



## **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 Topley 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 Topley Station, Topley 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, Topley 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 Topley 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](http://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 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 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 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>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 8<sup>th</sup> September 2014</p> <p>Re-elected 15<sup>th</sup> 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 &amp; Young People. Will be stepping down September 2022</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 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 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>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 - 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 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 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 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 , charities and individuals.</p>	<p>Appointed 18<sup>th</sup> 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 14<sup>th</sup> 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 1<sup>st</sup> 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 4<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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
<b>Incoming resources</b>					
<b>Income from:</b>					
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
<b>Total</b>		<b>16,303</b>	<b>17,698</b>	<b>34,001</b>	<b>62,797</b>
<b>Resources expended</b>					
<b>Expenditure on:</b>					
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
<b>Total</b>		<b>24,406</b>	<b>26,392</b>	<b>50,798</b>	<b>28,645</b>
<b>Net movement in funds</b>		<b>-8,103</b>	<b>-8,694</b>	<b>-16,797</b>	<b>34,152</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		109,399	29,948	139,347	105,195
<b>Total funds carried forward</b>		<b>101,296</b>	<b>21,254</b>	<b>122,550</b>	<b>139,347</b>

# TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

## BALANCE SHEET

31st March 2022

		Unrestricted funds £ 2022	Restricted funds £ 2022	Total this year £ 2022	Total last year £ 2021
	Notes				
<b>Fixed assets</b>					
<b>Tangible assets</b>	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>
<b>Add: Current assets</b>					
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>
<b>Total assets less current liabilities</b>		<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				<u>32,298</u>	<u>43,201</u>
				101,296	109,399
Restricted funds	13			<u>21,254</u>	<u>29,948</u>
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
<b>1. Donations and legacies</b>				
<b>Grants from the government</b>				
Small Business Grant Fund	-	-	-	25,000
	-	-	-	25,000
<b>Grants from public bodies</b>				
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
<b>Other grants</b>				
	-	-	-	-
<b>Donations and friends</b>				
Donations	2,705	-	2,705	1,312
Friends	275	-	275	270
Gift Aid	-	-	-	178
	2,980	-	2,980	1,760
<b>Total</b>	2,980	17,698	20,678	54,958
	Unrestricted funds £ 2022	Restricted funds £ 2022	All funds £ 2022	All funds £ 2021
<b>2. Charitable activities</b>				
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
<b>3. Other activities</b>				
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
<b>4. Investment income</b>				
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
<b>5. Raising funds</b>				
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
<b>6. Charitable activities</b>				
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
<b>7. Other</b>				
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
--------	-------	--------	--------	-------	--------	--------

31st March 2021

58,123	5,873	63,996	10,451	5,355	15,806	48,190
--------	-------	--------	--------	-------	--------	--------



**TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE****Notes to the accounts**

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

	£ 2022	£ 2021
<b>10. Cash at bank and in hand</b>		
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
<b>11. Creditors</b>		
<b>amounts falling due within one year</b>		
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
<b>12. Designated unrestricted funds</b>		
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

	<b>Brought forward</b>	<b>Transfer to fixed assets</b>	<b>Income in year</b>	<b>Expenditure in year</b>	<b>Carried forward</b>
	£	£	£	£	£
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

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.**