chair

Julie Kitlowski

Treasurer

Christopher Lansdown

Secretary

Kevin McLean

Registered Office

Totley Library
205 Baslow Road
Totley
Sheffield S17 4DT

Registered Charity Number

1158493

Bankers

NatWest
42 High Street
Sheffield S1 2GE

Independent Examiner

Sally-Ann Rogerson

1. Objectives and activities

1.1 Public benefit statement

Totley CRIC has defined its charitable purpose or public benefits statement, as follows:

‘The objects of the Charitable Incorporated Organisation (“CIO”) are to advance and promote education for the benefit of the general public in the city of Sheffield and elsewhere and in particular (but not exclusively) the inhabitants of Totley in the City of Sheffield (the “area of benefit”) who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, and regardless of their sex, sexual orientation, race, political or religious opinions, by establishing and providing community based library facilities and associated services. In furtherance of this object the CIO shall have the power (but not the obligation) to manage a building or any such buildings as is needed from time to time for the purposes of providing a community-based library to the public in the area of benefit’.

The Trustees of Totley CRIC believe that during the 11th year of operation the organisation has complied fully with the duty to have regard for the legal requirement to provide ‘public benefit’ acting in accordance with the public benefits statement detailed above.

1.2 Our volunteers

At present we have 141 volunteers and have a steady input of new volunteers each quarter. We have numerous teams including the buildings team, book processing team, cinema team, communications team, gardening team, snow clearing team and others. We try to monitor the hours that they put in via the rota but in fact they put very many extra hours in behind the scenes ensuring the smooth running of the library.

We offer an introduction process for new volunteers with training and follow up.

1.3. Library services

It has now been over 10 years since Totley CRIC took over the library from Sheffield City Council as a volunteer run charity. The library is open for twenty seven hours a week plus extra hours for community groups when the library is closed { Poetry Group, Book groups, Chair Aerobics, Cinema, Walking group, Friends of Gillfield Woods, Friends of Dore and Totley Station, History Group , Natter Group, children’s French class } We have various arts and crafts including Lego and others. We have Baby Time and Story time events each week

The computers continue to be well used, and we have improved our internet provision.

Photocopying services are available

The library provides a Totley Community Art Space where local artists can display and sell their work to the community.

The library was registered as part of the “Warm Spaces” initiative providing drinks.

We aspire to develop other services for the community, but this is very much dependent on volunteer capacity and finances.

1.4 Community activities and events

The library has a cinema which shows 2 or 3 films each month on Thursday afternoons for older people, Friday evenings for adults and Sunday for family films.

The library puts on a Christmas Fair and a Plant Sale annually which are both very well attended and appreciated by the community.

We have book sales bimonthly on Saturday afternoons.

We support and attend the Dore and Totley Shows.

Our AGM is an evening event with refreshments where volunteers can meet up to review the year.

Totley library takes part in the Summer Reading Challenge. Many family groups came into the library over the summer holidays and over the first few weeks over 300 were registered and 60 children got their first ever library card. It has been a huge success

2. Achievements and performance

2.1 Strategy review

The Trustees have begun a review of CRIC's overall strategy to underpin a new 5 year strategic plan. While we are convinced that we will primarily remain a library, with associated community services and facilities, we want to make sure we are providing what library users and potential users want and that we are serving our wider community in ways that they value. We know our community is changing and we have observed that the demographic in Totley is changing, with more diversity and more, younger people.

We intend to develop a stronger link between our strategy and how we measure what we are doing for the community, as a way of demonstrating to funders and our stakeholders that CRIC remains a valuable part of our community. We are also looking at ways to make ourselves more resilient in the face of funding and other challenges.

2.2 Book purchasing, processing and lending

Totley library continued to function well as a library in the year 2024/25, with our book loan figures (see below) increasing by approximately 7%. During this period we issued over 44,000 books to library users. The increase in loan rates reflect increased footfall in the library and increased borrowing. More detailed analysis of the loan rates shows that the children's library in particular, was very popular and well used. The extremely high loan rates in July and Aug 24 owe a great deal to the successful promotion of the Children's Reading Challenge when we saw children from all four local primary schools enthusiastically participating in the challenge.

What is perhaps more difficult to capture is just how much the library has become a "welcoming" space for older people and young families to spend time. There is a

definite after-school buzz in the library with many families coming regularly to enjoy the space to meet with friends. It is noticeable that the after-school sessions, and school holiday sessions in the children’s library have become more ethnically diverse.

What is also difficult to record is the frequent expression of gratitude across all age ranges at the quality and quantity of our book stock.

Book purchasing and book processing costs

At the end of this period, we had approx. 8000 books on the Totle Loans OS (Orange Sticker) scheme. Over this period, 72% of books added to stock were purchased and 28% were “as new” donated.

In 2024/25 we spent a total of £7,139.27 (including processing costs) on new books. In total, we added 1,282 books to the library shelves.

Most of the books we bought were added to our own OS stock and we received very little new stock from Sheffield City Council.

Totle Library Loan Rates	Year	21/22	22/23	23/24	24/25
Sheffield City Council Adult print (including renewals)		8,084	9,693	10,300	13,166
Totle OS Adult (including renewals)		2,824	5,264	6,923	7,793
Sheffield City Council Children print (including renewals)		9,205	10,718	11,243	9000*
Totle OS Children (including renewals, estimated)		4,620	9,842	12,752	14,403
TOTAL ISSUES		24,733	35,517	41,218	44,196*

We continue to attract new library users. Managing book stock (lost and missing books) is an ongoing issue.

3 Building and improvements

The building was constructed in 1974 so is now more than 50 years old. This presents a challenge in respect of day-to-day general maintenance along with a longer view as to what items in the building fabric are likely to either need significant maintenance or replacement in the coming years where allocation of financial reserves needs to be made. The strategy is to adopt a regular and proactive approach to maintenance to prolong the life of the building fabric with economic cost and minimal disruption to the community we serve.

This year we have been developing plans to significantly refurbish and develop the library building at the moment we have two spaces i.e. the children’s library and the adult library. These are well used outside of library hours by various community groups and for events etc. We are able to clear the furniture from the children’s area to create a usable space for events and the cinema etc. but the adult library space has been hampered by heavy static shelving as such we are developing plans to replace the fixed shelving and furniture in the children’s area to bring the overall space up to date. In the adult area the intention is to replace the fixed furniture with “mobile” shelving to enable the space to be readily opened up to create a large open area for group use and community events thereby

enabling an increase in our offering to the community who may wish to rent space for regular or one off activities/events. These plans are being developed with an intention to adopt a phased approach; Phase 1 having a targeted completion in October 2025 with Phases 2 and 3 to follow in 2026 depending on fundraising.

4. Marketing and communications

We use a variety of Social Media outlets to communicate information about Totley CRIC. Volunteers help update Facebook, Posters etc.

A monthly e-newsletter goes out to all volunteers.

We have articles in the Totley Independent and Dore to Dore Magazines which are free magazines which cover the S17 area.

The Totley CRIC website www.totleycric.org.uk has all the up-to-date information about opening hours, activities, new books, cinema programs, events etc. sales such as the Plant sale and Christmas events are well supported by the community

5. Structure, governance and management

5.1 Trustees

In line with the charity's Constitution Totley CRIC is managed by a group of 8 Trustees.

They lead in various areas of the library i.e. Chair, Treasurer, Secretary, Operational, Buildings, Events, Fundraising, Strategy, Book processing/management.

The Trustees and their roles can be seen in full on the charity commission website

5.2 Governance

Totley CRIC is a Charitable Incorporated Organisation with details of the charity's governance arrangements set out in its Constitution which was adopted at a General Members meeting held in March 2015.

The membership of Totley CRIC is made up of all registered volunteers involved in the charity. The Trustees are accountable to this wider membership for the work they undertake. The charity currently has a wide range of interested volunteers who work with trustees to make decisions about the library's future.

Totley CRIC is led by the Board of Trustees. Several current trustees are also involved in the oversight of other bodies including charities and public-sector organisations with all trustees being clear about their responsibilities and about the principles of good governance.

Formal meetings of the trustees are held on a regular basis to manage the business of the charity. Minutes of meetings are circulated to the volunteers. The constitution of Totley CRIC specifies that the board of trustees shall meet at a minimum six times each year with meetings currently being held bi-monthly.

5.3 Management arrangements

In addition to the trustees, Totley CRIC has an excellent core group of eight day coordinators, who take day to day responsibility for the delivery of the service and coordinating activities in the library. The day coordinators ensure that volunteer rotas have enough volunteers in place to ensure shifts are covered and that volunteers are trained and supported.

Each library shift has an allocated shift leader, who is a volunteer trained both to use the library management system, and in the overall management of the library. Shift leaders are responsible for both building and service during their shift.

We have monthly meetings with the other community run libraries along with the council lead representative for Sheffield libraries.

We are active members of the Community Managed Libraries Network who have been helpful and supportive

6 Financial review

6.1 Funding for the year

During the year ended 31st March 2025 we were very pleased to receive an Associate Libraries grant of £16,198 from Sheffield City Council together with a further grant of £1,000 to help with the purchase of books during the forthcoming year to 31st March 2026. In addition, we received grants from Sheffield City Council which financed a defibrillator battery £280, a repair to the library roof £4,613 and the setup of our pop-up book shop £1,708.

6.2 Income from charitable events, donations and from our lottery

Income from donations has reduced excepting a bequest amounting to £14,863. A training contract with the University of Sheffield is a useful new income stream raising £5,096 in the year. (2024 £5,096) and most welcome was an increase in our book sale income this year amounting to £6,705 compared with £3,766 last year. Lottery income after prizes remains an important source of self-generated funds but has remained largely static. This year £5,492 compared with last year £5,379.

6.3 Restricted funds

As noted above we received local authority grants which have been spent on the running costs of the library.

6.4 Charitable resources

We acknowledge that charitable funds should be spent on charitable activities as soon as is reasonably practical after they have been received. It is contrary to the principles of the Charities Act for charities to accumulate unspent money without good reason. However, we do need to retain sufficient reserves for known liabilities and contingencies, absorb setbacks and take advantage of changes and opportunities.

Monies held at the bank include a book purchase grant from our local authority amounting to £1,000 and will be available for spending in the forthcoming year. The defibrillator grant of £280 and the unspent pop up shop grant £842 will be spent in the forthcoming year.

6.5 Reserves policy

Our balance sheet at 31st March 2025 states that the level of unrestricted current asset reserves amounted to £103,845. (2014 £80,713). This is current assets of £113,615 less creditors of £9,770. We have considered the Charity Commissioner's guidelines and are happy that this represents an appropriate level of unrestricted reserves. This policy is reviewed regularly in line with our perceptions of risk.

Our specific concerns are:

- a. A local authority grant which does not increase with inflation or indeed may not be received in future years. We have reserved one year's grant amounting to £16,198.
- b. We have a repairing lease and may well incur considerable costs if the fabric of the building required repair. This is particularly relevant to the roof which is known to be in a poor state of repair. After an assessment we have reserved £30,000 for building repairs.
- c. We have reserved £9,000 to purchase a new library booking system.
- d. We consider our library should be refurbished with the purchase of new shelving and equipment which will provide a brighter look and improve the functionality of the premises. We reserve £35,220.

6.6 Surplus

Income for the year to 31st March 2025 comprised of grant income of £23,799 plus self generated income of £48,192 totalling £71,991. From this figure expenditure amounted to £52,223 giving a surplus of £19,768. Thus grant income represented 33.06 % of total income.

For comparison income for the year to 31st March 2024 comprised of grant income of £18,348 plus self-generated income of £30,197 totaling £48,545. From this figure expenditure amounted to £41,592 giving a surplus of £6,953. Thus, grant income represented 37.8 % of total income.

6.7 Financial and activity monitoring

The trustees receive financial reports on a two monthly basis.

7 Reference and administrative details

Totley Community Resource and Information Centre (Totley CRIC) is a registered charity (No. 1158493) which was set up in September 2014 to provide library and other community services to the residents of Totley, Dore and Bradway in the city of Sheffield. The charity is known as Totley CRIC, was set up as a Charitable Incorporated Organisation and is a not-for-profit organisation. Totley CRIC is responsible for and manages Totley Library as an Associate Library within Sheffield Libraries. It is run entirely by volunteers from the local community who have managed the library since its transfer from Sheffield City Council on 4th October 2014.

The registered address of Totley CRIC is:
Totley Library
205 Baslow Road
Sheffield
S17 4DT



Totley Community Resource and Information Centre
Independent Examiner Review
YE 31 March 2025

Independent examiner's report to the trustees of Totley Community Resource and Information Centre

I report to the trustees on my examination of the accounts of the Totley Community Resource and Information Centre (the Trust) for the year ended 31 March 2025.

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 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 Trust 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: Sally-Ann Rogerson

Relevant professional qualification or membership of professional bodies (if any): ACCA

Address: Flat 3 Balaclava House, 62 Queen Victoria Road, Sheffield S17 4HT

Date: 24 October 2025

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31st March 2025

	Notes	Unrestricted funds £ 2025	Restricted funds £ 2025	Total funds £ 2025	Prior Year funds £ 2024
Incoming resources					
Income from:					
Donations and legacies	2	16,417	23,799	40,216	20,663
Charitable activities	3	19,290	-	19,290	15,370
Other activities	4	11,318	-	11,318	11,557
Investment income	5	1,167	-	1,167	955
Total		48,192	23,799	71,991	48,545
Resources expended					
Expenditure on:					
Raising funds	6	1,831	-	1,831	1,793
Charitable activities	7	5,876	9,752	15,628	14,593
Other	8	18,527	16,237	34,764	25,206
Total		26,234	25,989	52,223	41,592
Net movement in funds		21,958	-2,190	19,768	6,953
Reconciliation of funds:					
Total funds brought forward		95,248	22,017	117,265	110,312
Total funds carried forward		117,206	19,827	137,033	117,265

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

BALANCE SHEET**31ST MARCH 2025**

		Unrestricted	Restricted	Total	Total
		funds	funds	this year	last year
	Notes	£	£	£	£
		2025	2025	2025	2024
Fixed assets					
Tangible assets	9	13,361	17,705	31,066	34,793
		<u>13,361</u>	<u>17,705</u>	<u>31,066</u>	<u>34,793</u>
Add: Current assets					
Debtors	10	3,001	-	3,001	2,195
Cash at bank and in hand	11	110,614	2,122	112,736	86,970
		<u>113,615</u>	<u>2,122</u>	<u>115,737</u>	<u>89,165</u>
Less: Creditors					
amounts falling due within one year	12	9,770	-	9,770	6,693
		<u>9,770</u>	<u>-</u>	<u>9,770</u>	<u>6,693</u>
Total assets less current liabilities		<u>117,206</u>	<u>19,827</u>	<u>137,033</u>	<u>117,265</u>

Funds of the Charity

Designated unrestricted funds	13			90,418	83,983
Other unrestricted funds				26,788	11,265
				<u>117,206</u>	<u>95,248</u>
Restricted funds	14			19,827	22,017
Total Funds				<u>137,033</u>	<u>117,265</u>

The financial statements were approved by the trustees on
and were signed on their behalf by:

Julie Kitlowski
Trustee

Date

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2025

1. Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are as follows:

a. Accounting Convention

The statements use the accrual basis of accounting.

b. The accounts are prepared in sterling, which is the functional currency of the charity.

Monetary amounts in these financial statements are rounded to the nearest pound.

c. Company Status

The charity is a Charitable Incorporated Organisation.

