



**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 31<sup>st</sup> March 2023**

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# **TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE**

## **A Charitable Incorporated Organisation**

### **ORGANISATION INFORMATION**

<b>Trustees</b>	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
<b>Chair</b>	Joanne Woodward
	(appointed October 2022)
<b>Treasurer</b>	Julie Kitlowski
<b>Secretary</b>	Christopher Lansdown
<b>Registered Office</b>	Kevin McLean
<b>Registered Charity Number</b>	Totley Library
	205 Baslow Road
	Totley
	Sheffield S17 4DT
	1158493
<b>Bankers</b>	NatWest
	42 High Street
	Sheffield S1 2GE
<b>Independent Examiner</b>	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.**

<b>Year</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>
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
<b>TOTAL ISSUES</b>	<b>3,394</b>	<b>24,733</b>	<b>35,517</b>

## **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 Totley CRIC Volunteers help update Facebook and make 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 ie Totley Dore and Bradway

The Totley CRIC website [www.totleycric.org.uk](http://www.totleycric.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 Totley 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 Totley 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 8<sup>th</sup> September 2014</p> <p>Re-elected 15<sup>th</sup> September 2015, and 18<sup>th</sup> September 2018 and September 2021</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, 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 17<sup>th</sup> 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 17<sup>th</sup> 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 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>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 1<sup>st</sup> 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 4<sup>th</sup> October 2014.

## **5. Financial review**

### **5.1 Funding for the year**

During the year ended 31<sup>st</sup> 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 prepandemic 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 prepandemic figure of £6,144.

To boost our income from 1<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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.



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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)

**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 2023.

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.**



**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
<b>Incoming resources</b>					
<b>Income from:</b>					
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
<b>Total</b>		<b>20,211</b>	<b>26,098</b>	<b>46,309</b>	<b>34,001</b>
<b>Resources expended</b>					
<b>Expenditure on:</b>					
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
<b>Total</b>		<b>30,536</b>	<b>28,011</b>	<b>58,547</b>	<b>50,798</b>
<b>Net movement in funds</b>		<b>-10,325</b>	<b>-1,913</b>	<b>-12,238</b>	<b>-16,797</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		101,296	21,254	122,550	139,347
Adjustment to restricted fund brought forward		-5,610	5,610	-	-
<b>Total funds carried forward</b>		<b>85,361</b>	<b>24,951</b>	<b>110,312</b>	<b>122,550</b>

**TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE**

Registered Charity No: 1158493

A Charitable Incorporated Organisation

**BALANCE SHEET****31ST MARCH 2023**

		Unrestricted funds £ 2023	Restricted funds £ 2023	Total this year £ 2023	Total last year £ 2022
	Notes				
<b>Fixed assets</b>					
<b>Tangible assets</b>	9	16,887	22,811	39,698	45,331
		16,887	22,811	39,698	45,331
<b>Add: Current assets</b>					
Debtors	10	2,698	-	2,698	2,950
Cash at bank and in hand	11	71,959	2,140	74,099	90,277
		74,657	2,140	76,797	93,227
Less: Creditors amounts falling due within one year	12	6,183	-	6,183	16,008
		6,183	-	6,183	16,008
<b>Total assets less current liabilities</b>		85,361	24,951	110,312	122,550
<b>Funds of the Charity</b>					
Designated unrestricted funds	13			73,998	68,998
Other unrestricted funds				11,363	32,298
				85,361	101,296
Restricted funds	14			24,951	21,254
Total Funds				110,312	122,550

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
<b>2. Donations and legacies</b>				
<b>Grants from public bodies</b>				
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
<b>Donations and friends</b>				
Donations	2,290	-	2,290	2,980
	2,290	-	2,290	2,980
<b>Total</b>	2,290	26,098	28,388	20,678
	Unrestricted funds £ 2023	Restricted funds £ 2023	All funds £ 2023	All funds £ 2022
<b>3. Charitable activities</b>				
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
<b>4. Other activities</b>				
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
<b>5. Investment income</b>				
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**

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

	<b>Unrestricted funds £ 2023</b>	<b>Restricted funds £ 2023</b>	<b>All funds £ 2023</b>	<b>All funds £ 2022</b>
<b>7. Charitable activities</b>				
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**

	<b>Unrestricted funds £ 2023</b>	<b>Restricted funds £ 2023</b>	<b>All funds £ 2023</b>	<b>All funds £ 2022</b>
<b>8. Other</b>				
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
	<b>8,381</b>	<b>20,656</b>	<b>29,037</b>	<b>18,368</b>

**TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE**

Registered Charity No: 1158493

A Charitable Incorporated Organisation

**Notes to the accounts**

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

	£ 2023	£ 2022
<b>11. Cash at bank and in hand</b>		
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
<b>12. Creditors</b>		
<b>amounts falling due within one year</b>		
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
<b>13. Designated unrestricted funds</b>		
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**

	<b>Brought forward</b>	<b>Adjustment to brought forward</b>	<b>Income in year</b>	<b>Expenditure in year</b>	<b>Carried forward</b>
	£	£	£	£	£
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	-
	21,254	5,610	26,098	-28,011	24,951

**15. Related party transactions**

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



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

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