

**Registered Charity Number: 1158802**

**Friends of Ecclesfield Library CIO**

**UNAUDITED FINANCIAL STATEMENTS**

**For the 12-month period ended 31 March 2021**

## **Friends of Ecclesfield Library CIO**

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## **Friends of Ecclesfield Library CIO**

### **Administrative Information**

**For the 12-month period ended 31 March 2021**

#### **Trustees**

Elaine Shortridge	Treasurer	Appointed June 2017	Resigned July 2020
Paul Marshall		Appointed September 2017	
Julie Marshall		Appointed September 2017	
Lynda Harper		Appointed September 2017	
Wendy Watkinson		Appointed September 2017	
Victoria Bowden	Chair	Appointed April 2018	
John Bowden		Appointed April 2018	
Charlene Humphries		Appointed March 2019	
Barbara Russell	Treasurer	Appointed March 2021	

#### **Registered office**

113 High Street  
Ecclesfield  
Sheffield  
S35 9UA

#### **Charity number**

1158802

#### **Bankers**

Co-operative Bank  
Pinstone Street  
Sheffield  
S1 2HP

#### **Independent Examiner**

Susan Cochrane, FCA  
On behalf of:  
Voluntary Action Sheffield  
Community Accounting Service  
The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

## **Friends of Ecclesfield Library CIO**

### **Trustees' Annual Report For the 12-month period ended 31 March 2021**

The Trustees of the charity submit their annual report and the financial statements for the 12-month period ended 31 March 2021.

#### **Structure, Governance and Management**

Friends of Ecclesfield Library (FoEL) is a registered charity and constituted as a Charitable Incorporated Organisation (CIO). Approved by the Charity Commission and registered on 7 October 2014.

FoEL's Board of Trustees consists of a Chair, and 6 Trustees.

#### **Appointment of Trustees**

The Trustees are appointed on an annual basis, normally at the Annual General Meeting (AGM). They may hold the office (so long as they are re-elected at subsequent AGMs) for a maximum of 3 terms in succession.

FoEL is managed by a committee of Trustees. The Board of Trustees has responsibility for the overseeing of FoEL and the running of Ecclesfield Library. The Board of Trustees normally meet bimonthly to receive and review the operating and financial reports, and to make strategic decisions to ensure that the charity continues to be a viable entity into the future. A minimum of three Trustees is required to form a quorum of the committee.

The FoEL is run and governed solely by volunteers who receive no remuneration or benefits to that effect. Our aim is to try to continue as a community led group. We currently have a full team of volunteers required to run the library operation effectively.

The committee abides by FoEL's constitution, which sets out all major governance procedures such as duties of Trustees, elections, annual and general meetings, and voting rights. Whilst the committee makes all major decisions, day-to-day management decisions for the library are made at a weekly Operational meeting. The Operational meeting has an open invite to all volunteers and is always attended by one or more of the Trustees.

Normally, five of the Board members also work within the library each week, and therefore the library is under the direction of these five Trustees. Each has taken on different responsibilities for aspects of the operation; from Health & Safety, GDPR through to recruitment. With support from the Team Coordinators, they manage a team of 20 front line and 5 support volunteers. The library service is normally open for 21 hours per week but due to the Covid-19 pandemic it has been mothballed for most of the year in accordance with Government guidelines. When it has been able to be open it was for just 6 hours per week. There are no paid staff. Volunteers are unpaid but can claim out-of-pocket expenses.

## **Friends of Ecclesfield Library CIO**

### **Trustees' Annual Report – continued**

#### **For the 12-month period ended 31 March 2021**

### **Charitable Aims and Objectives**

The objective of the charity is to advance and promote education, in all its aspects, to the general public in Sheffield, particularly the area of Ecclesfield and its surrounds. The facility is open to all who have need, for whatever reason and regardless of their circumstances. These needs will be met particularly, but not exclusively, by a community-based library facility and associated services and co-operation with other organisations whose aims and objectives include those of the charity.

The charity runs a community library at Ecclesfield which is free to all users, though there is a small charge for the loan of DVDs, for photocopying and printing.