The registered office is 205 Baslow Road, Totley, Sheffield S17 4DT

d. Income Resources

Income is recognised in the period in which the charitable organisation is entitled to receipt and the amount can be measured with reasonable certainty.

e. Resources Expended

Expenditure is included on an accrual basis.

f. Depreciation

Depreciation is provided by the organisation to write off the cost less the estimated residual value of tangible fixed assets by equal annual instalments over their estimated useful economic lives as follows:

Improvements to the property	4% on cost
Equipment	10% on cost
Computer systems	20% on cost

g. Fund Accounting

Unrestricted funds are investment income and other incoming resources or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure which meets the criteria is charged to the fund.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2025

Accounting Policies continued

h. Independent Examiner's Remuneration

The Independent Examiner did not receive any remuneration. (2024 nil)

i. Reserves Policy

The trustees aim to have reserves to provide adequate working capital for any contingency that may arise.

j. Purchase of Books

Expenditure is written off in the accounts as a charitable activity. It is not capitalised.

k. Repairs and Renewals

Expenditure which replaces and renews the library's premises has not been capitalised.

l. Lease

The library has a full repairing twenty five year lease. The freehold interest is owned by Sheffield City Council. (SCC)

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

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Notes to the accounts

Analysis of income

	Unrestricted funds £ 2025	Restricted funds £ 2025	All funds £ 2025	All funds £ 2024
2. Donations and legacies				
Grants from public bodies				
SCC Associate libraries grant	-	16,198	16,198	16,198
SCC Additional book grant	-	1,000	1,000	1,000
SCC Grant for electrical repairs	-	-	-	600
SCC Grant for cinema licence	-	-	-	550
SCC Grant for roof repair	-	4,613	4,613	-
SCC Grant for defibrillator battery	-	280	280	-
SCC Grant for set up of pop up shop	-	1,708	1,708	-
	-	23,799	23,799	18,348
Donations and friends				
Donations	16,417	-	16,417	2,315
	16,417	-	16,417	2,315
Total	16,417	23,799	40,216	20,663
	Unrestricted funds £ 2025	Restricted funds £ 2025	All funds £ 2025	All funds £ 2024
3. Charitable activities				
Lettings	5,063	-	5,063	4,605
Training provided	5,096	-	5,096	5,096
Photocopying and printing	1,280	-	1,280	789
Book and DVD sales	6,720	-	6,720	3,766
Cinema raffle	830	-	830	792
Book and art commission	56	-	56	55
Greeting card sales	245	-	245	177
Vandalism compensation	-	-	-	90
	19,290	-	19,290	15,370

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts**Analysis of income**

	Unrestricted funds £ 2025	Restricted funds £ 2025	All funds £ 2025	All funds £ 2024
4. Other activities				
Events	3,650	-	3,650	3,944
Refreshments	319	-	319	405
Lottery receipts	7,323	-	7,323	7,172
Orange sticker fines	26	-	26	36
	<u>11,318</u>	<u>-</u>	<u>11,318</u>	<u>11,557</u>
	Unrestricted funds £ 2025	Restricted funds £ 2025	All funds £ 2025	All funds £ 2024
5. Investment income				
Bank interest received	1,167	-	1,167	955
	<u>1,167</u>	<u>-</u>	<u>1,167</u>	<u>955</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

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Notes to the accounts**Analysis of expenditure**

	Unrestricted funds £ 2025	Restricted funds £ 2025	All funds £ 2025	All funds £ 2024
6. Raising funds				
Lottery prizes	1,831	-	1,831	1,793
	-	-	1,831	1,793

	Unrestricted funds £ 2025	Restricted funds £ 2025	All funds £ 2025	All funds £ 2024
7. Charitable activities				
Telephone and broadband	241	425	666	821
Computer, software and website	1,210	-	1,210	1,170
Library consumables and stationery	-	1,669	1,669	1,688
Photocopier expenses	597	-	597	654
Books and book covers	531	6,673	7,204	7,386
Pop up shop setup costs	-	866	866	-
Greeting card purchase	203	-	203	113
Donations	-	-	-	80
Licences and subscriptions	657	-	657	558
Equipment repairs and renewals	1,268	-	1,268	1,332
Cinema expenses	120	119	239	313
Cost of events	1,049	-	1,049	478
	5,876	9,752	15,628	14,593

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts**Analysis of expenditure**

	Unrestricted funds £ 2025	Restricted funds £ 2025	All funds £ 2025	All funds £ 2024
8. Other				
Non domestic rates	368	-	368	378
Water	530	-	530	853
Insurance	-	2,880	2,880	2,686
Electricity	-	3,390	3,390	3,805
Gas	-	2,161	2,161	5,170
Waste disposal	377	-	377	355
Premises repairs and renewals	10,443	5,253	15,696	1,165
Cleaning	5,207	-	5,207	4,307
Gardening and ground expenses	364	-	364	732
Card machine expenses	63	-	63	40
Depreciation	1,175	2,553	3,728	5,715
	<u>18,527</u>	<u>16,237</u>	<u>34,764</u>	<u>25,206</u>

9. Tangible fixed assets

	£ 2025	
Improvements to property		
Cost brought forward	33,953	
Additions in the year	<u>0</u>	
Cost carried forward	<u>33,953</u>	
Depreciation broght forward	8,167	
Depreciation for the year	<u>1,358</u>	
	<u>9,525</u>	
Net book value 31.3.25		24,428
Furniture and equipment		
Cost brought forward	23,701	
Additions in the year	<u>-</u>	
Cost carried forward	<u>23,701</u>	
Depreciation broght forward	14,694	
Depreciation for the year	<u>2,369</u>	
	<u>17,063</u>	
Net book value 31.3.25		6,638
Total net book value 31.3.25		<u>31,066</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

	£	£
	2025	2024
10. Debtors		
Trade debtors	275	-
Prepaid expenses	2,727	2,195
	<u>3,002</u>	<u>2,195</u>

	£	£
	2025	2024
11. Cash at bank and in hand		
Current account		
Lottery account	8,339	2,430
Reserve account	2,692	252
Card account	100,174	83,708
Cash in hand	853	233
	678	347
	<u>112,736</u>	<u>86,970</u>

	£	£
	2025	2024
12. Creditors		
amounts falling due within one year		
Trade creditors	8,286	6,017
Accrued expenses	371	-
Cash held on behalf of third parties	1,113	676
	<u>9,770</u>	<u>6,693</u>

	£	£
	2025	2024
13. Designated unrestricted funds		
Grant reserve	16,198	16,198
Repair to building reserve	30,000	50,800
Adult heater reserve	-	7,985
RFID machine replacement reserve	9,000	9,000
Replacement furniture phase 1	35,220	-
	<u>90,418</u>	<u>83,983</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts**14. Summary of restricted funds**

	Brought forward	Income in year	Expenses in year	Carried forward
	£	£	£	£
Tangible fixed assets	20,258	-	-2,553	17,705
SCC Associates library grant	-	16,198	-16,198	-
SCC Additional book grants	1,000	1,000	-1,000	1,000
Sheffield Town Trust	640	-	-640	-
SCC Cinema licence grant	119	-	-119	-
Defibrillator battery grant	-	280	-	280
Repairs to roof grant	-	4,613	-4,613	-
Pop up shop setting up grant	-	1,708	-866	842
	<u>22,017</u>	<u>23,799</u>	<u>-25,989</u>	<u>19,827</u>

15. Related party transactions

There have been no related party transactions in 2024/25 (2023-24: None)

16. Going concern

The trustees consider that there are no uncertainties about the charity's abilities to continue as a going concern.

Totley Community Resource and Information Centre
Independent Examiner Review
YE 31 March 2025

Independent examiner's report to the trustees of Totley Community Resource and Information Centre

I report to the trustees on my examination of the accounts of the Totley Community Resource and Information Centre (the Trust) for the year ended 31 March 2025.

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 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 Trust 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: Sally-Ann Rogerson

Relevant professional qualification or membership of professional bodies (if any): ACCA

Address: Flat 3 Balaclava House, 62 Queen Victoria Road, Sheffield S17 4HT

Date: 24 October 2025

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

England & Wales - Charity number 1158493

Accounts



**Annual Report
and
Accounts**

**1st April 2023
to
31st March 2024**

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

A Charitable Incorporated Organisation

**Trustees' Annual Report and Accounts
for the year ended 31st March 2024**

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TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

A Charitable Incorporated Organisation

ORGANISATION INFORMATION

Trustees

Collette Duke

Carys Hamilton

Pamela Johnson

(resigned July 2024)

Julie Kitlowski

Christopher Lansdown

Roger Lasco

(resigned November 2024)

Kevin McLean

Cvetelin Vasilev

Martin Brown

(appointed November 2023)

Joanne Woodward

(resigned January 2024)

Marie Gledden

(appointed September 2024)

Chair

Julie Kitlowski

Treasurer

Christopher Lansdown

Secretary

Kevin McLean

Registered Office

Totley Library

205 Baslow Road

Totley

Sheffield S17 4DT

Registered Charity Number

1158493

Bankers

NatWest

42 High Street

Sheffield S1 2GE

Independent Examiner

Christopher Jones



ANNUAL REPORT 2022-23

A MESSAGE FROM THE TRUSTEES

I am pleased to report that since our last AGM this last year, we have seen the library return to the thriving welcoming community library it was pre-covid. I'm really pleased that so many new families are using the library. It is always a delight to see the children's library in particular filled with families enjoying the books and other activities that make it a joy to visit.

The kitchen refurbishment went well and we now have a much better space for volunteers to relax and have a breather during their shifts and we have the additional book shelving which has been put to very good use.

We held a Volunteer Recruitment Fair in March which was successful in terms of getting our much-valued volunteers together in a social gathering and which did produce some interest from potential new volunteers. We would very much like to continue to have more social occasions to thank and support all the various teams who work so hard to make the library be the place that it is.

I would like to thank especially the Book Processing team who spend very many hours ensuring there is always a fabulous selection of books on offer on our shelves. The statistics show that we are lending out books at a really high rate, which is core to our mission.

It is always a joy as you walk to the library to see the work that the gardening team do and there are plans for further development of this area in the future. The trustees particularly want to acknowledge that very many volunteers do their work unseen, such as the building maintenance, baking, website, events management teams and many more.

CCTV has been installed following a number of issues with Antisocial Behaviour and in a short space of time has already proved valuable in terms of evidence to help us address some of the issues more effectively and help volunteers to feel more secure.

In terms of partnership working, we meet all the other volunteer run libraries in Sheffield together once a month. This is always helpful and reminds me how well Totley is doing in terms of our numbers of volunteers and the phenomenal number of books that are taken out!

We are pleased to welcome the various community groups that meet in the library and have conversations with the local schools and churches to keep up links in our community. Our local councillors continue to support us when we have issues that they might assist us with.

We have also had conversations with Sheffield University and Hallam about potentially having some students doing short term projects with us.

The Board of Trustees has been strengthened with the addition of Joanna, with her community engagement links and Kevin, who has taken the role of Secretary. Pamela is on a 12 month sabbatical leaving a gap in her role of marketing but plans to return in 2024.

We miss the expertise that Phil and Dom Harris gave us on the Board and are still looking for trustees to help us with the management of the building and community links. We are grateful to Phil for continuing to run the library lottery.

We have been trying to develop more of a strategy and plan for the next 5 years or so but when funding from the Council is never secure, planning ahead is somewhat challenging.

We are all agreed that we wish to continue to be primarily a Library service which has many additional community facilities but conversations are ongoing and any contributions from members regarding plans for the future of the library are always very much welcomed.

In terms of finance we have reached our year end in a relatively good position but as you will see from the treasurer's report we do spend a considerable amount of time trying to be prudent managers of the funds that the library has. Without the valiant efforts from all the various fundraising events and the lottery our finances would not be in such a healthy state, so again thanks to all involved.

We had to replace the children's heaters last year and may well need to replace the adult heaters this year so we never feel that we are entirely without potential challenges to our prudent reserves

With regard to the library service, we have we have been able to provide a full library service in this year but as ever this has only been possible because of the number of active volunteers and by the considerable efforts of the Day Coordinators who work so hard to ensure the smooth day to day running of our library.

Julie Kitlowski (Chair of the Trustees of Totley CRIC)

1. Objectives and activities

1.1 Public Benefit Statement

Totley CRIC has defined its charitable purpose or public benefits statement, as follows:

'The objects of the Charitable Incorporated Organisation ("CIO") are to advance and promote education for the benefit of the general public in the city of Sheffield and elsewhere and in particular (but not exclusively) the inhabitants of Totley in the City of Sheffield (the "area of benefit") who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, and regardless of their sex, sexual orientation, race, political or religious opinions, by establishing and providing community based library facilities and associated services. In furtherance of this object the CIO shall have the power (but not the obligation) to manage a building or any such buildings as is needed from time to time for the purposes of providing a community-based library to the public in the area of benefit'.

The Trustees of Totley CRIC believe that during the eighth year of operation the organisation has complied fully with the duty to have regard for the legal requirement to provide 'public benefit' acting in accordance with the public benefits statement detailed above.

1.2 Our volunteers

Our records tell us that over the course of 2022-23, 110 of our volunteers did at least one shift, up from 101 the previous year. Twenty-three new volunteers joined, adding to our capacity in the library, as well as our gardening, film, children's and events teams. Our new volunteers included 2 new trustees who have also been an asset to Totley CRIC. And we were pleased to welcome back 3 long-established volunteers who returned after the Covid pandemic.

Of the 110 active volunteers in 2022-23, 63 did shifts delivering library services, 50 of whom did more than 10 shifts over the course of the year. We are very grateful to those volunteers who regularly sign up for shifts, week in, week out, especially to those who step in at short notice to fill gaps in rotas.

Some of our volunteers take on extra responsibility for managing and delivering services, notably our Day Coordinators. Most have been with Totley CRIC for several years so have a lot of experience and a wide range of skills. We would be very pleased to welcome existing volunteers to the team of Day Coordinators: people should not hold back from joining the team because they don't know everything – no-one does, but the Day Coordinators are very willing to share their skills with others.

At the very end of 2022-23, we held a Volunteer Fair, mainly aimed at existing volunteers but also open to members of the public. The event was organised around 6 tables where we showcased the key activities: Library Services, Children's Activities, Cinema, Gardening, Events and the crucial, largely unseen back-office work of Supporting the Library. The event was very successful as a social event – everyone seemed to enjoy the chance to talk to other volunteers, especially those they don't normally meet; and the information displays of library performance and activities attracted a lot of favourable comment, including from long-standing volunteers (several were heard to say 'I never knew that!'). Some existing volunteers signed up to take on new, additional roles and three people signed up as new

volunteers. And most important of all, this was an opportunity for the Totley CRIC Trustees to say a very big Thank You to our volunteers, who are the bedrock of everything we do.

1.3. Library Services

It has now been eight years since Totley CRIC took over the library from Sheffield City Council as a volunteer-run charity. The library is open for twenty seven hours a week plus extra hours for community groups when the library is closed.

The 6 computers continue to be well used and we are in the process of replacing/improving our internet provision. Photocopying services are available.

1.4 Community activities and events

The library hosts a large number of events which are advertised to our local community:

- The library has a cinema which shows 3 films each month, on Thursday afternoon for older people, Friday evenings for adults.
- We had a Beatles event which was really well attended.
- The library puts on a Christmas Fair and a Plant Sale annually which are both very well attended and appreciated by the community.
- We have book sale bimonthly on Saturday afternoons.
- We support and attend the Dore and Totley Shows.
- We have had a Totley Yard Sale in May and a Summer Art Exhibition in June.
- We have had speakers some evenings such as Alan Biggs Sports journalist and broadcaster.
- Our AGM is an evening with refreshments where we volunteers can meet up.
- In March 2003 we had a Recruitment Fair primarily to thank our current volunteer and get everyone together socially but also to try to recruit new volunteers. We will do this each year.
- Totley library takes part in the Summer Reading Challenge.
- Many family groups came into the library over the summer holidays and over the first few weeks 268 were registered and 60 children got their first ever library card - a huge success.
- We will be having a Folk night on 15th October and a CPR training event 19th October this year.
- The library provides a Totley Community Art Space where local artists can display and sell their work to the community.
- The library was registered as part of the "Warm Spaces" initiative providing hot drinks and comfortable chairs for those struggling with heating costs at home.

There are a number of groups that meet in the library outside normal opening hours. These groups make a small contribution to the costs of keeping the building open.

Our current list includes a Poetry Group, Book groups, Chair Aerobics, Cinema, Friends of Gillfield Woods, Friends of Dore and Totley Station, Totley History Group, the Natter Group and the children's French class. We also open for one off events such as musical events or talks.

In term time the library runs weekly sessions: Babytime for Babies and parents; Storytime for mothers and young children and in school holidays we have had arts and crafts mornings for young families. A health walking group meets weekly in the library.

Other groups meet when the library is open, including the Penderil Trust, who provide advice and support for people who receive Direct Access Payments from the Council.

We aspire to develop other services for the community but this is very much dependent on volunteer capacity and finances, and we offer training to our volunteers.

2. Achievements and Performance

2.1 Strategy Review

The Trustees have begun a review of CRIC's overall strategy to underpin a new 5 year strategic plan. While we are convinced that we will primarily remain a library, with associated community services and facilities, we want to make sure we are providing what library users and potential users want and that we are serving our wider community in ways that they value. We know our community is changing and we have observed that the demographic in Totley is changing, with more diversity and more, younger people.

We intend to develop a stronger link between our strategy and how we measure what we are doing for the community, as a way of demonstrating to funders and our stakeholders that CRIC remains a valuable part of our community.

2.2 Book purchases and Book Issue figures

In 2022/23 we spent £5,612 on new books plus £439. on book processing materials (covers, stickers, presentation materials). In total, we added 1725 books to the library shelves (compared with 1339 in 2021/22) of which approximately 44% were "as new" donated books.

Prior to the pandemic, the books we purchased were added to our Orange sticker (OS) scheme or Sheffield council stock on an approximate 50:50 basis. This has not been possible since January 2020 as the council were unable to process books for the volunteer libraries. During 22/23, apart from a small selection of books provided through "Reading Well" scheme, all new books were added to the Orange Sticker scheme and were managed by Totley library volunteers.

The Book Processing team, consisting of 6 volunteers, continued to meet approximately monthly throughout 22/23. This team oversaw and managed:

1. Monthly purchase of books, including new best sellers and books on topical issues.
2. The addition of the books to KOHA (the library management programme used by volunteer libraries) and the preparation of books for library display.
3. Sorting "as new" quality donated books to add to stock
4. Systems for library users and volunteers to make recommendations about book purchases.
5. Presentation of library stock and improved library displays in both the Children's and the Adult library

6. Withdrawing and discarding old stock. Books were withdrawn in line with council guidance.
7. Follow up of overdue and missing books.

We received a lot of positive feedback from library users and volunteers about the quality and variety of books that are on offer at Totley library, and increasingly saw library users from outside of the Totley/Dore area choosing to use Totley Library, in preference to their local library.

Prior to the pandemic, Totley Library was unusual in that against a national background of declining book issue figures, we had begun to see a steady increase in the use of the library and an improvement in book loan figures. We have not yet received the annual statistics from the council about the number of new users registering at Totley Library but observations indicate that the library is returning to pre-pandemic levels of activity.

We continued to attract new library users throughout 22/23 and each month we registered over 50 new users a month. This rate doubled in the summer (July and Aug) to around 100 a month during the period of the Reading Challenge. Observations also indicated that the Totley library had begun to attract a more ethnically diverse user group with the library proving particularly popular with young Chinese families.

Our loan rates for this period compared with other volunteer libraries were very high. Our Children's loan rates were particularly high. The loan rates for Totley Loans have become an increasing proportion of our loans as all our new books are added to the OS system. During this period approximately 50% of Children's books were loaned from the OS collection.

The trend since April 23 continues to show an increase in lending rates with particularly high issue rates throughout July and Aug this year reflecting the popularity of the Reading challenge. Borrowing rates for our own stock (Orange Sticker) books continue to increase and is heading towards 50% of lending.

Totley Issue Figures.

