



Annual Report and Accounts

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

A Charitable Incorporated Organisation

Trustees' Annual Report and Accounts

for the year ended 31st March 2024

Contents

Organisation Information

Trustees' Report 1 - 15

Statement of Financial Activities 16

Balance Sheet 17

Notes to the Accounts 18 – 26

Independent Examiner's Report 27 - 28

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

A Charitable Incorporated Organisation

ORGANISATION INFORMATION

Trustees

Collette Duke
Carys Hamilton
Pamela Johnson
(resigned July 2024)
Julie Kitlowski
Christopher Lansdown
Roger Lasco
(resigned November 2024)
Kevin McLean
Cvetelin Vasilev
Martin Brown
(appointed November 2023)
Joanne Woodward
(resigned January 2024)
Marie Gledden
(appointed September 2024)

Chair

Julie Kitlowski

Treasurer

Christopher Lansdown

Secretary

Kevin McLean

Registered Office

Totley Library
205 Baslow Road
Totley
Sheffield S17 4DT

Registered Charity Number

1158493

Bankers

NatWest
42 High Street
Sheffield S1 2GE

Independent Examiner

Christopher Jones



ANNUAL REPORT 2022-23

A MESSAGE FROM THE TRUSTEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Julie Kitlowski (Chair of the Trustees of Totley CRIC)

1. Objectives and activities

1.1 Public Benefit Statement

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

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

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

1.2 Our volunteers

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

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

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

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

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

1.3. Library Services

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

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

1.4 Community activities and events

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

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

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

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

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

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

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

2. Achievements and Performance

2.1 Strategy Review

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

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

2.2 Book purchases and Book Issue figures

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

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

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

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

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

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

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

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

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

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

Totley Issue Figures.

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

2.3 Building Improvements

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

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

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

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

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

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

2.4 Marketing and Communications

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

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

3.2 Governance

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

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

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

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

3.3 Management arrangements

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

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

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

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

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

4. Reference and administrative details

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

5. Financial review

5.1 Funding for the year

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

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

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

5.2 Income from charitable events, donations and from our lottery

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

5.3 Restricted funds

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

5.4 Charitable resources

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

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

5.5 Reserves Policy

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

Our specific concerns are:

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

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

5.6 Surplus

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

5.7 Financial and activity monitoring

The trustees receive financial reports on a two monthly basis.



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

Set out on pages

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

Responsibilities and basis of report

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

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

Name:

C B Jones

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

Chartered Accountant

Address:

23 Blacka Moor Crescent
Sheffield S17 3GL

Section B**Disclosure**

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

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31st March 2024

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

BALANCE SHEET

31ST MARCH 2024

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

Funds of the Charity

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

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

Julie Kitlowski
Trustee

Date

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

1. Accounting Policies

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

a. Accounting Convention

The statements use the accrual basis of accounting.

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

c. Company Status

The charity is a Charitable Incorporated Organisation.

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

d. Income Resources

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

e. Resources Expended

Expenditure is included on an accrual basis.

f. Depreciation

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

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

g. Fund Accounting

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

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2024

Accounting Policies continued

h. Independent Examiner's Remuneration

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

i. Reserves Policy

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

j. Purchase of Books

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

k. Repairs and Renewals

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

l. Lease

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of income

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE**Registered Charity No: 1158493****A Charitable Incorporated Organisation****Notes to the accounts****Analysis of income**

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

Analysis of expenditure

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

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts**Analysis of expenditure**

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE

Registered Charity No: 1158493

A Charitable Incorporated Organisation

Notes to the accounts

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

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

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

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

TOTLEY COMMUNITY RESOURCE AND INFORMATION CENTRE**Registered Charity No: 1158493****A Charitable Incorporated Organisation****Notes to the accounts****14. Summary of restricted funds**

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

15. Related party transactions

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



Section A

Independent Examiner's Report

Report to the trustees/ members
of

Charity Name
Totley Community Library Resource and Information Centre

On accounts for the year ended

31 March 2024

**Charity
no (if any)**

1158493

Set out on pages

16 - 26

(remember to include the page numbers of additional sheets)

Responsibilities and basis of
report

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

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's
statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

Name:

C B Jones

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

Chartered Accountant

Address:

23 Blacka Moor Crescent

Sheffield S17 3GL

Section B**Disclosure**

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

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