There is also the provision of education and activities for children, which include:

- Baby and Toddler weekly sessions for under-5s
- The Summer Reading challenge, involving around 80-100 children taking part, from pre-school children to age 12+
- School visits from Ecclesfield Primary School. The aim remains to forge links with other local schools
- Craft Activities in School Holidays
- Seasoned Themed Activities
- Children's Author Visits
- Readathon
- A series of Fun Science sessions
- Imagination Gaming

We also support:

- Two reading groups for adults
- A monthly Writers Group
- Art Classes
- A Knit and Natter Group
- A History Group
- Computer Club
- Tai Chi Classes

With 28 volunteers and trustees, activities for children and adults, fundraising events and a welcoming building – a greater sense of a community is being built.

FoEL will

- support the lifelong learning of our community to promote healthy living and lifestyle
- evolve the library in response to community need.
- provide space for local activities and groups such as Ecclesfield Village History Group, Creative Writers Group and craft groups etc.
- provide a space for the local councillors to hold their monthly surgery
- provide a high-quality community library service, which nurtures a love of books, literature, and the arts.

## **Friends of Ecclesfield Library CIO**

### **Trustees' Annual Report – continued**

#### **For the 12-month period ended 31 March 2021**

### **Impact from Covid-19**

Unfortunately, owing to Covid-19, the library has had to close all these activities until 'normal life' resumes at some point. When libraries could open, in between lockdowns, it was for lending and returns only. Since most of the volunteers were vulnerable or shielding, a skeleton staff of 9 were able to open on reduced hours and days. The library staff were praised for being the first in Sheffield to facilitate browsing after the first lockdown. They were also praised for the Covid-19 safety measures that they put in place for lenders.

The trustees have no major concerns about the long-term impact of Covid-19 on our library. Once we are open again, all the activities and funding sources should fall into place again. There is no reason to expect that regular grants will not materialise. Running costs are low and there are adequate reserves to protect the library in the short term.

### **Activities and Achievements**

None of our own normal fund-raising activities have taken place this year, but the main grant that the charity receives from Sheffield City Council has continued. In addition, the library has received the £10,000 grant promised to each volunteer-run library which will be spent towards replacing the carpets throughout the library.

### **Grant Funded**

Sheffield City Council continues to support the library with the main grant of £9,336 which is for the upkeep and running of the library. The council also provided a one-off additional grant of £10,000 which was to be spent on a project of our choice towards improving the library; we chose to replace the carpet and vinyl flooring throughout the library. The council also awarded an additional £2,000 grant payment towards book stocks.

We applied for and received a business rate rebate grant of £ 10,000 from Sheffield City Council due to Covid-19 pandemic.

The Co-op Community Fund provided £3,182.43 towards new books.

### **Reserves Policy**

FoEL Trustees review the financial risks associated with the running of the library service on an ongoing basis. It is library policy to ensure that sufficient reserves are kept in the charity bank account in order to meet any unforeseen expenditure that may occur, for example repair or replacement of fixtures and fittings, and to help keep the library open for as long as possible after the main grant from Sheffield City Council finishes, if we have a shortfall in our fundraising activities.

As at 31 March 2021 free reserves of the charity total £45,447 (2020: £34,470)

Trustees' Annual Report – continued  
For the 12-month period ended 31 March 2021

**Future Plans**

The Trustees will, over the coming years, continue to focus on being financially self-sufficient through our own fundraising activities, in the event of Sheffield City Council not being in a position to continue to grant the library a significant amount in future years. At the same time, we must continue to refresh our own book catalogue and organise events and activities throughout the year, thereby encouraging the local community to use the library. We will, wherever possible, apply for grants to assist with the costs.

The SCC Capital Grant of £10K that we received in March 2021 has not be fully spent in this financial year. We still have £940 to spend which we will do in April onwards towards new book shelving.

The Trustees declare that they have approved the Trustees' Annual Report above on: *18th June 2021*

*Victoria M. Bowden*

Signed for and on behalf of the Trustees:

Victoria Bowden  
Chair

## **Independent Examiner's report to the Friends of Ecclesfield Library CIO (Charity number: 1158802)**

I report to the trustees on my examination of the accounts of Friends of Ecclesfield Library ("the Charity") for the year ended 31 March 2021 set out on pages 7 – 14.