Year	20/21	21/22	22/23
Sheffield City Council Adult print (including renewals)	1614	8084	9693
Totley OS Adult (including renewals)	694	2824	5264
Sheffield City Council Children print (including renewals)	777	9205	10718
Totley OS Children (including renewals)	285	4620	9842
TOTAL ISSUES	3,394	24,733	35,517

2.3 Building Improvements

The refurbishment and development of the Kitchen area has been completed this year. This has provided an improved area for rest and relaxation for the volunteers along with much more shelving assisting the management of our donated books etc

The heater in the children's library has been replaced and it is likely that we will need to replace the adult heater in the near future We will need to look again at fundraising specifically for this as it is a considerable expense

We are planning to do some work on the electrics this year looking at the number and location of the sockets etc which currently are not fit for purpose We are in the process of getting quotes for this work

In the event of day to day building maintenance we currently depend on 2 volunteers Harry Armitage and Mark Ball who we regularly call on for assistance However it is an old building and we are looking to strengthen our building management team

We have concerns about the age of the building in particular the roof and would aspire to make the library more eco friendly with regard to insulation etc in future years These issues are incorporated in our Reserves policy and Strategy/ Plan

The Wi-Fi at the library is currently being reviewed and we are looking at a new provider in the very near future

2.4 Marketing and Communications

We use a variety of Social Media to communicate information about Totle CRIC Volunteers help update Facebook and make Posters etc

A monthly e-newsletter goes out to all volunteers.

We have articles in the Totle Independent and Dore to Dore Magazines which are free magazines which cover the S17 area ie Totle Dore and Bradway

The Totle CRIC website www.totlecric.org.uk has all the up to date information about opening hours, activities, new books, cinema programs, events etc Tom Burke currently adds items to the web site and Ellen Knight is looking at editing /developing the website and Instagram

We have a stall at local annual events such as the Totle Show and Dore Show and our own sales such as the Plant sale and Christmas events are well supported by the community

Our current trustee lead on marketing and fundraising, Pamela Johnson is currently taking a 12 months sabbatical and is due back in 2024

3. Structure, Governance and Management

3.1 Trustees

In line with the charity's Constitution Totle CRIC is managed by a group of Trustees.

The Trustees and their roles are described below:

TRUSTEES	FROM
<p>Collette Duke - Events coordinator</p> <p>Collette has been involved in Totley Library since it transferred to Totley CRIC in September 2014. She has been a Day Coordinator and played a very active role in the day to day management of the library. She will be handing over her role as Events Booker as soon as a successor can be found</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 15th September 2015, and 18th September 2018 and September 2021</p>
<p>Cvet Vasilev - IT & Cinema Lead</p> <p>Cvet has a doctorate and works as a biophysicist at the University of Sheffield, always curious and eager to learn new things. His interests also include information and computer technology.</p>	<p>Appointed 18th September 2018, re-elected September 2021</p>
<p>Julie Kitlowski - Chair and Safeguarding lead</p> <p>Julie moved to Totley seven years ago Her work helps her to understand a lot about the area and the population. She was Chair of Rotherham Clinical Commissioning Group overseeing the £450 million budget and pioneered some of the provision of “social prescribing” funding charities to provide additional services to help patients such as befriending. She also chaired the Health and Wellbeing Board so worked closely with colleagues from the council, hospital, police fire and ambulance services etc. She has also volunteered overseas; teaching health workers in remote villages in Nepal and Myanmar refugee camps along with being the medical lead for a conservation expedition to Madagascar Julie was a local Gp but retired in April of 2023</p>	<p>Appointed 17th September 2019 Re elected October 2022</p>
<p>Roger Lasko - Volunteer Lead</p> <p>Roger has been part of the volunteer team at Totley Library since 2017 He had a long career as a civil servant: he started as a government economist and ended heading operations across government to minimise losses due to fraud or error from the welfare system. He has had a number of volunteering roles including Treasurer at a local church; helping to set up and then run a church-based youth work charity in Sheffield 17; writing the constitution for a local arts society; and helping to run two refugee charities, one small, the other pretty big.</p>	<p>Appointed 17th September 2019</p> <p>Re elected October 2022</p>

<p>Chris Lansdown - Treasurer</p> <p>Chris is a retired Chartered Accountant who used to offer accountancy and taxation services to local businesses, charities and individuals.</p>	<p>Appointed 18th May 2020</p>
<p>Carys Hamilton - Office Manager</p> <p>Carys retired from teaching in 2013. She took over running the Book Group that meets in the Library and then got involved in the Save Totley Library campaign. Carys joined the Library Volunteers when Totley CRIC was created in 2014. Having been a Day Coordinator for the past seven years her Trustee role is as ink person for that group and Office Manager.</p>	<p>Appointed 14th September 2020</p>
<p>Joanna Woodward- Community Network and Engagement</p> <p>Joanna currently works for Age UK as Community Development Office and leads on Sheffield City Councils "People Keeping well" in the South West of Sheffield. Joanna is currently supporting the Council in the development of Sheffield as a World Health Organisation "Age Friendly" City since its acceptance in the worldwide network in 2019. Joanna is a trustee of other charities in the area and hopes to bring experience of her previous and current roles to support the Library in its community networking and engagement activity.</p>	<p>Appointed October 7th 2022</p>
<p>Kevin McLean -Secretary to the board of trustees Strategy lead</p> <p>Kevin retired in 2021 from a career spanning public administration, digital inclusion and running his own business. He is currently Secretary to the Board of Trustees and is leading development of our Strategy i.e. 5 year plan for development.</p>	<p>Appointed January 2023</p>
<p>Pamela Johnson-Marketing and Fundraising Lead</p> <p>Pamela moved to Totley in 2018, following a 30 year career in the arts/culture and higher education sectors. She now works as a freelance consultant in business, marketing and fundraising for charities and not for profits. She is an experienced trustee of 18+ years having held board/director positions at Buxton Opera House and The Met Arts Centre, Lancashire. She is an avid book, film and arts enthusiast and football fan.</p>	<p>Appointed 1st February 2021</p> <p>On Sabbatical for a year and plans to return in 2024</p>

3.2 Governance

Totley CRIC is a Charitable Incorporated Organisation with details of the charity's governance arrangements set out in its Constitution which was adopted at a General Members meeting held in March 2015.

The membership of Totley CRIC is made up of all registered volunteers involved in the charity. The Trustees are accountable to this wider membership for the work they undertake. The charity currently has a wide range of interested volunteers who work with trustees to make decisions about the library's future.

Totley CRIC is led by the Board of Trustees. Several current trustees are also involved in the oversight of other bodies including charities and public-sector organisations with all trustees being clear about their responsibilities and about the principles of good governance.

Formal meetings of the trustees are held on a regular basis to manage the business of the charity. Minutes of meetings are circulated to the volunteers. The constitution of Totley CRIC specifies that the board of trustees shall meet at a minimum six times each year with meetings currently being held bi-monthly.

3.3 Management arrangements

In addition to the trustees, Totley CRIC has an excellent core group of eight day coordinators, who take day to day responsibility for the delivery of the service and coordinating activities in the library. The day coordinators ensure that volunteer rotas have enough volunteers in place to ensure shifts are covered and that volunteers are trained and supported.

Each library shift has an allocated shift leader, who is a volunteer trained both to use the library management system, and in the overall management of the library. Shift leaders are responsible for both building and service during their shift.

We have monthly meetings with the other community run libraries (still on Zoom rather than in person) and have received very positive feedback from them about our operational model, which we have shared with them.

We all have similar issues in terms of succession planning and ongoing concerns that community run libraries will have sufficient volunteers in the future This applies to ALL levels of volunteer support and includes recruitment of trustees.

We do have support from Voluntary Action Sheffield who have offered to review our policies and advertise volunteer vacancies.

4. Reference and administrative details

Totley Community Resource and Information Centre (Totley CRIC) is a registered charity (No. 1158493) which was set up in September 2014 to provide library and other community services to the residents of Totley, Dore and Bradway in the city of Sheffield. The charity is known as Totley CRIC, was set up as a Charitable Incorporated Organisation and is a not-for-profit organisation. Totley CRIC is responsible for and manages Totley Library as an Associate Library within Sheffield Libraries. It is run entirely by volunteers from the local community who have managed the library since its transfer from Sheffield City Council on 4th October 2014.

5. Financial review

5.1 Funding for the year

During the year ended 31st March 2024 we were very pleased to receive an Associate Libraries grant of £16,198 from Sheffield City Council together with a further grant of £1,000 to help with the purchase of books during the forthcoming year to 31st March 2025.

In addition we received £600 from Sheffield City Council which partly financed electrical repairs.

We also received a grant for our cinema licence amounting to £550. The cost of this licence was £431 and we will carry forward the balance to next year.

5.2 Income from charitable events, donations and from our lottery

Income from donations has remained static whilst other income sources have become larger. Letting income has increased due to a reorganisation of how groups are charged. A training contract with the University of Sheffield was a useful new income stream raising income of £5,096 and most welcome was a book sale income of £3,766 compared with last year's figure of £2,130. Net lottery income remains an important source of self generated funds but has remained largely static. This year £5,379 compared with last year £5,444.

5.3 Restricted funds

As noted above we received local authority grants and other grants listed above which have been spent on the running costs of the library.

5.4 Charitable resources

We acknowledge that charitable funds should be spent on charitable activities as soon as is reasonably practical after they have been received. It is contrary to the principles of the Charities Act for charities to accumulate unspent money without good reason. However, we do need to retain sufficient reserves for known liabilities and contingencies, absorb setbacks and take advantage of changes and opportunities.

Monies held at the bank include a book purchase grant from our local authority amounting to £1,000 and will be available for spending in the forthcoming year.

5.5 Reserves Policy

Our balance sheet at 31st March 2024 states that the level of unrestricted current asset reserves amounted to £80,713. This is current assets of £87,406 less creditors of £6,693. We have considered the Charity Commissioner's guidelines and are happy that this represents an appropriate level of unrestricted reserves. This policy is reviewed regularly in line with our perceptions of risk.

Our specific concerns are:

1. A local authority grant which does not increase with inflation or indeed may not be received in future years. We have reserved one year's grant amounting to £16,198.
2. We have a repairing lease and may well incur considerable costs if the fabric of the building required repair. This is particularly relevant to the roof which is known to be in a

poor state of repair. Our adult heating system was renewed in August 2024 and we have reserved the cost of this work. . We have reserved £50,800 for building repairs and a further £9,000 to purchase a new library booking system..

5.6 Surplus

Income for the year to 31st March 2024 comprised of grant income of £18,348 plus self generated income of £30,197 totalling £48,545. From this figure expenditure amounted to £41,592 giving a surplus of £6,953. Thus grant income represented 37.8 % of total income.

5.7 Financial and activity monitoring

The trustees receive financial reports on a two monthly basis.



Section A Independent Examiner's Report

**Report to the trustees/ members
of**

Charity Name
Totle Community Library Resource and Information Centre

On accounts for the year ended

31 March 2024	Charity no (if any)	1158493
---------------	--------------------------------	---------

Set out on pages

16 - 26
(remember to include the page numbers of additional sheets)

**Responsibilities and basis of
report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

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.

Signed:

Date:

Name:

C B Jones

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

Chartered Accountant

Address:

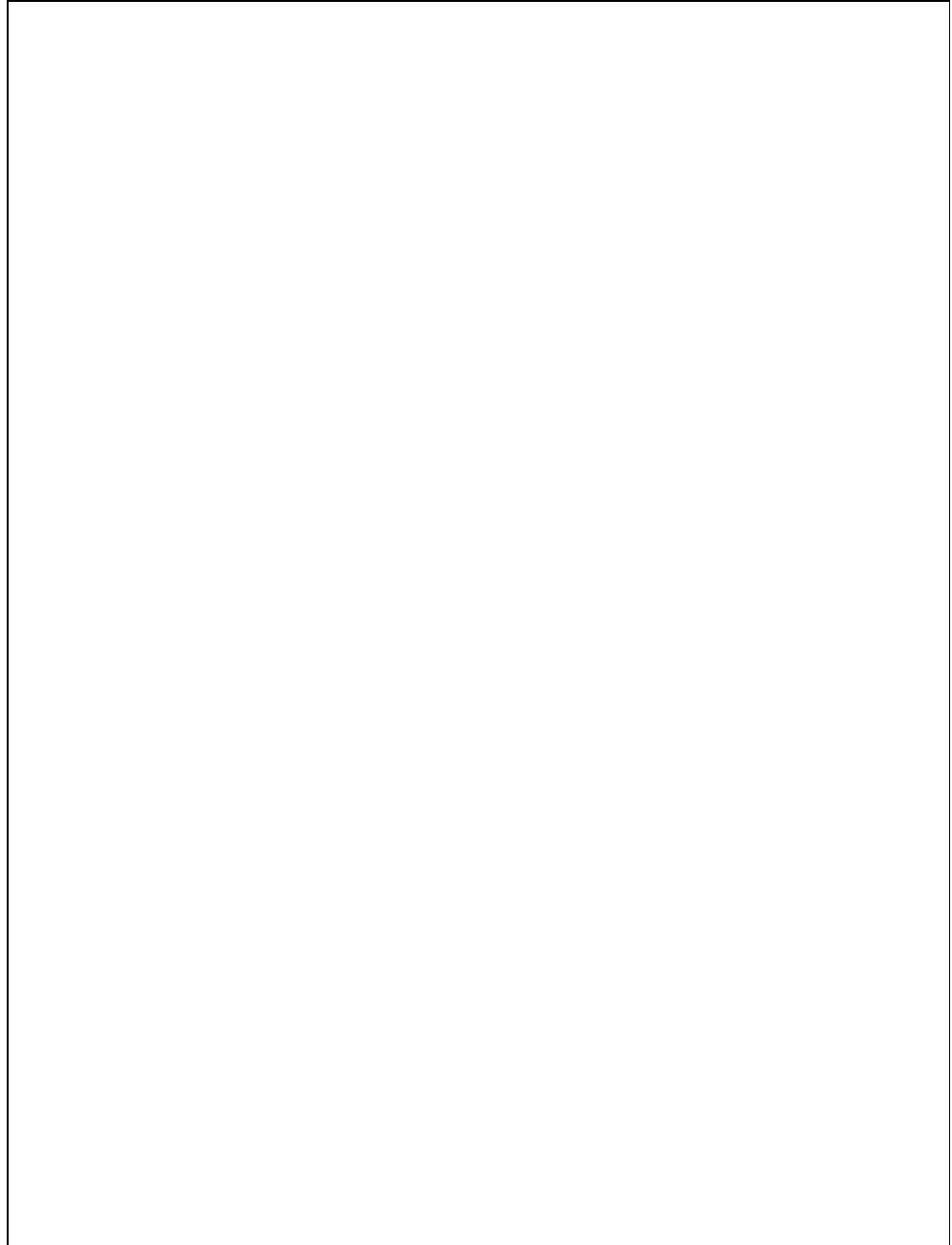
23 Blacka Moor Crescent
Sheffield S17 3GL

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31st March 2024

	Notes	Unrestricted funds £ 2024	Restricted funds £ 2024	Total funds £ 2024	Prior Year funds £ 2023
Incoming resources					
Income from:					
Donations and legacies	2	2,315	18,348	20,663	28,388
Charitable activities	3	15,370	-	15,370	6,446
Other activities	4	11,557	-	11,557	11,324
Investment income	5	955	-	955	151
Total		30,197	18,348	48,545	46,309
Resources expended					
Expenditure on:					
Raising funds	6	1,793	-	1,793	1,817
Charitable activities	7	9,182	5,411	14,593	27,693
Other	8	9,335	15,871	25,206	29,037
Total		20,310	21,282	41,592	58,547
Net movement in funds		9,887	-2,934	6,953	-12,238
Reconciliation of funds:					
Total funds brought forward		85,361	24,951	110,312	122,550
Total funds carried forward		95,248	22,017	117,265	110,312

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

BALANCE SHEET**31ST MARCH 2024**

		Unrestricted	Restricted	Total	Total
		funds	funds	this year	last year
	Notes	£	£	£	£
		2024	2024	2024	2023
Fixed assets					
Tangible assets	9	14,535	20,258	34,793	39,698
		<u>14,535</u>	<u>20,258</u>	<u>34,793</u>	<u>39,698</u>
Add: Current assets					
Debtors	10	2,195	-	2,195	2,698
Cash at bank and in hand	11	85,211	1,759	86,970	74,099
		<u>87,406</u>	<u>1,759</u>	<u>89,165</u>	<u>76,797</u>
Less: Creditors					
amounts falling due within one year	12	6,693	-	6,693	6,183
		<u>6,693</u>	<u>-</u>	<u>6,693</u>	<u>6,183</u>
Total assets less current liabilities		<u>95,248</u>	<u>22,017</u>	<u>117,265</u>	<u>110,312</u>

Funds of the Charity

Designated unrestricted funds	13			83,983	73,998
Other unrestricted funds				11,265	11,363
				<u>95,248</u>	<u>85,361</u>
Restricted funds	14			22,017	24,951
Total Funds				<u>117,265</u>	<u>110,312</u>

The financial statements were approved by the trustees on
and were signed on their behalf by:

Julie Kitlowski
Trustee

Date

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

1. Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are as follows:

a. Accounting Convention

The statements use the accrual basis of accounting.

b. The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

c. Company Status

The charity is a Charitable Incorporated Organisation.

