



## 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 23<sup>rd</sup> 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](http://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 8<sup>th</sup> September 2014</p> <p>Re-elected 9<sup>th</sup> October 2017 and 14<sup>th</sup> 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 8<sup>th</sup> September 2014</p> <p>Re-elected 9<sup>th</sup> October 2017</p> <p>Retired 14<sup>th</sup> 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 8<sup>th</sup> September 2014</p> <p>Re-elected 15<sup>th</sup> 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 &amp; Young People.</p>	<p>Appointed 8<sup>th</sup> September 2014</p> <p>Re-elected 12<sup>th</sup> September 2016 and 17<sup>th</sup> 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 8<sup>th</sup> September 2014</p> <p>Re-elected 15<sup>th</sup> September 2015, and 18<sup>th</sup> 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 15<sup>th</sup> September 2015</p> <p>Re-elected 18<sup>th</sup> 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 17<sup>th</sup> September 2019</p> <p>Retired 14<sup>th</sup> 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 10<sup>th</sup> October 2017</p> <p>Re-elected 14<sup>th</sup> September 2020</p>
<p>Cvet Vasilev- IT &amp; 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 18<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 8<sup>th</sup> 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 14<sup>th</sup> 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 1<sup>st</sup> 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 4<sup>th</sup> 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 31<sup>st</sup> 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:

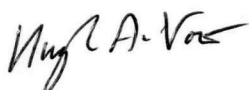
(1) which gives us reasonable cause to believe that in any material respect the requirements:

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  
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800 BRIGHTSIDE LANE  
SHEFFIELD  
S9 2RX

4<sup>th</sup> August 2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Totley Community Resource and  
Information Centre

No (if any)  
1158493

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-20

To

Period end date  
31-Mar-21

### 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 £
<b>A1 Receipts</b>					
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	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>36,003</b>	<b>28,198</b>	<b>-</b>	<b>64,201</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>36,003</b>	<b>28,198</b>	<b>-</b>	<b>64,201</b>	<b>-</b>
<b>A3 Payments</b>					
Raising funds	1,946	-	-	1,946	-
Charitable activities	3,937	4,834	-	8,771	-
Other	1,046	11,364	-	12,410	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>6,929</b>	<b>16,198</b>	<b>-</b>	<b>23,127</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Leasehold property	2,241	-	-	2,241	-
Equipment	3,632	-	-	3,632	-
<b>Sub total</b>	<b>5,873</b>	<b>-</b>	<b>-</b>	<b>5,873</b>	<b>-</b>
<b>Total payments</b>	<b>12,802</b>	<b>16,198</b>	<b>-</b>	<b>29,000</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>23,201</b>	<b>12,000</b>	<b>-</b>	<b>35,201</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>59,372</b>	<b>-</b>	<b>-</b>	<b>59,372</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>82,573</b>	<b>12,000</b>	<b>-</b>	<b>94,573</b>	<b>-</b>

## 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 £
<b>B1 Cash funds</b>	Local authority grant restricted	-	12,000	-
	Unrestricted cash	82,573		-
		-	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	82,573	12,000	-
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Improvements to property	Unrestricted	-	7,894
		Restricted	-	21,966
			-	-
	Furniture and equipment	Unrestricted	-	12,374
			-	-
	Computer systems	Unrestricted	-	5,956
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>C. J. Lansdown</i>	C.J. Lansdown	9/8/21