### **Responsibilities and basis of report**

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

### **Independent examiner's statement**

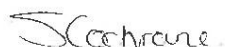
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

#### *Disclaimer*

The trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue. However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the charity's ability to continue as a going concern. For example, it is difficult to evaluate all of the potential implications of the current COVID-19 outbreak on the charity's activities, income, employees, suppliers and the wider economy.



Signed:

Susan Cochrane, FCA

On behalf of:

VAS Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 18 June 2021



Friends of Ecclesfield Library CIO

**Statement of Financial Activities**  
**(incorporating the income and expenditure account)**  
**For the year ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income from:</b>							
Donations and grants	2	10,739	24,918	35,657	3,797	11,166	14,963
Charitable activities	3	105	-	105	8,505	-	8,505
Investment income - bank interest		423	-	423	-	-	-
<b>Total income</b>		<b>11,267</b>	<b>24,918</b>	<b>36,185</b>	<b>12,302</b>	<b>11,166</b>	<b>23,468</b>
<b>Expenditure on:</b>							
Charitable Activities	4	298	16,289	16,587	1,617	11,269	12,886
<b>Total expenditure</b>		<b>298</b>	<b>16,289</b>	<b>16,587</b>	<b>1,617</b>	<b>11,269</b>	<b>12,886</b>
<b>Net income/(expenditure)</b>		<b>10,969</b>	<b>8,629</b>	<b>19,598</b>	<b>10,685</b>	<b>(103)</b>	<b>10,582</b>
<b>Transfer between funds</b>	9	8	(8)	-	-	-	-
<b>Net movement in funds</b>		<b>10,977</b>	<b>8,621</b>	<b>19,598</b>	<b>10,685</b>	<b>(103)</b>	<b>10,582</b>
Total funds brought forward		34,470	33,684	68,154	23,785	33,787	57,572
<b>Total funds carried forward</b>		<b>45,447</b>	<b>42,305</b>	<b>87,752</b>	<b>34,470</b>	<b>33,684</b>	<b>68,154</b>

# Friends of Ecclesfield Library CIO

## Balance Sheet As at 31 March 2021

	Notes	Total 2021 £	Total 2020 £
<b>Fixed assets</b>	<b>6</b>	<u>349</u>	<u>2,327</u>
<b>Current assets</b>			
Debtors	<b>7</b>	-	-
Cash at bank and in hand		<u>93,270</u>	<u>66,772</u>
<b>Total current assets</b>		<u>93,270</u>	<u>66,772</u>
Creditors: amounts falling due within one year	<b>8</b>	(5,867)	(945)
<b>Net current assets</b>		<u>87,403</u>	<u>65,827</u>
<b>Total assets less current liabilities</b>		<u>87,752</u>	<u>68,154</u>
Creditors: amounts falling due after more than one year		-	-
<b>Total net assets</b>		<u><u>87,752</u></u>	<u><u>68,154</u></u>
<b>Funds of the Charity</b>			
Unrestricted funds		45,447	34,470
Restricted funds	<b>9</b>	<u>42,305</u>	<u>33,684</u>
<b>Total funds</b>	<b>10</b>	<u><u>87,752</u></u>	<u><u>68,154</u></u>

Approved by the Board on 18th June 2021 and signed on behalf of the board by:



Victoria Bowden  
Chair

## Friends of Ecclesfield Library CIO

### Notes to the Accounts

For the year ended 31 March 2021

#### 1 Accounting Policies

##### (a) General

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken advantage of the exemption to prepare a Statement of Cash Flows.

Friends of Ecclesfield Library CIO meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

##### (b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the period in which the service took place.

##### (c) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### (d) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

##### (e) Tangible fixed assets

Depreciation has been calculated to write down the cost of all tangible fixed assets over their expected useful lives on the following basis:

Equipment	3-10 years straight line
Furniture	3 years straight line

##### (f) Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

## Friends of Ecclesfield Library CIO

### Notes to the Accounts (continued) For the year ended 31 March 2021

#### 1 Accounting Policies (continued)

##### (g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

##### (h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor.

##### (i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### 2 Donations and grants

	Unrestricted fund £	Restricted funds £	Total 2021 £	Total 2020 £
Sheffield City Council- Main grant	-	9,336	9,336	8,558
Sheffield City Council- Ward Pot	-	400	400	1,958
Sheffield City Council - Marketing grant	-	-	-	350
Sheffield City Council - Small business grant scheme	10,000	-	10,000	-
Sheffield City Council - Book fund	-	2,000	2,000	-
Sheffield City Council - Capital grant	-	10,000	10,000	-
Co-operative Community Fund	-	3,182	3,182	-
Freeman Charity	-	-	-	-
St Mary's Lane Trust	-	-	-	300
Donations	739	-	739	3,797
	<b>10,739</b>	<b>24,918</b>	<b>35,657</b>	<b>14,963</b>

£10,559 (2020:£3,797) was received into unrestricted funds and £24,918 (2020:£11,166) into restricted funds.

**Notes to the Accounts (continued)**  
**For the year ended 31 March 2021**

**3 Income from charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Events and activities income	68	-	68	4,896
Book Sales	-	-	-	147
Room hire	-	-	-	1,200
Photocopying, refreshment, yellow sticker and Other income	37	-	37	2,262
	<b>105</b>	<b>-</b>	<b>105</b>	<b>8,505</b>

All income from charitable activities in 2021 and 2020 were received into unrestricted funds.

**4 Expenditure on charitable activities**

Note	Unrestricted fund £	Restricted fund £	Total 2021 £	Total 2020 £
Premises Expenses	-	9,060	9,060	-
Event and activities costs	35	-	35	2,474
Event Refreshments	-	-	-	-
Books	-	1,979	1,979	1,518
Council tax	-	-	-	1,386
Electricity & heating	2	892	894	1,410
Water	-	68	68	252
Telephone	-	366	366	426
Refuse collection	-	-	-	131
Cleaning	-	11	11	51
Equipment	180	80	260	849
Insurance	-	687	687	678
Repairs and maintenance	-	60	60	535
Health & safety	21	446	467	-
Training	-	-	-	-
Professional fees	-	-	-	-
Advertising/Promotional	-	-	-	30
Printing, Postage and Stationery	-	3	3	153
Refreshments	40	-	40	374
Volunteers expenses, training & support	-	-	-	13
Depreciation on fixed assets	13	1,965	1,978	2,237
Disposal of fixed assets	-	-	-	-
Administrative costs	-	252	252	-
Accountants' fee	-	-	-	360
Independent examiner's fee	5	420	420	-
Paypal fees	7	-	7	9
Sundry expenses	-	-	-	-
Grant repayment	-	-	-	-
	<b>298</b>	<b>16,289</b>	<b>16,587</b>	<b>12,886</b>

£118 (2020: £1,617) was paid from unrestricted funds and £16,289 (2020: £11,269) from restricted funds.

# Friends of Ecclesfield Library CIO

## Notes to the Accounts (continued) For the year ended 31 March 2021

### 5 Independent examiner's fees

	2021	2020
	£	£
Independent examination	<u>420</u>	<u>-</u>

### 6 Fixed assets

	Furniture £	Equipment £	Total £
<b>Cost or Valuation</b>			
As at 31 March 2020	2,772	4,839	7,611
Additions	0	-	-
Disposals	-	-	-
<b>As at 31 March 2021</b>	<u>2,772</u>	<u>4,839</u>	<u>7,611</u>
<b>Depreciation</b>			
As at 31 March 2020	1,732	3,552	5,284
Charge for the year	821	1,157	1,978
Disposals	-	-	-
<b>As at 31 March 2021</b>	<u>2,553</u>	<u>4,709</u>	<u>7,262</u>
<b>Net book value</b>			
<b>As at 31 March 2021</b>	<u>219</u>	<u>130</u>	<u>349</u>
As at 31 March 2020	<u>1,040</u>	<u>1,287</u>	<u>2,327</u>