The registered office is 205 Baslow Road, Totley, Sheffield S17 4DT

d. Income Resources

Income is recognised in the period in which the charitable organisation is entitled to receipt and the amount can be measured with reasonable certainty.

e. Resources Expended

Expenditure is included on an accrual basis.

f. Depreciation

Depreciation is provided by the organisation to write off the cost less the estimated residual value of tangible fixed assets by equal annual instalments over their estimated useful economic lives as follows:

Improvements to the property	4% on cost
Equipment	10% on cost
Computer systems	20% on cost

g. Fund Accounting

Unrestricted funds are investment income and other incoming resources or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure which meets the criteria is charged to the fund.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

Accounting Policies continued

h. Independent Examiner's Remuneration

The Independent Examiner did not receive any remuneration. (2023 nil)

i. Reserves Policy

The trustees aim to have reserves to provide adequate working capital for any contingency that may arise.

j. Purchase of Books

Expenditure is written off in the accounts as a charitable activity. It is not capitalised.

k. Repairs and Renewals

Expenditure which replaces and renews the library's premises has not been capitalised.

l. Lease

The library has a full repairing twenty five year lease. The freehold interest is owned by Sheffield City Council.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of income

	Unrestricted funds £ 2024	Restricted funds £ 2024	All funds £ 2024	All funds £ 2023
2. Donations and legacies				
Grants from public bodies				
SCC Associate libraries grant	-	16,198	16,198	16,198
SCC Additional book grant	-	1,000	1,000	1,500
SCC Grant for electrical repairs	-	600	600	-
SCC Grant for cinema licence	-	550	550	-
Grants for children's heater:	-			
Sheffield Town Trust	-	-	-	2,500
National Lottery Community Fund	-	-	-	5,100
SCC Ward Pot	-	-	-	800
	<u>-</u>	<u>18,348</u>	<u>18,348</u>	<u>26,098</u>
Donations and friends				
Donations	2,315	-	2,315	2,290
	<u>2,315</u>	<u>-</u>	<u>2,315</u>	<u>2,290</u>
Total	<u>2,315</u>	<u>18,348</u>	<u>20,663</u>	<u>28,388</u>
	Unrestricted funds £ 2024	Restricted funds £ 2024	All funds £ 2024	All funds £ 2023
3. Charitable activities				
Lettings	4,605	-	4,605	2,589
Training provided	5,096	-	5,096	-
Photocopying and printing	789	-	789	842
Book and DVD sales	3,766	-	3,766	2,130
Cinema raffle	792	-	792	645
Book and art commission	55	-	55	-
Greeting card sales	177	-	177	240
Vandalism compensation	90	-	90	-
	<u>15,370</u>	<u>-</u>	<u>15,370</u>	<u>6,446</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of income

	Unrestricted funds £ 2024	Restricted funds £ 2024	All funds £ 2024	All funds £ 2023
4. Other activities				
Events	3,944	-	3,944	3,662
Refreshments	405	-	405	378
Lottery receipts	7,172	-	7,172	7,261
Orange sticker fines	36	-	36	23
	<u>11,557</u>	<u>-</u>	<u>11,557</u>	<u>11,324</u>
	Unrestricted funds £ 2024	Restricted funds £ 2024	All funds £ 2024	All funds £ 2023
5. Investment income				
Bank interest received	955	-	955	151
	<u>955</u>	<u>-</u>	<u>955</u>	<u>151</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts**Analysis of expenditure**

	Unrestricted funds £ 2024	Restricted funds £ 2024	All funds £ 2024	All funds £ 2023
6. Raising funds				
Lottery prizes	1,793	-	1,793	1,817
	<u>1,793</u>	<u>-</u>	<u>1,793</u>	<u>1,817</u>

	Unrestricted funds £ 2024	Restricted funds £ 2024	All funds £ 2024	All funds £ 2023
7. Charitable activities				
Telephone and broadband	21	800	821	549
Computer, software and website	1,170	-	1,170	1,046
Library consumables and stationery	1,688	-	1,688	1,929
Photocopier expenses	654	-	654	250
Books and book covers	4,086	3,300	7,386	5,612
Greeting card purchase	113	-	113	108
Donations	80	-	80	-
Licences and subscriptions	-33	591	558	735
Equipment repairs and renewals	612	720	1,332	492
Kitchen refurbishment	-	-	-	15,901
Cinema expenses	313	-	313	370
Staff training	-	-	-	18
Cost of events	478	-	478	683
	<u>9,182</u>	<u>5,411</u>	<u>14,593</u>	<u>27,693</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of expenditure

	Unrestricted funds £ 2024	Restricted funds £ 2024	All funds £ 2024	All funds £ 2023
8. Other				
Non domestic rates	-	378	378	934
Water	-	853	853	82
Insurance	883	1,803	2,686	2,457
Electricity	-	3,805	3,805	3,187
Gas	-	5,170	5,170	2,250
Waste disposal	355	-	355	283
Premises repairs and renewals	565	600	1,165	2,557
Replacement of children's heater	-	-	-	6,960
Cleaning	3,598	709	4,307	4,293
Gardening and ground expenses	732	-	732	380
Card machine expenses	40	-	40	21
Depreciation	3,162	2,553	5,715	5,633
	<u>9,335</u>	<u>15,871</u>	<u>25,206</u>	<u>29,037</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

	£	£
	2024	2023
10. Debtors		
Trade debtors	-	-
Prepaid expenses	2,195	2,698
	<u>2,195</u>	<u>2,698</u>

	£	£
	2024	2023
11. Cash at bank and in hand		
Current account	2,430	6,813
Lottery account	252	37,528
Reserve account	83,708	29,053
Card account	233	124
Cash in hand	347	581
	<u>86,970</u>	<u>74,099</u>

	£	£
	2024	2023
12. Creditors		
amounts falling due within one year		
Trade creditors	6,017	5,507
Accrued expenses	-	-
Cash held on behalf of third parties	676	676
	<u>6,693</u>	<u>6,183</u>

	£	£
	2024	2023
13. Designated unrestricted funds		
Grant reserve	16,198	16,198
Building's reserve	50,800	50,800
Adult heater reserve	7,985	7,000
RFID machine replacement reserve	9,000	-
	<u>83,983</u>	<u>73,998</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

14. Summary of restricted funds

	Brought forward	Income in year	Expenses in year	Carried forward
	£	£	£	£
Tangible fixed assets	22,811	-	-2,553	20,258
SCC Associates library grant	-	16,198	-16,198	-
SCC Additional book grants	1,500	1,000	-1,500	1,000
Sheffield Town Trust	640	-	-	640
SCC Electrical repairs grant	-	600	-600	-
SCC Cinema licence grant	-	550	-431	119
	<u>24,951</u>	<u>18,348</u>	<u>-21,282</u>	<u>22,017</u>

15. Related party transactions

There have been no related party transactions in 2023/24 (2022-23: None)



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Totle Community Library Resource and Information Centre

On accounts for the year ended

31 March 2024	Charity no (if any)	1158493
---------------	--------------------------------	---------

Set out on pages

16 - 26
(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

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
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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:

Date:

Name:

C B Jones

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

Chartered Accountant

Address:

23 Blacka Moor Crescent
Sheffield S17 3GL

Section B

Disclosure

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Give here brief details of any items that the examiner wishes to disclose.

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TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

England & Wales - Charity number 1158493

Accounts



**Annual Report
and
Accounts**

**April 2022
To
March 2023**

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

A Charitable Incorporated Organisation

**Trustees' Annual Report and Accounts
for the year ended 31st March 2023**

Contents

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Trustees' Report	2 - 13
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Statement of Financial Activities	16
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TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

A Charitable Incorporated Organisation

ORGANISATION INFORMATION

Trustees

Collette Duke
Carys Hamilton
Dominic Harris
(resigned January 2023)
Philip Harris
(resigned January 2023)
Pamela Johnson
Julie Kitlowski
Christopher Lansdown
Roger Lasco
Kevin McLean
(appointed January 2023)
Colin Ross
(resigned June 2022)
Cvetelin Vasilev
Joanne Woodward
(appointed October 2022)

Chair

Julie Kitlowski

Treasurer

Christopher Lansdown

Secretary

Kevin McLean

Registered Office

Totley Library
205 Baslow Road
Totley
Sheffield S17 4DT

Registered Charity Number

1158493

Bankers

NatWest
42 High Street
Sheffield S1 2GE

Independent Examiner

Christopher Jones



ANNUAL REPORT 2022-23

A MESSAGE FROM THE TRUSTEES

I am pleased to report that since our last AGM this last year, we have seen the library return to the thriving welcoming community library it was pre-covid. I'm really pleased that so many new families are using the library. It is always a delight to see the children's library in particular filled with families enjoying the books and other activities that make it a joy to visit.

The kitchen refurbishment went well and we now have a much better space for volunteers to relax and have a breather during their shifts and we have the additional book shelving which has been put to very good use.

We held a Volunteer Recruitment Fair in March which was successful in terms of getting our much-valued volunteers together in a social gathering and which did produce some interest from potential new volunteers. We would very much like to continue to have more social occasions to thank and support all the various teams who work so hard to make the library be the place that it is.

I would like to thank especially the Book Processing team who spend very many hours ensuring there is always a fabulous selection of books on offer on our shelves. The statistics show that we are lending out books at a really high rate, which is core to our mission.

It is always a joy as you walk to the library to see the work that the gardening team do and there are plans for further development of this area in the future. The trustees particularly want to acknowledge that very many volunteers do their work unseen, such as the building maintenance, baking, website, events management teams and many more.

CCTV has been installed following a number of issues with Antisocial Behaviour and in a short space of time has already proved valuable in terms of evidence to help us address some of the issues more effectively and help volunteers to feel more secure.

In terms of partnership working, we meet all the other volunteer run libraries in Sheffield together once a month. This is always helpful and reminds me how well Totley is doing in terms of our numbers of volunteers and the phenomenal number of books that are taken out!

We are pleased to welcome the various community groups that meet in the library and have conversations with the local schools and churches to keep up links in our community. Our local councillors continue to support us when we have issues that they might assist us with.

We have also had conversations with Sheffield University and Hallam about potentially having some students doing short term projects with us.

The Board of Trustees has been strengthened with the addition of Joanna, with her community engagement links and Kevin, who has taken the role of Secretary. Pamela is on a 12 month sabbatical leaving a gap in her role of marketing but plans to return in 2024.

We miss the expertise that Phil and Dom Harris gave us on the Board and are still looking for trustees to help us with the management of the building and community links. We are grateful to Phil for continuing to run the library lottery.

We have been trying to develop more of a strategy and plan for the next 5 years or so but when funding from the Council is never secure, planning ahead is somewhat challenging.

We are all agreed that we wish to continue to be primarily a Library service which has many additional community facilities but conversations are ongoing and any contributions from members regarding plans for the future of the library are always very much welcomed.

In terms of finance we have reached our year end in a relatively good position but as you will see from the treasurer's report we do spend a considerable amount of time trying to be prudent managers of the funds that the library has. Without the valiant efforts from all the various fundraising events and the lottery our finances would not be in such a healthy state, so again thanks to all involved.

We had to replace the children's heaters last year and may well need to replace the adult heaters this year so we never feel that we are entirely without potential challenges to our prudent reserves

With regard to the library service, we have we have been able to provide a full library service in this year but as ever this has only been possible because of the number of active volunteers and by the considerable efforts of the Day Coordinators who work so hard to ensure the smooth day to day running of our library.

Julie Kitlowski (Chair of the Trustees of Totley CRIC)

1. Objectives and activities

1.1 Public Benefit Statement

Totley CRIC has defined its charitable purpose or public benefits statement, as follows:

'The objects of the Charitable Incorporated Organisation ("CIO") are to advance and promote education for the benefit of the general public in the city of Sheffield and elsewhere and in particular (but not exclusively) the inhabitants of Totley in the City of Sheffield (the "area of benefit") who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, and regardless of their sex, sexual orientation, race, political or religious opinions, by establishing and providing community based library facilities and associated services. In furtherance of this object the CIO shall have the power (but not the obligation) to manage a building or any such buildings as is needed from time to time for the purposes of providing a community-based library to the public in the area of benefit'.

The Trustees of Totley CRIC believe that during the eighth year of operation the organisation has complied fully with the duty to have regard for the legal requirement to provide 'public benefit' acting in accordance with the public benefits statement detailed above.

1.2 Our volunteers

Our records tell us that over the course of 2022-23, 110 of our volunteers did at least one shift, up from 101 the previous year. Twenty-three new volunteers joined, adding to our capacity in the library, as well as our gardening, film, children's and events teams. Our new volunteers included 2 new trustees who have also been an asset to Totley CRIC. And we were pleased to welcome back 3 long-established volunteers who returned after the Covid pandemic.

Of the 110 active volunteers in 2022-23, 63 did shifts delivering library services, 50 of whom did more than 10 shifts over the course of the year. We are very grateful to those volunteers who regularly sign up for shifts, week in, week out, especially to those who step in at short notice to fill gaps in rotas.

Some of our volunteers take on extra responsibility for managing and delivering services, notably our Day Coordinators. Most have been with Totley CRIC for several years so have a lot of experience and a wide range of skills. We would be very pleased to welcome existing volunteers to the team of Day Coordinators: people should not hold back from joining the team because they don't know everything – no-one does, but the Day Coordinators are very willing to share their skills with others.

At the very end of 2022-23, we held a Volunteer Fair, mainly aimed at existing volunteers but also open to members of the public. The event was organised around 6 tables where we showcased the key activities: Library Services, Children's Activities, Cinema, Gardening, Events and the crucial, largely unseen back-office work of Supporting the Library. The event was very successful as a social event – everyone seemed to enjoy the chance to talk to other volunteers, especially those they don't normally meet; and the information displays of library performance and activities attracted a lot of favourable comment, including from long-standing volunteers (several were heard to say 'I never knew that!'). Some existing volunteers signed up to take on new, additional roles and three people signed up as new

volunteers. And most important of all, this was an opportunity for the Totley CRIC Trustees to say a very big Thank You to our volunteers, who are the bedrock of everything we do.

1.3. Library Services

It has now been eight years since Totley CRIC took over the library from Sheffield City Council as a volunteer-run charity. The library is open for twenty seven hours a week plus extra hours for community groups when the library is closed.

The 6 computers continue to be well used and we are in the process of replacing/improving our internet provision. Photocopying services are available.

1.4 Community activities and events

The library hosts a large number of events which are advertised to our local community:

- The library has a cinema which shows 3 films each month, on Thursday afternoon for older people, Friday evenings for adults.
- We had a Beatles event which was really well attended.
- The library puts on a Christmas Fair and a Plant Sale annually which are both very well attended and appreciated by the community.
- We have book sale bimonthly on Saturday afternoons.
- We support and attend the Dore and Totley Shows.
- We have had a Totley Yard Sale in May and a Summer Art Exhibition in June.
- We have had speakers some evenings such as Alan Biggs Sports journalist and broadcaster.
- Our AGM is an evening with refreshments where we volunteers can meet up.
- In March 2003 we had a Recruitment Fair primarily to thank our current volunteer and get everyone together socially but also to try to recruit new volunteers. We will do this each year.
- Totley library takes part in the Summer Reading Challenge.
- Many family groups came into the library over the summer holidays and over the first few weeks 268 were registered and 60 children got their first ever library card - a huge success.
- We will be having a Folk night on 15th October and a CPR training event 19th October this year.
- The library provides a Totley Community Art Space where local artists can display and sell their work to the community.
- The library was registered as part of the "Warm Spaces" initiative providing hot drinks and comfortable chairs for those struggling with heating costs at home.

There are a number of groups that meet in the library outside normal opening hours. These groups make a small contribution to the costs of keeping the building open.

Our current list includes a Poetry Group, Book groups, Chair Aerobics, Cinema, Friends of Gillfield Woods, Friends of Dore and Totley Station, Totley History Group, the Natter Group and the children's French class. We also open for one off events such as musical events or talks.

In term time the library runs weekly sessions: Babytime for Babies and parents; Storytime for mothers and young children and in school holidays we have had arts and crafts mornings for young families. A health walking group meets weekly in the library.

Other groups meet when the library is open, including the Penderil Trust, who provide advice and support for people who receive Direct Access Payments from the Council.

We aspire to develop other services for the community but this is very much dependent on volunteer capacity and finances, and we offer training to our volunteers.

2. Achievements and Performance

2.1 Strategy Review

The Trustees have begun a review of CRIC's overall strategy to underpin a new 5 year strategic plan. While we are convinced that we will primarily remain a library, with associated community services and facilities, we want to make sure we are providing what library users and potential users want and that we are serving our wider community in ways that they value. We know our community is changing and we have observed that the demographic in Totley is changing, with more diversity and more, younger people.

We intend to develop a stronger link between our strategy and how we measure what we are doing for the community, as a way of demonstrating to funders and our stakeholders that CRIC remains a valuable part of our community.

2.2 Book purchases and Book Issue figures

In 2022/23 we spent £5,612 on new books plus £439. on book processing materials (covers, stickers, presentation materials). In total, we added 1725 books to the library shelves (compared with 1339 in 2021/22) of which approximately 44% were "as new" donated books.

Prior to the pandemic, the books we purchased were added to our Orange sticker (OS) scheme or Sheffield council stock on an approximate 50:50 basis. This has not been possible since January 2020 as the council were unable to process books for the volunteer libraries. During 22/23, apart from a small selection of books provided through "Reading Well" scheme, all new books were added to the Orange Sticker scheme and were managed by Totley library volunteers.

The Book Processing team, consisting of 6 volunteers, continued to meet approximately monthly throughout 22/23. This team oversaw and managed:

1. Monthly purchase of books, including new best sellers and books on topical issues.
2. The addition of the books to KOHA (the library management programme used by volunteer libraries) and the preparation of books for library display.
3. Sorting "as new" quality donated books to add to stock
4. Systems for library users and volunteers to make recommendations about book purchases.
5. Presentation of library stock and improved library displays in both the Children's and the Adult library

6. Withdrawing and discarding old stock. Books were withdrawn in line with council guidance.
7. Follow up of overdue and missing books.

We received a lot of positive feedback from library users and volunteers about the quality and variety of books that are on offer at Totley library, and increasingly saw library users from outside of the Totley/Dore area choosing to use Totley Library, in preference to their local library.

Prior to the pandemic, Totley Library was unusual in that against a national background of declining book issue figures, we had begun to see a steady increase in the use of the library and an improvement in book loan figures. We have not yet received the annual statistics from the council about the number of new users registering at Totley Library but observations indicate that the library is returning to pre-pandemic levels of activity.

We continued to attract new library users throughout 22/23 and each month we registered over 50 new users a month. This rate doubled in the summer (July and Aug) to around 100 a month during the period of the Reading Challenge. Observations also indicated that the Totley library had begun to attract a more ethnically diverse user group with the library proving particularly popular with young Chinese families.

Our loan rates for this period compared with other volunteer libraries were very high. Our Children's loan rates were particularly high. The loan rates for Totley Loans have become an increasing proportion of our loans as all our new books are added to the OS system. During this period approximately 50% of Children's books were loaned from the OS collection.

The trend since April 23 continues to show an increase in lending rates with particularly high issue rates throughout July and Aug this year reflecting the popularity of the Reading challenge. Borrowing rates for our own stock (Orange Sticker) books continue to increase and is heading towards 50% of lending.

Totley Issue Figures.