### 7 Debtors

	2021	2020
	£	£
Trade debtors	-	-
	<u>-</u>	<u>-</u>

### 8 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors	300	650
Accruals	5,567	295
	<u>5,867</u>	<u>945</u>

## Friends of Ecclesfield Library CIO

### Notes to the Accounts (continued) For the year ended 31 March 2021

#### 9 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfer £	Carried forward £
Sheffield City Council- Main grant	30,893	9,336	(3,285)	-	36,944
Sheffield City Council- Ward Pot 1	1,326	-	(858)	-	468
Sheffield City Council- Ward Pot 2	-	400	-	-	400
Ecclesfield Parish Council	920	-	(920)	-	-
St Mary's Trust	8	-	-	(8)	-
Co-operative Community Fund	-	3,182	(1,979)	-	1,203
Sheffield City Council - Capital grant	-	10,000	(9,060)	-	940
Sheffield City Council - Book fund	-	2,000	-	-	2,000
Sheffield City Council - Community Fund	187	-	(187)	-	-
Sheffield City Council - Marketing grant	350	-	-	-	350
	<b>33,684</b>	<b>24,918</b>	<b>(16,289)</b>	<b>(8)</b>	<b>42,305</b>

#### Sheffield City Council- Main grant

This fund was given towards the running costs and maintenance of the library.

#### Sheffield City Council- Ward Pot 1

Funding received to purchase assets including a new CCTV system and furniture. These funds have been spent in the year. The balance on the fund represents assets purchased and will be fully written off over the life of the assets.

#### Sheffield City Council - Ward Pot 2

The funding was received to support activities for local children and families or carers, thus contributing to community development by increasing the use of the library building. The income in the year represents a refund of activities that did not go ahead due to COVID 19

#### Ecclesfield Parish Council

This income was given for the purchase of a Big Pad Interactive Table. The income has been fully spent at 31 March 2019. The expenditure in the fund represents the depreciation on the asset. The fund will be fully written off over the lifetime of the asset.

#### Co-operative Community Fund

Funding received for the purchase of book stocks

#### Sheffield City Council - Capital grant

This fund was received for the purchase and installation of carpet and floor coverings and carousel units.

#### Sheffield City Council - Book fund

This fund was received for the purchase of book stocks.

#### Sheffield City Council Community Fund

This income was received to purchase a computer and to fund visits by an author to the library. The income has been fully spent in the year. The balance represents the value of the computer purchased and will be fully written off over the lifetime of the asset.

## Friends of Ecclesfield Library CIO

### Notes to the Accounts (continued) For the year ended 31 March 2021

#### 9 Restricted funds ( continued)

##### Sheffield City Council Marketing Grant

This fund was received for marketing costs and towards readathon expenditure.

Prior year

	<i>Brought forward</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Transfer</i> £	<i>Carried forward</i> £
Sheffield City Council- Main grant	28,934	8,558	(6,599)		30,893
Sheffield City Council- Ward Pot -1	1,785	1,158	(1,617)		1,326
Sheffield City Council- Ward Pot -2		800	(800)		-
Ecclesfield Parish Council	1,840	-	(920)		920
St Mary's Trust	8	300	(300)		8
SOAR Health Grant	515	-	(515)		-
Co-operative Bank	306	-	(306)		-
Sheffield City Council - Community Fund	399	-	(212)		187
Sheffield City Council - Marketing grant	-	350	-		350
	<b>33,787</b>	<b>11,166</b>	<b>(11,269)</b>	<b>-</b>	<b>33,684</b>

#### 10 Analysis of net assets by fund

	<i>Unrestricted Funds</i> £	<i>Restricted Funds</i> £	<i>Total</i> £
Fixed assets	-	349	349
Current assets	51,314	41,956	93,270
Current liabilities	(5,867)	-	(5,867)
	<b>45,447</b>	<b>42,305</b>	<b>87,752</b>
<i>Prior year</i>			
	<i>Unrestricted Funds</i> £	<i>Restricted Funds</i> £	<i>Total</i> £
Fixed assets	-	2,327	2,327
Current assets	35,415	31,357	66,772
Current liabilities	(945)	-	(945)
	<b>34,470</b>	<b>33,684</b>	<b>68,154</b>

#### 11 Trustee expenses and related party transactions

No trustees received reimbursed expenses in the year (2020: one trustee £8).

Friends of Ecclesfield Library received grant funding from Sheffield City Council of which Victoria Bowden, a trustee, is a councillor. This relationship is disclosed on the Sheffield City Council Register of interests as required by the Council's Code of Conduct for Members.

No trustee was paid remuneration for their role. There were no other related party transactions.