Year	20/21	21/22	22/23
Sheffield City Council Adult print (including renewals)	1614	8084	9693
Totley OS Adult (including renewals)	694	2824	5264
Sheffield City Council Children print (including renewals)	777	9205	10718
Totley OS Children (including renewals)	285	4620	9842
TOTAL ISSUES	3,394	24,733	35,517

2.3 Building Improvements

The refurbishment and development of the Kitchen area has been completed this year. This has provided an improved area for rest and relaxation for the volunteers along with much more shelving assisting the management of our donated books etc

The heater in the children's library has been replaced and it is likely that we will need to replace the adult heater in the near future We will need to look again at fundraising specifically for this as it is a considerable expense

We are planning to do some work on the electrics this year looking at the number and location of the sockets etc which currently are not fit for purpose We are in the process of getting quotes for this work

In the event of day to day building maintenance we currently depend on 2 volunteers Harry Armitage and Mark Ball who we regularly call on for assistance However it is an old building and we are looking to strengthen our building management team

We have concerns about the age of the building in particular the roof and would aspire to make the library more eco friendly with regard to insulation etc in future years These issues are incorporated in our Reserves policy and Strategy/ Plan

The Wi-Fi at the library is currently being reviewed and we are looking at a new provider in the very near future

2.4 Marketing and Communications

We use a variety of Social Media to communicate information about Totle CRIC Volunteers help update Facebook and make Posters etc

A monthly e-newsletter goes out to all volunteers.

We have articles in the Totle Independent and Dore to Dore Magazines which are free magazines which cover the S17 area ie Totle Dore and Bradway

The Totle CRIC website www.totlecric.org.uk has all the up to date information about opening hours, activities, new books, cinema programs, events etc Tom Burke currently adds items to the web site and Ellen Knight is looking at editing /developing the website and Instagram

We have a stall at local annual events such as the Totle Show and Dore Show and our own sales such as the Plant sale and Christmas events are well supported by the community

Our current trustee lead on marketing and fundraising, Pamela Johnson is currently taking a 12 months sabbatical and is due back in 2024

3. Structure, Governance and Management

3.1 Trustees

In line with the charity's Constitution Totle CRIC is managed by a group of Trustees.

The Trustees and their roles are described below:

TRUSTEES	FROM
<p>Collette Duke - Events coordinator</p> <p>Collette has been involved in Totley Library since it transferred to Totley CRIC in September 2014. She has been a Day Coordinator and played a very active role in the day to day management of the library. She will be handing over her role as Events Booker as soon as a successor can be found</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 15th September 2015, and 18th September 2018 and September 2021</p>
<p>Cvet Vasilev - IT & Cinema Lead</p> <p>Cvet has a doctorate and works as a biophysicist at the University of Sheffield, always curious and eager to learn new things. His interests also include information and computer technology.</p>	<p>Appointed 18th September 2018, re-elected September 2021</p>
<p>Julie Kitlowski - Chair and Safeguarding lead</p> <p>Julie moved to Totley seven years ago Her work helps her to understand a lot about the area and the population. She was Chair of Rotherham Clinical Commissioning Group overseeing the £450 million budget and pioneered some of the provision of “social prescribing” funding charities to provide additional services to help patients such as befriending. She also chaired the Health and Wellbeing Board so worked closely with colleagues from the council, hospital, police fire and ambulance services etc. She has also volunteered overseas; teaching health workers in remote villages in Nepal and Myanmar refugee camps along with being the medical lead for a conservation expedition to Madagascar Julie was a local Gp but retired in April of 2023</p>	<p>Appointed 17th September 2019 Re elected October 2022</p>
<p>Roger Lasko - Volunteer Lead</p> <p>Roger has been part of the volunteer team at Totley Library since 2017 He had a long career as a civil servant: he started as a government economist and ended heading operations across government to minimise losses due to fraud or error from the welfare system. He has had a number of volunteering roles including Treasurer at a local church; helping to set up and then run a church-based youth work charity in Sheffield 17; writing the constitution for a local arts society; and helping to run two refugee charities, one small, the other pretty big.</p>	<p>Appointed 17th September 2019</p> <p>Re elected October 2022</p>

<p>Chris Lansdown - Treasurer</p> <p>Chris is a retired Chartered Accountant who used to offer accountancy and taxation services to local businesses, charities and individuals.</p>	<p>Appointed 18th May 2020</p>
<p>Carys Hamilton - Office Manager</p> <p>Carys retired from teaching in 2013. She took over running the Book Group that meets in the Library and then got involved in the Save Totley Library campaign. Carys joined the Library Volunteers when Totley CRIC was created in 2014. Having been a Day Coordinator for the past seven years her Trustee role is as ink person for that group and Office Manager.</p>	<p>Appointed 14th September 2020</p>
<p>Joanna Woodward- Community Network and Engagement</p> <p>Joanna currently works for Age UK as Community Development Office and leads on Sheffield City Councils "People Keeping well" in the South West of Sheffield. Joanna is currently supporting the Council in the development of Sheffield as a World Health Organisation "Age Friendly" City since its acceptance in the worldwide network in 2019. Joanna is a trustee of other charities in the area and hopes to bring experience of her previous and current roles to support the Library in its community networking and engagement activity.</p>	<p>Appointed October 7th 2022</p>
<p>Kevin McLean -Secretary to the board of trustees Strategy lead</p> <p>Kevin retired in 2021 from a career spanning public administration, digital inclusion and running his own business. He is currently Secretary to the Board of Trustees and is leading development of our Strategy ie 5 year plan for development.</p>	<p>Appointed January 2023</p>
<p>Pamela Johnson-Marketing and Fundraising Lead</p> <p>Pamela moved to Totley in 2018, following a 30 year career in the arts/culture and higher education sectors. She now works as a freelance consultant in business, marketing and fundraising for charities and not for profits. She is an experienced trustee of 18+ years having held board director positions at Buxton Opera House and The Met Arts Centre, Lancashire. She is an avid book, film and arts enthusiast and football fan.</p>	<p>Appointed 1st February 2021</p> <p>On Sabbatical for a year and plans to return in 2024</p>

3.2 Governance

Totley CRIC is a Charitable Incorporated Organisation with details of the charity's governance arrangements set out in its Constitution which was adopted at a General Members meeting held in March 2015.

The membership of Totley CRIC is made up of all registered volunteers involved in the charity. The Trustees are accountable to this wider membership for the work they undertake. The charity currently has a wide range of interested volunteers who work with trustees to make decisions about the library's future.

Totley CRIC is led by the Board of Trustees. Several current trustees are also involved in the oversight of other bodies including charities and public-sector organisations with all trustees being clear about their responsibilities and about the principles of good governance.

Formal meetings of the trustees are held on a regular basis to manage the business of the charity. Minutes of meetings are circulated to the volunteers. The constitution of Totley CRIC specifies that the board of trustees shall meet at a minimum six times each year with meetings currently being held bi-monthly.

3.3 Management arrangements

In addition to the trustees, Totley CRIC has an excellent core group of eight day coordinators, who take day to day responsibility for the delivery of the service and coordinating activities in the library. The day coordinators ensure that volunteer rotas have enough volunteers in place to ensure shifts are covered and that volunteers are trained and supported.

Each library shift has an allocated shift leader, who is a volunteer trained both to use the library management system, and in the overall management of the library. Shift leaders are responsible for both building and service during their shift.

We have monthly meetings with the other community run libraries (still on Zoom rather than in person) and have received very positive feedback from them about our operational model, which we have shared with them.

We all have similar issues in terms of succession planning and ongoing concerns that community run libraries will have sufficient volunteers in the future This applies to ALL levels of volunteer support and includes recruitment of trustees.

We do have support from Voluntary Action Sheffield who have offered to review our policies and advertise volunteer vacancies.

4. Reference and administrative details

Totley Community Resource and Information Centre (Totley CRIC) is a registered charity (No. 1158493) which was set up in September 2014 to provide library and other community services to the residents of Totley, Dore and Bradway in the city of Sheffield. The charity is known as Totley CRIC, was set up as a Charitable Incorporated Organisation and is a not-for-profit organisation. Totley CRIC is responsible for and manages Totley Library as an Associate Library within Sheffield Libraries. It is run entirely by volunteers from the local community who have managed the library since its transfer from Sheffield City Council on 4th October 2014.

5. Financial review

5.1 Funding for the year

During the year ended 31st March 2023 we were very pleased to receive an Associate Libraries grant of £16,198 from Sheffield City Council together with a further grant of £1,500 to help with the purchase of books during the forthcoming year to 31st March 2024.

We also received £800 from Sheffield City Council Ward Pot which partly financed repairs to our workroom.

We replaced our children's heater which was financed by the National Lottery Community Fund (£5,100) and from Sheffield Town Trust (£2,500).

5.2 Income from charitable events, donations and from our lottery

Self-generating income has slowly recovered since the end of the Covid pandemic although compared with pre-pandemic figures book sales need to show improvement. Similarly, lottery income, which is an important source of income is gradually reducing. This year the net income was £5,444 compared with a pre-pandemic figure of £6,144.

To boost our income from 1st April 2023 we will charge all library users for the use of our facilities. Previously some users were not charged.

5.3 Restricted funds

As noted above we received local authority grants and other grants listed above which have been fully spent on the running costs of the library.

5.4 Charitable resources

We acknowledge that charitable funds should be spent on charitable activities as soon as is reasonably practical after they have been received. It is contrary to the principles of the Charities Act for charities to accumulate unspent money without good reason. However, we do need to retain sufficient reserves for known liabilities and contingencies, absorb setbacks and take advantage of changes and opportunities.

Monies held at the bank include a book purchase grant from our local authority amounting to £1,500 and will be available for spending in the forthcoming year.

5.5 Reserves Policy

Our balance sheet at 31st March 2023 states that the level of unrestricted current asset reserves amounted to £68,474. This is current assets of £74,657 less creditors of £6,183. We have considered the Charity Commissioner's guidelines and are happy that this represents an appropriate level of unrestricted reserves. This policy is reviewed regularly in line with our perceptions of risk.

Our specific concerns are:

1. A local authority grant which does not increase with inflation or indeed may not be received in future years. We have reserved one year's grant amounting to £16,198.
2. We have a repairing lease and may well incur considerable costs if the fabric of the building required repair. This is particularly relevant to the roof which is known to be in a

poor state of repair. In December 2021 we were advised by our local authority to replace our children's heating system. This has now been carried out but clearly it would be prudent to renew our adult's heating system. We have reserved £50,800 for general repairs and a further £7,000 to make essential repairs to our heating system. We would like to replace it with a ecological heat pump system but given a quotation amounting to £28,320 this will not be possible.

5.6 Deficit

During the year ended 31st March 2023 the library incurred a deficit of £12,238 compared with a deficit of £16,797 for the preceding year.

This deficit would have been a small surplus of £2,863 had we not chosen to renew our workroom at a net cost of £15,101. This is a total cost of £15,901 less a SCC ward pot grant of £800. Similarly last year's deficit would have been a surplus of £2,091 if we hadn't repaired our blinds at a cost of £18,888.

5.7 Financial and activity monitoring

The trustees receive reports monitoring income, expenditure and performance against a budget on a two monthly basis.



Section A

Independent Examiner's Report

Report to the trustees/ members
of

Charity Name
Totley Community Library Resource and Information Centre

On accounts for the year ended

31 March 2023

**Charity
no (if any)**

1158493

Set out on pages

16 - 26

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

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.

Signed:

Date:

21st September
2023

Name:

C B Jones

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

Chartered Accountant

Address:

23 Blacka Moor Crescent

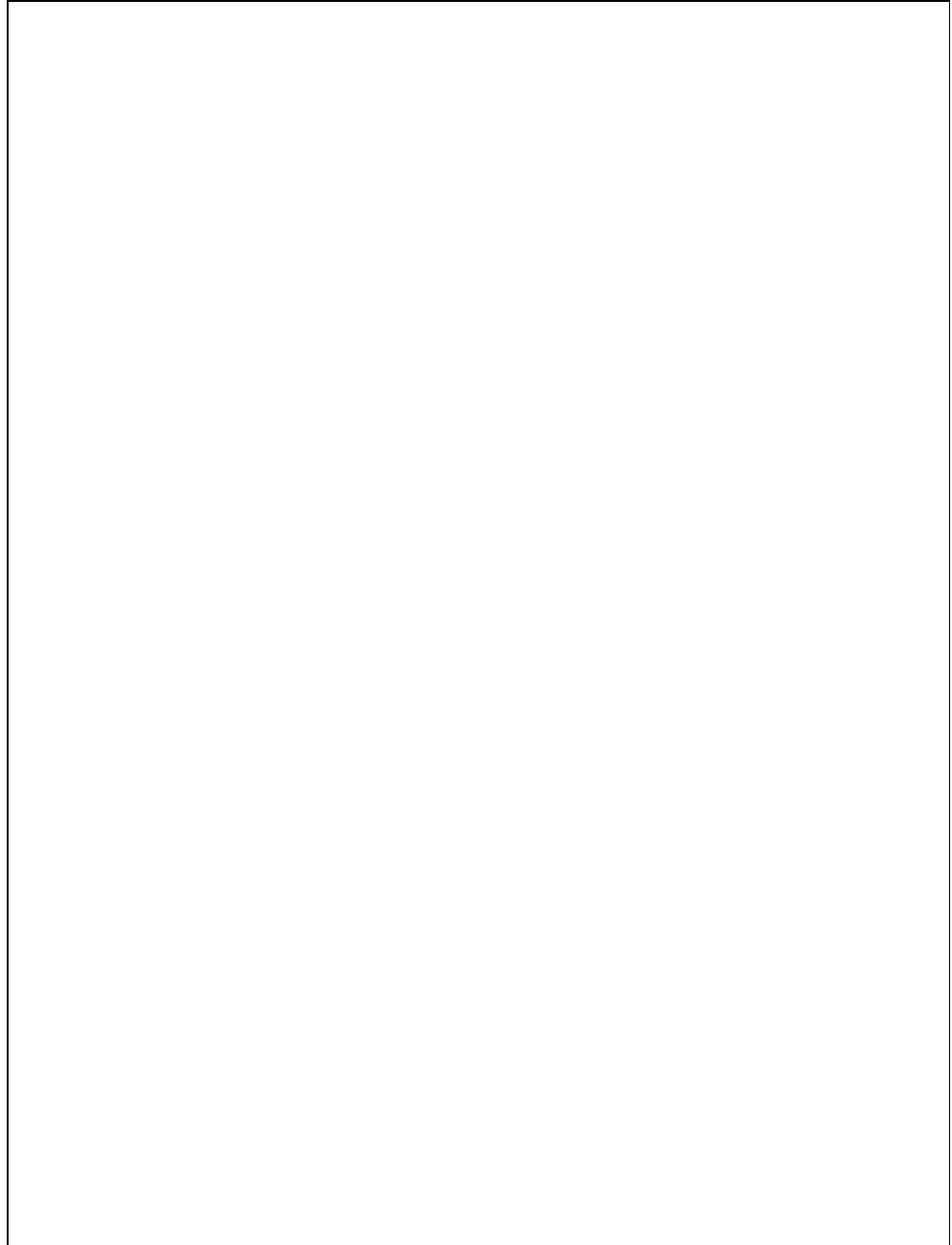
Sheffield S17 3GL

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, intended for the user to provide details of items to be disclosed. The box is currently blank.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31st March 2023

	Notes	Unrestricted funds £ 2023	Restricted funds £ 2023	Total funds £ 2023	Prior Year funds £ 2022
Incoming resources					
Income from:					
Donations and legacies	2	2,290	26,098	28,388	20,678
Charitable activities	3	6,446	-	6,446	3,613
Other activities	4	11,324	-	11,324	9,706
Investment income	5	151	-	151	4
Total		20,211	26,098	46,309	34,001
Resources expended					
Expenditure on:					
Raising funds	6	1,817	-	1,817	1,864
Charitable activities	7	20,338	7,355	27,693	30,566
Other	8	8,381	20,656	29,037	18,368
Total		30,536	28,011	58,547	50,798
Net movement in funds		-10,325	-1,913	-12,238	-16,797
Reconciliation of funds:					
Total funds brought forward		101,296	21,254	122,550	139,347
Adjustment to restricted fund brought forward		-5,610	5,610	-	-
Total funds carried forward		85,361	24,951	110,312	122,550

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

BALANCE SHEET**31ST MARCH 2023**

		Unrestricted	Restricted	Total	Total
		funds	funds	this year	last year
	Notes	£	£	£	£
		2023	2023	2023	2022
Fixed assets					
Tangible assets	9	16,887	22,811	39,698	45,331
		<u>16,887</u>	<u>22,811</u>	<u>39,698</u>	<u>45,331</u>
Add: Current assets					
Debtors	10	2,698	-	2,698	2,950
Cash at bank and in hand	11	71,959	2,140	74,099	90,277
		<u>74,657</u>	<u>2,140</u>	<u>76,797</u>	<u>93,227</u>
Less: Creditors					
amounts falling due within one year	12	6,183	-	6,183	16,008
		<u>6,183</u>	<u>-</u>	<u>6,183</u>	<u>16,008</u>
Total assets less current liabilities		<u>85,361</u>	<u>24,951</u>	<u>110,312</u>	<u>122,550</u>

Funds of the Charity

Designated unrestricted funds	13			73,998	68,998
Other unrestricted funds				11,363	32,298
				<u>85,361</u>	<u>101,296</u>
Restricted funds	14			24,951	21,254
Total Funds				<u>110,312</u>	<u>122,550</u>

The financial statements were approved by the trustees on 21st September 2023 and were signed on their behalf by:

Roger Lasko
Trustee

Date

23rd September 2023

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2023

1. Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are as follows:

a. Accounting Convention

The statements use the accrual basis of accounting.

b. The accounts are prepared in sterling, which is the functional currency of the charity.

Monetary amounts in these financial statements are rounded to the nearest pound.

c. Company Status

The charity is a Charitable Incorporated Organisation.

The registered office is 205 Baslow Road, Totley, Sheffield S17 4DT

d. Income Resources

Income is recognised in the period in which the charitable organisation is entitled to receipt and the amount can be measured with reasonable certainty.

e. Resources Expended

Expenditure is included on an accrual basis.

f. Depreciation

Depreciation is provided by the organisation to write off the cost less the estimated residual value of tangible fixed assets by equal annual instalments over their estimated useful economic lives as follows:

Improvements to the property	4% on cost
Equipment	10% on cost
Computer systems	20% on cost

g. Fund Accounting

Unrestricted funds are investment income and other incoming resources or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure which meets the criteria is charged to the fund.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2023

Accounting Policies continued

h. Independent Examiner's Remuneration

The Independent Examiner did not receive any remuneration. (2022 nil)

i. Reserves Policy

The trustees aim to have reserves to provide adequate working capital for any contingency that may arise.

j. Purchase of Books

Expenditure is written off in the accounts as a charitable activity. It is not capitalised.

k. Repairs and Renewals

Expenditure which replaces and renews the library's premises has not been capitalised.

l. Lease

The library has a full repairing twenty five year lease. The freehold interest is owned by Sheffield City Council.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of income

	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
2. Donations and legacies				
Grants from public bodies				
SCC Associate libraries grant	-	16,198	16,198	16,198
SCC Additional book grant	-	1,500	1,500	1,500
Grants for children's heater:				
Sheffield Town Trust	-	2,500	2,500	-
National Lottery Community Fund	-	5,100	5,100	-
Grant for workroom				
SCC Ward Pot	-	800	800	-
	-	26,098	26,098	17,698
Donations and friends				
Donations	2,290	-	2,290	2,980
	2,290	-	2,290	2,980
Total	2,290	26,098	28,388	20,678
	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
3. Charitable activities				
Lettings	2,589	-	2,589	1,091
Photocopying and printing	842	-	842	323
Book and DVD sales	2,130	-	2,130	2,003
Cinema raffle	645	-	645	163
Greeting card sales	240	-	240	33
	6,446	-	6,446	3,613

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of income

	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
4. Other activities				
Events	3,662	-	3,662	1,917
Refreshments	378	-	378	88
Lottery receipts	7,261	-	7,261	7,451
Orange sticker fines	23	-	23	-
Sale of equipment	-	-	-	250
	<u>11,324</u>	<u>-</u>	<u>11,324</u>	<u>9,706</u>
	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
5. Investment income				
Bank interest received	151	-	151	4
	<u>151</u>	<u>-</u>	<u>151</u>	<u>4</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts**Analysis of expenditure**

	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
6. Raising funds				
Lottery prizes	1,817	-	1,817	1,864
	<u>1,817</u>	<u>-</u>	<u>1,817</u>	<u>1,864</u>

	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
7. Charitable activities				
Telephone and broadband	-	549	549	475
Computer, software and website	795	251	1,046	808
Library consumables and stationery	126	1,803	1,929	1,667
Photocopier expenses	250		250	193
Books purchased using book grant	2,312	3,300	5,612	5,343
Greeting card purchase	108		108	67
Licences	575	160	735	836
Equipment repairs and renewals	-	492	492	423
Replacement blinds	-	-	-	18,888
Kitchen refurbishment	15,101	800	15,901	-
Cinema expenses	370	-	370	201
Covid - 19 expenses	-	-	-	870
Staff training	18	-	18	268
Cost of events	683	-	683	527
	<u>20,338</u>	<u>7,355</u>	<u>27,693</u>	<u>30,566</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of expenditure

	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
8. Other				
Business rates	-	934	934	477
Water	-	82	82	4
Insurance	2,457		2,457	2,211
Electricity	-	3,187	3,187	1,707
Gas	-	2,250	2,250	2,208
Waste disposal	283	-	283	170
Premises repairs and renewals	2,329	228	2,557	2,993
Replacement of children's heater	-	6,960	6,960	-
Cleaning	-	4,293	4,293	2,543
Gardening and ground expenses	211	169	380	422
Card machine expenses	21	-	21	-
Depreciation	3,080	2,553	5,633	5,633
	<u>8,381</u>	<u>20,656</u>	<u>29,037</u>	<u>18,368</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

	£	£
	2023	2022
10. Debtors		
Trade debtors	-	354
Prepaid expenses	2,698	2,596
	<u>2,698</u>	<u>2,950</u>

	£	£
	2023	2022
11. Cash at bank and in hand		
Current account	6,813	12,474
Lottery account	37,528	32,233
Reserve account	29,053	44,901
Card account	124	-
Cash in hand	581	669
	<u>74,099</u>	<u>90,277</u>

	£	£
	2023	2022
12. Creditors		
amounts falling due within one year		
Trade creditors	5,507	15,012
Accrued expenses	-	-
Cash held on behalf of third parties	676	996
	<u>6,183</u>	<u>16,008</u>

	£	£
	2023	2022
13. Designated unrestricted funds		
Grant reserve	16,198	16,198
Building's reserve	50,800	40,000
Adult heater reserve	7,000	7,000
Fuel reserve	-	5,800
	<u>73,998</u>	<u>68,998</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

14. Summary of restricted funds

	Brought forward	Adjustment to brought forward	Income in year	Expenditure in year	Carried forward
	£	£	£	£	£
Tangible fixed assets	19,754	5,610	-	-2,553	22,811
SCC Associates library grant			16,198	-16,198	-
SCC Additional book grants	1,500		1,500	-1,500	1,500
Sheffield Town Trust			2,500	-1,860	640
National Lottery			5,100	-5,100	-
SCC Ward Pot			800	-800	-
	<u>21,254</u>	<u>5,610</u>	<u>26,098</u>	<u>-28,011</u>	<u>24,951</u>

15. Related party transactions

There have been no related party transactions in 2022/23 (2021-22: None)



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Totlely Community Library Resource and Information Centre

On accounts for the year ended

31 March 2023
Charity no (if any) 1158493

Set out on pages

16 - 26
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

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.

Signed:

Date: 21st September 2023

Name: C B Jones

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

Chartered Accountant

Address:

23 Blacka Moor Crescent
Sheffield S17 3GL

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

England & Wales - Charity number 1158493

Accounts



ANNUAL REPORT 2021-22

A MESSAGE FROM THE TRUSTEES

On behalf of the Trustees of Totley CRIC I would like to express our gratitude for the hard work and enthusiasm of all our volunteers, without whom we would not be able to continue to operate our library services.

This year has thankfully seen us gradually able to return to normal library working with the return of community groups and events to the library. We have been able to allow volunteers and library users to feel they were in a safe environment even though Covid 19 is still prevalent.

After Covid our volunteer numbers have increased together with a growing number of people using our library. We are particularly pleased to welcome families and young people who want to become involved.

Later in the year our library trustees will be having a strategy meeting to discuss future plans for community development and management of the building over the next few years. Any contributions or ideas are always much appreciated. It is an old building and, among other improvements, we will need to be looking at improving insulation and installing solar panels as funds permit.

Looking ahead 2024 will be a year when we celebrate ten years of the library becoming a volunteer led charity. We would like to plan a celebration to mark this milestone. All ideas are very welcome.

This year, improvements have been made to the website, and we have used social media more frequently to try to communicate as widely as possible with our community. After a highly successful Reading Challenge, we would particularly like to encourage more involvement from local schools and young people to recommend books and events they would like to see taking place.

Totley Library is a very well used facility with a warm and welcoming environment and I would again like to thank all those who contribute to our community hub.

Finally, I would like to thank Norman Rolfe who has stepped down as the chair of the trustees after seven years of service. His advice and hard work have been invaluable.

Julie Kitlowski

Chair of the Trustees of Totley CRIC

1. Objectives and activities

1.1 Public Benefit Statement

Totley CRIC has defined its charitable purpose or public benefits statement, as follows:

'The objects of the Charitable Incorporated Organisation ("CIO") are to advance and promote education for the benefit of the general public in the city of Sheffield and elsewhere and in particular (but not exclusively) the inhabitants of Totley in the City of Sheffield (the "area of benefit") who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, and regardless of their sex, sexual orientation, race, political or religious opinions, by establishing and providing community based library facilities and associated services. In furtherance of this object the CIO shall have the power (but not the obligation) to manage a building or any such buildings as is needed from time to time for the purposes of providing a community-based library to the public in the area of benefit'.

The Trustees of Totley CRIC believe that during the seventh year of operation the organisation has complied fully with the duty to have regard for the legal requirement to provide 'public benefit' acting in accordance with the public benefits statement detailed above.

1.2 Our volunteers

During 2021-22, we had 101 active volunteers (volunteers recorded on 3 Rings who have booked at least one shift over the last year) although this does not truly reflect the actual number of volunteers who do a variety of additional jobs for the library. During the pandemic the number of active volunteers reduced significantly and we were somewhat concerned about our capacity to open up fully to pre covid levels. However, there have been a pleasing number of new enthusiastic and capable new volunteers who are undertaking induction and training which will enable us to work towards pre-covid opening times. Refresher training has been offered to existing volunteers where requested.

Special mention should be made to the gardening volunteers who work many hours to keep our library grounds looking so delightful. The team are very much in need of additional volunteers and in particular younger people.

The book processing team also deserve a specific mention as this is very time-consuming work that has to be done when the library is closed. We much appreciate their work.

Operating our library service has always depended heavily on our Day Coordinators, who have additional skills and experience essential to the smooth running of the library.

They regularly put in many extra hours each week, in addition to hours scheduled on the rota. We are very grateful for their continued hard work.

We are always looking to encourage, develop and upskill volunteers to ensure that we have appropriate succession plans in place.

Training and induction events have regularly taken place to help with issues such as registration details etc. which have been successful and well attended.

1.3. Library Services

It has now been seven years since Totley CRIC took over the library from Sheffield City Council as a volunteer run charity. The library is open for twenty seven hours a week plus extra hours for community groups.

Since the last Annual General Meeting there has been a gradual re-introduction of services which were risk assessed with regard to keeping volunteers and community users safe. Measures such as face masks, ventilation and sanitisation have been gradually relaxed in line

with Government guidance. Pilot events took place during the Autumn 2021 such as the return of the Totlely Library cinema with reduced capacity to ensure that the roll out of events could be managed safely.

Our computers are well used with around 150 sessions offered each month with an average user time of 90 minutes per session.

2. Community activities and events

The gradual re-introduction of events and meetings has been very much welcomed. These include weekly Baby Time and Storytime for babies and young children together with their parents or carers

Other various community groups resuming regular meetings in the library including Friends of Gillfield Wood, Friends of Dore and Totlely Station, Totlely History Group, Health Walking Group, Natter group, Book groups, Poetry Group, Children's French classes, Chair Aerobics and Nutrition Talks by Cinnamon Days. We have a monthly book sales event and a Community Cinema which resumed with three films a month.

Our Christmas Grotto, Plant Sale, Totlely Yard sale and Art Exhibition all went very well with a welcome community presence and enabled us to raise much needed funds.

The Community Art Space was re-launched in January 2022. This initiative brings new people into the library and improves the appearance of the Adult library considerably. We have established a rolling programme to showcase the work of local artists. In return artists agree to pay a small commission to contribute to the library running costs.

Future community events planned include a live evening of The Beatles back catalogue from local musicians in October 2022 and a folk music evening in January 2023.

Now we have a defibrillator we plan a cardiopulmonary resuscitation training event.

3. Achievements and Performance

3.1 Book purchases and Book Issue figures

In 2021/22 we spent £5,343.53 on new books plus £784.45 on book processing materials (covers, stickers, presentation materials). In total we added 1,339 books to the library shelves (compared with 447 in 2020/21) of which nearly 50% were "as new" donated books.

Prior to the pandemic, the books we purchased were added to our Orange sticker (OS) scheme or Sheffield council stock on an approximate 50:50 basis. This has not been possible since January 2020 as the council have been unable to process books for the volunteer libraries. We are still awaiting books that were ordered via the council system in the previous financial year.

The re-establishment of the book processing team in September 21 has enabled us to:

1. Purchase books monthly, including new best sellers and books on topical issues.
2. Manage donated books. Good quality books are added to library stock if required and others are sold.
3. Establish systems for library users and volunteers to make recommendations about book purchases.
4. Improve library displays in both the Children's and the Adult library
5. Withdraw and discard old stock. Approx 160 OS books withdrawn as damaged or lost. Council books withdrawn in line with council guidance.

We have received a lot of positive feedback from library users and volunteers about the quality and variety of books that are on offer at Totlely library, and are increasingly seeing library users

from outside of the Totley/Dore area choosing to use Totley Library, in preference to their local library.

New Council Registrations 21/21 Total 367

New OS registrations 21/22 Total 480

Totley Library Issue figures 20/21 and 21/22

YEAR	20/21	21/22
Sheffield City Council Adult print (including renewals)	1614	8084
Totley OS Adult (including renewals)	694	2824
Sheffield City Council Children print (including renewals)	777	9205
Totley OS Children (including renewals)	285	4620
TOTAL ISSUES	3,394	24,733

Taking these figures in context, we have seen a huge increase in the number of books issued, particularly to children, in the last year. In context against the other 16 volunteer and co-delivered libraries, we achieved the highest issue rate of council books for a volunteer library. Only Broomhill, a co-delivered library, achieved higher loan rates during this period.

3.2 Building Improvements

There are always ongoing issues with the maintenance of an ageing building, and we are grateful to volunteers Dom Harris and Harry Armitage who are often called upon at short notice to carry out urgent repairs.

The electric blinds in both library spaces have now all been replaced. We have purchased a new display screen and issues with the front door have been resolved.

The kitchen is a future fundraising priority, in need of refurbishment and reconfiguration to provide improved book storage and an environment for volunteers to use for rest breaks during their shifts.

The heating system in the children's library will be replaced before the end of 2022. The adult heating system is likely to require replacement in the near future. We did look at a heat pump option but this was deemed unaffordable. Fundraising bids are in progress to raise money towards the installation of a new boiler to be in place before the winter.

Future concerns include roof refurbishment and improvements to the insulation of the building. We also need to be considering what the library might need to look like going forward and the strategy meeting in October aims to come up with a 10 year plan in terms of development.

3.3 Marketing and Communications

Volunteers at Totley CRIC work very hard to make the library a welcoming and well-resourced facility for the local community. We keep our library users informed about our services by actively increasing Totley Library’s presence on social media, sending out monthly e-newsletters and regularly submitting articles for Totley, Dore and Bradway free magazines. The Totley CRIC website www.totleycric.org.uk is the easiest way to find out information about upcoming events, cinema screenings and books that can be borrowed. The library regularly posts updates on its own Facebook page and local community forums. A monthly e-news is distributed to users who have signed up for the Orange sticker scheme, which provides updates on books purchased and library activities with a paper version published and displayed in the library for all community users.

4. Structure, Governance and Management

4.1 Trustees

In line with the charity’s Constitution Totley CRIC is managed by a group of Trustees.

The Trustees and their roles are described below:

TRUSTEES	FROM
<p>Norman Rolfe – Outgoing Chair</p> <p>Following a long career, at a senior management level in both large and small enterprises Norman has worked, on a voluntary basis, for 7 years and will be stepping down September 2022</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 9th October 2017 and 14th September 2020</p>
<p>Phil Harris – Fundraising Lead and community development lead</p> <p>Prior to retirement, Professor Phil Harris was Head of Law and Assistant Dean in the Faculty of Development and Society at Sheffield Hallam University.</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 9th October 2017</p> <p>Retired 14th September 2020</p> <p>Re elected Sept 2021</p>
<p>Dom Harris – Premises lead</p> <p>Dom works as an Admissions Officer at Sheffield Hallam University. He is a member of the management committee of the Totley History Group and was Chair of the Totley Residents Association at the time of its dissolution.</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 15th September 2015 and September 2018 and 2021</p>
<p>Colin Ross – Trustee</p> <p>Colin Ross is a Ward Councillor for Dore and Totley. Colin is a retired teacher of Geology. He has over 20 years’ experience as a Liberal Democrat Councilor and was previously the Council’s Cabinet Member for Children’s & Young People. Will be stepping down September 2022</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 12th September 2016 and 17th September 2019</p>

<p>Collette Duke - Events coordinator</p> <p>Collette has been involved in Totley Library since it transferred to Totley CRIC in September 2014. She has been a Day Co-Ordinator and played a very active role in the day to day management of the library. She will be handing over her role as Events Booker as soon as a successor can be found</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 15th September 2015, and 18th September 2018</p>
<p>Cvet Vasilev - IT & Cinema Lead</p> <p>Cvet has a doctorate and works as a biophysicist at the University of Sheffield, always curious and eager to learn new things. His interests also include information and computer technology</p>	<p>Appointed 18th September 2018</p>
<p>Julie Kitlowski - Chair and Safeguarding lead</p> <p>Julie moved to Totley four years ago and now works part time as a local GP. Her work helps her to understand a lot about the area and the population. She was Chair of Rotherham Clinical Commissioning Group overseeing the £450 million budget and pioneered some of the provision of “social prescribing” funding charities to provide additional services to help patients such as befriending. She also chaired the Health and Wellbeing Board so worked closely with colleagues from the council, hospital, police fire and ambulance services etc. She has also volunteered overseas; teaching health workers in remote villages in Nepal and Myanmar refugee camps along with being the medical lead for a conservation expedition to Madagascar</p> <p>Julie is a local GP who, being semi-retired, is looking to have a greater involvement in the community.</p>	<p>Appointed 17th September 2019</p>
<p>Roger Lasko - Volunteer Lead</p> <p>Roger has been part of the volunteer team at Totley Library since 2017 He had a long career as a civil servant: he started as a government economist and ended heading operations across government to minimise losses due to fraud or error from the welfare system. He has had a number of volunteering roles including Treasurer at a local church; helping to set up and then run a church-based youth work charity in Sheffield 17; writing the constitution for a local arts society; and helping to run two refugee charities, one small, the other pretty big.</p>	<p>Appointed 17th September 2019</p>
<p>Chris Lansdown - Treasurer</p> <p>Chris is a retired Chartered Accountant who used to offer accountancy and taxation services to local businesses , charities and individuals.</p>	<p>Appointed 18th May 2020</p>

<p>Carys Hamilton - Office Manager</p> <p>Carys retired from teaching in 2013. She took over running the Book Group that meets in the Library and then got involved in the Save Totley Library campaign. Carys joined the Library Volunteers when Totley CRIC was created in 2014. Having been a Day Coordinator for the past seven years her Trustee role is as ink person for that group and Office Manager.</p>	<p>Appointed 14th September 2020</p>
<p>Pamela Johnson-Marketing and Fundraising Lead</p> <p>Pamela moved to Totley in 2018, following a 30 year career in the arts/culture and higher education sectors. She now works as a freelance consultant in business, marketing and fundraising for charities and not for profits. She is an experienced trustee of 18+ years having held board director positions at Buxton Opera House and The Met Arts Centre, Lancashire. She is an avid book, film and arts enthusiast and football fan.</p>	<p>Appointed 1st February 2021</p>

4.2 Governance

Totley CRIC is a Charitable Incorporated Organisation with details of the charity's governance arrangements set out in its Constitution which was adopted at a General Members meeting held in March 2015.

The membership of Totley CRIC is made up of all registered volunteers involved of the charity. The Trustees are accountable to this wider membership for the work they undertake. The charity currently has a wide range of interested volunteers who work with trustees to make decisions about the library's future.

Totley CRIC is led by the Board of Trustees. Several current trustees are also involved in the oversight of other bodies including charities and public-sector organisations with all trustees being clear about their responsibilities and about the principles of good governance.

Formal meetings of the trustees are held on a regular basis to manage the business of the charity. Minutes of meetings are circulated to the volunteers. The constitution of Totley CRIC specifies that the board of trustees shall meet at a minimum six times each year with meetings currently being held bi-monthly.

4.3 Management arrangements

In addition to the trustees, Totley CRIC has an excellent core group of eight day coordinators, who take day to day responsibility for the delivery of the service and coordinating activities in the library. The day coordinators ensure that volunteer rotas have enough volunteers in place to ensure shifts are covered and that volunteers are trained and supported.

Each library shift has an allocated shift leader, who is a volunteer trained both to use the library management system, and in the overall management of the library. Shift leaders are responsible for both building and service during their shift.

We have monthly meetings with the other community run libraries (still on Zoom rather than in person) and have received very positive feedback from them about our operational model, which we have shared with them.

We all have similar issues in terms of succession planning and ongoing concerns that community run libraries will have sufficient volunteers in the future This applies to ALL levels of volunteer support and includes recruitment of trustees.

We do have support from Voluntary Action Sheffield who have offered to review our policies and advertise volunteer vacancies.

5. Reference and administrative details

Totley Community Resource and Information Centre (Totley CRIC) is a registered charity (No. 1158493) which was set up in September 2014 to provide library and other community services to the residents of Totley, Dore and Bradway in the city of Sheffield. The charity is known as Totley CRIC, was set up as a Charitable Incorporated Organisation and is a not-for-profit organisation. Totley CRIC is responsible for and manages Totley Library as an Associate Library within Sheffield Libraries. It is run entirely by volunteers from the local community who have managed the library since its transfer from Sheffield City Council on 4th October 2014.

The registered address of Totley CRIC is:

Totley Library
205 Baslow Road
Sheffield
S17 4DT

6. Financial review

6.1 Funding for the year

During the year ended 31st March 2022 we were very pleased to receive an Associate Libraries Grant of £16,198 from Sheffield City Council together with a further grant of £1,500 to help with the purchase of books during the forthcoming year to March 2023.

We were pleased to use additional funding received from Sheffield City Council brought forward from last year amounting to £12,000. This money was spent on renewing our overhead blinds, the purchase of a display screen and the purchase of additional books.

6.2 Income from charitable events, donations and from our lottery

The library gradually reopened after the pandemic with money received from activity groups, and from events such as our plant sale, book sale and Christmas events. Donations increased with people being able to visit the library. Lottery income is still an important source of income but has shown a small decline over several years.

6.3 Restricted funds

As noted above we received a local authority grant which has been fully spent on the running costs of the library.

6.4 Charitable resources

We acknowledge that charitable funds should be spent on charitable activities as soon as is reasonably practical after they have been received. It is contrary to the principles of the Charities Act for charities to accumulate unspent money without good reason. However, we do need to retain sufficient reserves for known liabilities and contingencies, absorb setbacks and take advantage of changes and opportunities.

Monies held at the bank include a book purchase grant from our local authority amounting to £1,500 and will be available for spending in the forthcoming year.

6.5 Reserves Policy

Our balance sheet at 31st March 2022 states that the level of unrestricted current asset reserves amounted to £75,719. This is current assets of £91,727 less creditors of £16,008. We have considered the Charity Commissioner's guidelines and are happy that this represents an appropriate level of unrestricted reserves. This policy is reviewed regularly in line with our perceptions of risk.

Our specific concerns are: -

1. A reduction of local authority grant following the covid pandemic. We have reserved one year's grant amounting to £16,198
2. A loss of resources which we may suffer should the library be out of action for an extended period. This may be the result of damage to our premises or the effects of a continuation of the covid pandemic. Fixed costs such as business rate, insurance would be payable whilst we are closed, and reopening costs could include the purchase of books and equipment. We do not have the resources to reserve for this contingency.
3. We have a repairing lease and could well incur considerable costs if the fabric of the building required repair. This is particularly relevant to the roof which is known to be in a poor state of repair. In December 2021 we were advised by our local authority not to use half of our heating system. Clearly it would be prudent to renew the whole system with quotations ranging from £10,400 to over £20,000. We have reserved £40,000 for general repairs and a further £7,000 to make essential repairs to our heating system. We would like to replace it with a ecological heat pump system but given a quotation amounting to £28,320 this will not be possible.
4. The cost of gas and electricity is very likely to massively increase during the year without an appropriate increase in our local authority grant. In these calculations we have included a 250% rise in the cost of these utilities and have allowed £5,800.
5. It was not considered necessary to have a volunteers' reserve which last year covered the contingency of using a commercial company rather than volunteer labour in areas such as cleaning.
6. An expansion reserve is not necessary as we would only expand our services if we had the resources to do so.

6.6 Deficit

During the year ended 31st March 2022 the library incurred a deficit of £8,103 compared with a surplus of £22,152 for the preceding year.

This deficit would have been a small surplus of £2,785 had we not chosen to replace our blinds at a cost of £10,888. A further £8,000 was grant aided by Sheffield City Council making a total cost of the blinds £18,888.

The surplus for the year ended 31st March 2021 would have been a deficit of £2,848 if we hadn't received a Small Business Grant of £25,000. This grant was designed to help businesses during the Covid 19 pandemic.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31st March 2022

	Notes	Unrestricted funds £ 2022	Restricted funds £ 2022	Total funds £ 2022	Prior Year funds £ 2021
Incoming resources					
Income from:					
Donations and legacies	1	2,980	17,698	20,678	54,958
Charitable activities	2	3,613	-	3,613	40
Other activities	3	9,706	-	9,706	7,789
Investment income	4	4	-	4	10
Total		16,303	17,698	34,001	62,797
Resources expended					
Expenditure on:					
Raising funds	5	1,864	-	1,864	1,946
Charitable activities	6	16,513	14,053	30,566	9,008
Other	7	6,029	12,339	18,368	17,691
Total		24,406	26,392	50,798	28,645
Net movement in funds		-8,103	-8,694	-16,797	34,152
Reconciliation of funds:					
Total funds brought forward		109,399	29,948	139,347	105,195
Total funds carried forward		101,296	21,254	122,550	139,347

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

BALANCE SHEET

31st March 2022

	Notes	Unrestricted funds £ 2022	Restricted funds £ 2022	Total this year £ 2022	Total last year £ 2021
Fixed assets					
Tangible assets	8	25,577	19,754	45,331	48,190
		<u>25,577</u>	<u>19,754</u>	<u>45,331</u>	<u>48,190</u>
Add: Current assets					
Debtors	9	2,950	-	2,950	1,871
Cash at bank and in hand	10	88,777	1,500	90,277	94,573
		<u>91,727</u>	<u>1,500</u>	<u>93,227</u>	<u>96,444</u>
Less: Creditors amounts falling due within one year	11	16,008	-	16,008	5,287
		<u>16,008</u>	<u>-</u>	<u>16,008</u>	<u>5,287</u>
Total assets less current liabilities		<u>101,296</u>	<u>21,254</u>	<u>122,550</u>	<u>139,347</u>
Funds of the Charity					
Designated unrestricted funds	12			68,998	66,198
Other unrestricted funds				32,298	43,201
				<u>101,296</u>	<u>109,399</u>
Restricted funds	13			21,254	29,948
Total Funds				<u>122,550</u>	<u>139,347</u>

Approved by the Trustees on

and signed on their behalf by

Chair

Treasurer

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Notes to the accounts

Analysis of income

	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
1. Donations and legacies				
Grants from the government				
Small Business Grant Fund	-	-	-	25,000
	-	-	-	25,000
Grants from public bodies				
SCC Associate libraries grant	-	16,198	16,198	16,198
SCC Additional book grant	-	1,500	1,500	2,000
SCC Library capital grant	-	-	-	10,000
	-	17,698	17,698	28,198
Other grants				
	-	-	-	-
Donations and friends				
Donations	2,705	-	2,705	1,312
Friends	275	-	275	270
Gift Aid	-	-	-	178
	2,980	-	2,980	1,760
Total	2,980	17,698	20,678	54,958
	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
2. Charitable activities				
Lettings	1,091	-	1,091	-
Photocopying and printing	323	-	323	9
Book sales	1,976	-	1,976	31
CD and DVD sales	27	-	27	-
Cinema raffle	163	-	163	-
Card sales	33	-	33	-
	3,613	-	3,613	40

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE**Notes to the accounts****Analysis of income**

	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
3. Other activities				
Events	1,917	-	1,917	-
Refreshments	88	-	88	-
Lottery receipts	7,451	-	7,451	7,789
Sale of equipment	250	-	250	-
	<u>9,706</u>	<u>-</u>	<u>9,706</u>	<u>7,789</u>
	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
4. Investment income				
Bank interest received	4	-	4	10
	<u>4</u>	<u>-</u>	<u>4</u>	<u>10</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Notes to the accounts

Analysis of expenditure

	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
5. Raising funds				
Lottery prizes	1,864	-	1,864	1,946
	<u>1,864</u>	<u>-</u>	<u>1,864</u>	<u>1,946</u>

	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
6. Charitable activities				
Telephone and broadband	-	475	475	743
Computer, software and website	483	325	808	926
Library consumables and stationery	1,667	-	1,667	597
Photocopier expenses	193	-	193	41
Books purchased using £2,000 book grant	1,543	3,800	5,343	4,251
Cards purchased	67	-	67	-
Licences	676	160	836	483
Equipment repairs and renewals	-	423	423	955
Replacement blinds using capital grant	10,888	8,000	18,888	-
Cinema expenses	201	-	201	-
Covid - 19 expenses	-	870	870	1,012
Staff training	268	-	268	-
Cost of events	527	-	527	-
	<u>16,513</u>	<u>14,053</u>	<u>30,566</u>	<u>9,008</u>

	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
7. Other				
Business rates	-	477	477	-
Water	-	4	4	396
Insurance	408	1,803	2,211	1,981
Electricity	-	1,707	1,707	1,169
Gas	-	2,208	2,208	1,091
Waste disposal	-	170	170	87
Premises repairs and renewals	182	2,811	2,993	5,662
Cleaning	-	2,543	2,543	364
Gardening and ground expenses	-	422	422	1,586
Depreciation	5,439	194	5,633	5,355
	<u>6,029</u>	<u>12,339</u>	<u>18,368</u>	<u>17,691</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Notes to the accounts

8. Tangible fixed assets

Improvements to property

4% Depreciation rate on cost

	Cost b/f	Additions	c/f	Depreciation b/f	Annual charge	c/f	Net book value
	£	£	£	£	£	£	£
Concrete works	2,484	-	2,484	496	99	595	1,889
Toilet and store	29,228	-	29,228	3,507	1,169	4,676	24,552
Shed base	2,241	-	2,241	90	90	180	2,061
	33,953	-	33,953	4,093	1,358	5,451	28,502

Furniture and equipment

10% Depreciation rate on cost

	Cost b/f	Additions	c/f	Depreciation b/f	Annual charge	c/f	Net book value
	£	£	£	£	£	£	£
Shed	4,348	-	4,348	2,174	435	2,609	1,739
Chairs and trolley	1,711	-	1,711	856	171	1,027	684
Children's carpet	1,809	-	1,809	905	181	1,086	723
Chairs	538	-	538	269	54	323	215
Adults' carpet	2,726	-	2,726	1,363	273	1,636	1,090
Shelving unit	1,593	-	1,593	637	159	796	797
Lawnmower	480	-	480	192	48	240	240
Desk and shelving units	3,280	-	3,280	984	328	1,312	1,968
Defibrillator	1,185	-	1,185	118	118	236	949
Roller blinds	1,193	-	1,193	119	119	238	955
Carpets for office and entrance	1,254	-	1,254	126	126	252	1,002
Notice board	-	527	527	-	53	53	474
Screen using capital grant	-	2,037	2,037	-	204	204	1,833
Temporary heaters	-	210	210	-	21	21	189
	20,117	2,774	22,891	7,743	2,290	10,033	12,858

Computer systems

20% Depreciation rate on cost

	Cost b/f	Additions	c/f	Depreciation b/f	Annual charge	c/f	Net book value
	£	£	£	£	£	£	£
IT upgrade	9,926	-	9,926	3,970	1,985	5,955	3,971
	9,926	-	9,926	3,970	1,985	5,955	3,971

31st March 2022

63,996	2,774	66,770	15,806	5,633	21,439	45,331
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31st March 2021

58,123	5,873	63,996	10,451	5,355	15,806	48,190
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TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE**Notes to the accounts**

	£	£
	2022	2021
9. Debtors		
Trade debtors	354	-
Gift Aid	-	178
Prepaid expenses	2,596	1,693
	<u>2,950</u>	<u>1,871</u>

	£	£
	2022	2021
10. Cash at bank and in hand		
Current account	12,474	23,044
Lottery account	32,233	26,298
Reserve account	44,901	44,897
Cash in hand	669	334
	<u>90,277</u>	<u>94,573</u>

	£	£
	2022	2021
11. Creditors		
amounts falling due within one year		
Trade creditors	10,991	3,563
Accrued expenses	-	430
Cash held on behalf of third parties	5,017	1,294
	<u>16,008</u>	<u>5,287</u>

	£	£
	2022	2021
12. Designated unrestricted funds		
Grant reserve	16,198	16,198
Building's reserve	40,000	40,000
Volunteers' reserve	-	5,000
Expansion reserve	-	5,000
Heater reserve	7,000	-
Fuel reserve	5,800	-
	<u>68,998</u>	<u>66,198</u>

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Notes to the accounts

13. Summary of restricted funds

	Brought forward	Transfer to fixed assets	Income in year	Expenditure in year	Carried forward
	£	£	£	£	£
Tangible fixed assets	17,948	2,000	-	-194	19,754
SCC Associates library grant	-	-	16,198	-16,198	-
SCC Additional book grants	2,000	-	1,500	-2,000	1,500
SCC Library grant	10,000	-2,000	-	-8,000	-
	<u>29,948</u>	<u>0</u>	<u>17,698</u>	<u>-26,392</u>	<u>21,254</u>

14. Related party transactions

There have been no related party transactions in 2021/22 (2020-21: None)



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Totley Community Library Resource and Information Centre

**On accounts for the year
ended**

31 March 2022	Charity no (if any)	1158493
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Set out on pages

1 - 8
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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.

Signed: **Date:** 12 January 2023

Name: C B Jones

**Relevant professional
qualification(s) or body
(if any):** Chartered Accountant

Address: 23 Blacka Moor Crescent
Sheffield S17 3GL

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

England & Wales - Charity number 1158493

Accounts



ANNUAL REPORT 2020/21

A MESSAGE FROM THE TRUSTEES

On behalf of the Trustees of Totley CRIC I would like to express our considerable thanks to the volunteers who have contributed so much to supporting Totley Library. This report provides a summary of the progress made over the last year in operating the library and in developing its wider role as a community facility.

The Covid-19 pandemic struck just prior to the end of our previous financial year and led to an immediate cessation of library operations and community activities. Following the easing of restrictions in July 2020 an "Order and collect" service was introduced as the first step towards a restoration of services. This did not allow public access into the Library but was followed by a second phase in September which enabled customers access for limited browsing and access to computer facilities. The second lockdown in January all caused all operations to cease again however the "Order and Collect" service was able to be reinstated in March.

From April 2021 limited browsing and computer access facilities were restored and opening hours steadily extended as volunteer availability and government restrictions allowed.

The Trustees are committed to restoring full library services and resuming community activities at the earliest opportunity but this will be dependent on the progress of the pandemic and government policies.

Norman Rolfe
Chair of the Trustees of Totley CRIC

1. Objectives and activities

1.1 Public Benefits Statement

Totley CRIC has defined its charitable purpose or public benefits statement, as follows:

‘The objects of the CIO are to advance and promote education for the benefit of the general public in the city of Sheffield and elsewhere and in particular (but not exclusively) the inhabitants of Totley in the City of Sheffield (the “area of benefit”) who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, and regardless of their sex, sexual orientation, race, political or religious opinions, by establishing and providing community based library facilities and associated services. In furtherance of this object the CIO shall have the power (but not the obligation) to manage a building or any such buildings as is needed from time to time for the purposes of providing a community-based library to the public in the area of benefit’.

The Trustees of Totley CRIC believe that during the seventh year of operation the organisation has complied fully with the duty to have regard for the legal requirement to provide ‘public benefit’ as it has acted in accordance with the public benefits statement detailed above. The organisation provides services which are beneficial and provided to the population defined within its public benefits statement.

1.2 Our volunteers

We started the year with 136 volunteers available for shifts in one or more of the many functions needed to deliver our objectives. The need for Covid security meant that some of those functions, notably services for small children and operating the community cinema, were not able to operate at all. Others were able to operate to a limited extent (see 1.3 below for a detailed account). Also, the very great majority of our volunteers are over 60 so needed to be particularly careful about the risk of infection. As a result, only 60 of our volunteers were able to work a shift and of those 60, only 40 were able to work 5 shifts or more over the course of the year.

Operating our library service has always depended heavily on our 8 Day Coordinators (see 4.3 below). During 2020/21, this group of volunteers contributed an even larger share of staff input. This was largely because few other volunteers possess the level of skill required to operate both safely and effectively in the conditions created by the pandemic.

Six new volunteers joined over the course of the year and 6 told us they were leaving, so our records showed us ending the year with the same number as at the start. (We have subsequently learnt that many more than 6 left our ranks. That will be reflected in next year’s report.)

1.3 Library Services

During our seventh year of operation Totley CRIC was only able to maintain a limited library service as a result of the Covid-19 pandemic.

Following Government announcements all operations ceased summarily on 23rd March 2020 and the Library closed. The easing of restrictions in July allowed for an “Order and collect” service to be restarted with the Library open for 2 hours on Mondays and Fridays. This proved to be a resource

hungry method of operation but the limited facilities were welcomed by the community. It also proved to be valuable in re-involving a growing number of volunteers in our activities.

The easing of restrictions in September 2020 enabled the introduction of limited browsing together with computer, printing and photocopying facilities. Access and usage times were carefully controlled in line with biosecurity requirements and this restoration of facilities was welcomed by our customers. Plans were in place to extend our opening hours when the onset of the second lockdown forced all operations to cease again until March 2021 when the "Order and collect" service was reintroduced.

2. Community activities and events

Totley Library would normally have been used to support community activities by hosting meetings and events on a regular basis but Covid-19 restrictions prevented any community events taking place during 2020/21

3. Achievements and Performance

3.1 Book purchases and Book Issue figures

In 2020/21 we spent £4251 on new books and added 447 books to the library shelves. In previous years, purchased books were added to our Orange Sticker scheme or council stock on an approximate 50:50 basis. This was not possible during the pandemic as the council were unable to process books for the volunteer libraries. In January 2021, we ordered books from the annual book purchasing council grant (£2000) via the Council system but these are yet to arrive. We were unable to receive donated books during 2020/21 and this again limited the number of books added to our shelves. Nevertheless, we have managed to keep the library looking fresh with new best-sellers and books on topical issues such as COVID-19, American politics, Black Lives Matter and climate change.

Prior to the pandemic, Totley Library was unusual in that against a national background of declining book issue figures, we had begun to see a steady increase in the use of the library and an improvement in book loan figures.

During 20/21 we were closed for substantial periods of time. An "Order and Collect" service was developed and operated in total for about 8 weeks. As soon as it was considered safe to do so, we resumed limited browsing, in line with government and local guidance, following strict COVID-19 protocols to minimize risks to our volunteers and to the public.

Totley Library Issue figures 2020/21

Sheffield City Council Adult print	1614
Sheffield City Council non-print	24
Totley Orange Sticker Adult	694
Sheffield City Council Children print	777
Totley Orange Sticker Children	285
TOTAL ISSUES	3,394

Low as these figures are (approx. 10% of usual annual figures), put in context against the other 16 volunteer and co-delivered libraries, we achieved the highest issue rate for a volunteer library. Only Broomhill, a co-delivered library, achieved higher loan rates during this period.

Volunteers at Totley library have worked very hard to make the library a welcoming place during the pandemic. We have tried to keep our library users informed about our services and during this year we have actively increased Totley Library's presence on social media, have started to send out regular e-newsletters and regularly submit articles for the 3 local free magazines.

3.2 Building Improvements

In July 2020 a new shed was acquired to be used on a shared basis with another community organisation and tarmac works were undertaken to improve access to the shed.

A defibrillator was obtained in November 2020 with help from the British Heart Foundation.

Taking advantage of the second lockdown the administration office, staff toilet and foyer were recarpeted and re-decorated and the blinds replaced in the Children's Library.

3.3 Marketing and Communications

A Totley CRIC survey was undertaken in the Spring of 2021 and received responses from 63 people. Of most importance to users were regular opening hours, the range and quality of books available and a friendly environment. Two thirds of respondents are registered for Totley Loans - the Orange Sticker scheme. 77% of respondents stated they visited at least once a month pre-pandemic with two thirds visiting more regularly than that. Of all the Sheffield libraries, 84% visit only Totley CRIC. Most highly rated by users were the range of books, indoor spaces/facilities and customer service.

Survey general comments:

"It's a warm, welcoming place and an asset to the community".

"Thank you to the volunteers for keeping things going over the last very difficult year.

You are all doing a great job".

"Totley CRIC is sooo much more than a library".

"Totley Library is the best resource in Totley. I feel privileged to be able to use it".

"Well done to the library for being open as much as possible during the pandemic."

"Totley library has become a wonderful community facility since being taken over and run by volunteers".

"All excellently run. We are very lucky to have this library with a such good Children's library locally".

The Totley CRIC website, www.totleycric.org.uk, is the easiest way to find out information about upcoming events and books that can be borrowed. The library facebook page regularly posts updates and Totley CRIC do a monthly e-newsletter to users who have signed up for the Orange Sticker scheme, which provides updates on books purchased and library activities.

4. Structure, Governance and Management

4.1 Trustees

In line with the charity's Constitution Totley CRIC is managed by a group of Trustees.

The Trustees and their roles are described below:

TRUSTEES	FROM
<p>Norman Rolfe – Chair</p> <p>Following a long career, at a senior management level in both large and small enterprises Norman has worked, on a voluntary basis, for several charities and community organisations.</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 9th October 2017 and 14th September 2020</p>
<p>Phil Harris – Fundraising Lead</p> <p>Prior to retirement, Professor Phil Harris was Head of Law and Assistant Dean in the Faculty of Development and Society at Sheffield Hallam University.</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 9th October 2017</p> <p>Retired 14th September 2020</p>
<p>Dom Harris – Premises lead</p> <p>Dom works as an Admissions Officer at Sheffield Hallam University. He is a member of the management committee of the Totley History Group and was Chair of the Totley Residents Association at the time of its dissolution.</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 15th September 2015 and September 2018</p>
<p>Colin Ross – Trustee</p> <p>Colin Ross is a ward Councillor for Dore and Totley. Colin is a retired teacher of Geology. He has over 20 years' experience as a Liberal Democrat Councilor and was previously the Council's Cabinet Member for Children's & Young People.</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 12th September 2016 and 17th September 2019</p>
<p>Collette Duke-Events Co-ordinator</p> <p>Collette has been involved in Totley Library since it transferred to Totley CRIC in September 2014. She has been a Day Co-Ordinator and played a very active role in the day-to-day management of the library.</p>	<p>Appointed 8th September 2014</p> <p>Re-elected 15th September 2015, and 18th September 2018</p>
<p>Carolyn Allcroft-Day Co-ordinator liaison</p> <p>Carolyn retired in 2015 after a long career with Sheffield City Council, most recently in the Fostering and Adoption Department. She has experience in managing, training and supporting volunteers and has an interest in improving the attainment of disadvantaged children and young people.</p>	<p>Appointed 15th September 2015</p> <p>Re-elected 18th September 2018</p>

<p>Steve Wyatt- Cinema lead</p> <p>Steve previously worked as a Project Manager with BT and is now the Clerk to the Governing Board and Admin Assistant at a Derbyshire school. He is also Clerk to Hathersage Parish Council.</p>	<p>Appointed 17th September 2019</p> <p>Retired 14th September 2020</p>
<p>Amber Rebeka-Book Lead</p> <p>Amber's work background is in Retail Management, Events and Marketing. She studied English Literature at University, taking various courses such as 19th Century Novel, Children's Literature and Creative Writing. In February she left her role as a Bookseller at Waterstones to pursue a writing career and to volunteer at Totley CRIC in her spare time.</p>	<p>Appointed 10th October 2017</p> <p>Re-elected 14th September 2020</p>
<p>Cvet Vasilev- IT & Cinema Lead</p> <p>Cvet has a doctorate and works as a biophysicist at the University of Sheffield, always curious and eager to learn new things. His interests also include information and computer technology.</p>	<p>Appointed 18th September 2018</p>
<p>Julie Kitlowski-Safeguarding Lead</p> <p>Julie moved to Totley four years ago and now works part time as a local GP. Her work helps her to understand a lot about the area and the population. She was Chair of Rotherham Clinical Commissioning Group overseeing the £450 million budget and pioneered some of the provision of "social prescribing" funding charities to provide additional services to help patients such as befriending. She also chaired the Health and Wellbeing Board so worked closely with colleagues from the council, hospital, police fire and ambulance services etc. She has also volunteered overseas; teaching health workers in remote villages in Nepal and Myanmar refugee camps along with being the medical lead for a conservation expedition last year in Madagascar</p> <p>Julie is a local GP who, being semi-retired, is looking to have a greater involvement in the community.</p>	<p>Appointed 17th September 2019</p>
<p>Roger Lasko-Volunteer Lead</p> <p>Roger has been part of the volunteer team at Totley Library for 3 years. He had a long career as a civil servant: he started as a government economist and ended heading operations across government to minimise losses due to fraud or error from the welfare system. He has had a number of volunteering roles including Treasurer at St John's church; helping to set up and then run a church-based youth work charity in Sheffield 17; writing the constitution for a local arts society; and helping to run two refugee charities, one small, the other pretty big.</p>	<p>Appointed 17th September 2019</p>
<p>Chris Lansdown-Treasurer</p> <p>Chris is a retired Chartered Accountant who used to offer accountancy and taxation services to local businesses and individuals.</p>	<p>Appointed 8th June 2020</p>

<p>Carys Hamilton-Office Manager</p> <p>Carys retired from teaching in 2013. She took over running the Book Group that meets in the Library and then got involved in the Save Totley Library campaign. Carys joined the Library Volunteers when Totley CRIC was created in 2014. Having been a Day Coordinator for the past seven years her Trustee role is as ink person for that group and Office Manager.</p>	<p>Appointed 14th September 2020</p>
<p>Pamela Johnson-Marketing and Publicity Lead</p> <p>Pamela moved to Totley in 2018, following a 30-year career in the arts/culture and higher education sectors. She now works as a freelance consultant in business, marketing and fundraising for charities and not for profits. She is an experienced trustee and currently holds board director positions at Buxton Opera House and The Met Arts Centre, Lancashire. She is an avid book, film and arts enthusiast and football fan.</p>	<p>Appointed 1st February 2021</p>

4.2 Governance

Totley CRIC is a Charitable Incorporated Organisation. Details of the charity's governance arrangements are set out in its Constitution which was adopted at a General Members meeting held in March 2015.

The membership of Totley CRIC is made up of all registered volunteers involved of the charity. The Trustees are accountable to this wider membership for the work they undertake. The charity currently has a wide range of interested volunteers who work with Trustees to make decisions about the library's future.

Totley CRIC is led by the Board of Trustees. Several current Trustees are also involved in the oversight of other bodies including charities and public-sector organisations and all Trustees are clear about their responsibilities and about the principles of good governance.

Formal meetings of the Trustees are held on a regular basis to manage the business of the charity. Minutes of meetings are circulated to the volunteers. The Constitution of Totley CRIC charity specifies that the Board of Trustees shall meet at a minimum six times each year and meetings are currently held bi-monthly.

4.3 Management arrangements

In addition to the Trustees, Totley CRIC has a group of volunteer Day Co-ordinators, who take day to day responsibility for the delivery of the service and co-ordinating activities in the library. The Day Co-ordinators ensure that volunteer rotas are covered with enough volunteers in place to ensure shifts are covered and that volunteers are supported to do their work.

Each library shift has an allocated Shift Leader, who is a volunteer who has been trained both to use the library management system, but also in the overall management of the library and to take responsibility for the building and the service during their shift.

5. Reference and administrative details

Totley Community Resource and Information Centre (Totley CRIC) is a registered charity (No. 1158493) which was set up in September 2014 to provide library and other community services for the residents of Totley, Dore and Bradway in the city of Sheffield. The charity is known as Totley CRIC, was set up as a Charitable Incorporated Organisation and is a not-for-profit organisation. Totley CRIC is responsible for and manages Totley Library as an Associate Library of Sheffield Libraries. Totley CRIC is run entirely by volunteers from the local community and has managed Totley Library since its transfer from Sheffield City Council on 4th October 2014.

The registered address of Totley CRIC CIO is:

Totley Library
205 Baslow road
Sheffield
S17 4DT

6. Financial review

6.1 Funding for the year

As noted above we have been closed throughout the year to 31st March 2021 and are pleased to have been supported by a Government Business Support Grant of £25,000. We also received an Associate Libraries Grant of £16,198 from Sheffield City Council together with further grants totalling £12,000 received to fund capital projects and book purchasing during the forthcoming year.

6.2 Charitable, donations, events and lottery income

Due to the closure our charitable activities and events income was reduced from last year's figure of £13,240 to a mere £40, the inevitable result of a year's closure.

We have suspended our friends' scheme which has shown a reduction in the income raised but hope to relaunch it during the forthcoming year. Donations received also showed a substantial reduction.

Our lottery scheme shows a net surplus of £5,843 for the year compared with £6,144 for the previous year.

6.3 Restricted funds

We received a restricted grant from Sheffield City Council amounting to £16,198 which has been fully spent on the running costs of the library. A further grant amounting to £10,000 has been received and carried forward to be used for a capital project helping young people in the community. An additional book grant of £2,000 has also been received and carried forward to provide extra funding for book purchases. The total amount of £12,000 has been carried forward to the year ended 31st March 2022 with the agreement of Sheffield City Council.

6.4 Charitable resources

It is acknowledged that charitable funds should be spent on charitable activities as soon as is reasonably practical after they have been received by the charity. It is contrary to the principles of the Charities Act for charities to be accumulating unspent money without good reason. However, a charity does need to have sufficient reserves to allow it to cover known liabilities and contingencies, absorb setbacks and take advantage of change and opportunity.

Included with monies held at the bank is a local authority capital and book purchase grant of £12,000 which is available for spending during the forthcoming year.

The Government have supported us during the covid pandemic with a Business Support Grant of £25,000 which is largely unspent.

In conclusion we are happy that our current bank and cash balance of £94,572 at 31st March 2021 reflects our current requirements and principles.

6.5 Reserves policy

Our balance sheet at 31st March 2011 states that the level of unrestricted current asset reserves was £79,157. We have considered the guidelines laid down by the Charity Commissioners and have set a level of designated unrestricted reserves which would be appropriate. We will reconsider the policy each year and adjust figures to reflect the perceptions of risk and other factors post pandemic.

Our specific concerns are: -

1. A reduction of our grant received from our local authority following possible cash restraints resulting from the Covid 19 pandemic. We have reserved one year's grant amounting to £16,198.
2. A loss of resources which we may suffer should the library be out of action for an extended period. This may be the result of damage to our building or the effects of a continuation of the Covid 19 pandemic. We would be obliged to pay fixed costs such as business rates, insurance and cleaning expenses together with the possible setting up of the library with books, fittings and equipment which may have been lost or damaged.
3. We have a repairing lease and even if we could continue to operate, we could well incur considerable costs if the fabric of the building required repair. This is particularly relevant to the roof which potentially is in a poor state of repair.
4. We are increasingly unable to find volunteers to carry out cleaning duties and have been obliged to use commercial cleaners.
5. We would like to expand our services to the community.

We consider the reserves should be set as follows: -

1. A loss of grant reserve amounting to £16,198
2. A building's reserve of £40,000
3. A loss of volunteers' services of £5,000
4. Expansion of services of £5,000

We plan to maintain and expand our services whilst being aware that the fabric of the library and its fittings and equipment will always need to be modernised and improved. Our ultimate aim is to have the resources to allow us to maintain a library which is attractive and relevant to our local community.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TOTLEY COMMUNITY
LIBRARY RESOURCE AND INFORMATION CENTRE**

We report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 1 to 7.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

examine the accounts under section 145 of the 2011 Act

to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act

to state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

INDEPENDENT EXAMINER'S STATEMENT

In connection with our examination, no matter has come to our attention:

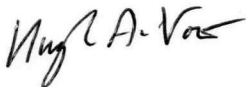
(1) which gives us reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



HUGH A. VOICE

VOICE & CO ACCOUNTANCY SERVICES LIMITED
CHARTERED ACCOUNTANTS
14 JESSOPS RIVERSIDE
800 BRIGHTSIDE LANE
SHEFFIELD
S9 2RX

4th August 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Totley Community Resource and
Information Centre

No (if any)
1158493

CC16a

Receipts and payments accounts

For the period from	Period start date 01-Apr-20	To	Period end date 31-Mar-21
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Government funding	25,000	-	-	25,000	-
Local authority funding	1,369	28,198	-	29,567	-
Donations & friend's subscriptions	1,582	-	-	1,582	-
Charitable activities	290	-	-	290	-
Other fund raising	7,752	-	-	7,752	-
Investment income	10	-	-	10	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	36,003	28,198	-	64,201	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	36,003	28,198	-	64,201	-
A3 Payments					
Raising funds	1,946	-	-	1,946	-
Charitable activities	3,937	4,834	-	8,771	-
Other	1,046	11,364	-	12,410	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	6,929	16,198	-	23,127	-
A4 Asset and investment purchases, (see table)					
Leasehold property	2,241	-	-	2,241	-
Equipment	3,632	-	-	3,632	-
Sub total	5,873	-	-	5,873	-
Total payments	12,802	16,198	-	29,000	-
Net of receipts/(payments)	23,201	12,000	-	35,201	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	59,372	-	-	59,372	-
Cash funds this year end	82,573	12,000	-	94,573	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Local authority grant restricted	-	12,000	-
	Unrestricted cash	82,573		-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	82,573	12,000	-

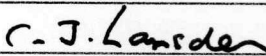
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Improvements to property	Unrestricted	-	7,894
		Restricted	-	21,966
	Furniture and equipment	Unrestricted	-	12,374
			-	-
	Computer systems	Unrestricted	-	5,956
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	C.J. Lansdown	9/8/21