

Registered Charity Number: 1158802

Friends of Ecclesfield Library CIO

Annual report and Unaudited Financial Statements

For the year ended 31 March 2022

Friends of Ecclesfield Library CIO

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Friends of Ecclesfield Library CIO

Administrative Information For the year ended 31 March 2022

Trustees

Paul Marshall		Appointed Sept 2017	Resigned Sept 2021
Julie Marshall		Appointed Sept 2017	Resigned Sept 2021
Lynda Harper		Appointed Sept 2017	Resigned Sept 2021
Wendy Watkinson		Appointed Sept 2017	Resigned Jan 2022
Victoria Bowden	Chair	Appointed April 2018	
John Bowden		Appointed April 2018	
Charlene Humphries		Appointed March 2019	Resigned Feb 2022
Barbara Russell	Treasurer	Appointed March 2021	
David Morton		Appointed Feb 2022	
Andy Bainbridge		Appointed Feb 2022	

Registered office

113 High Street
Ecclesfield
Sheffield
S35 9UA

Charity number

1158802

Bankers

Co-operative Bank
Pinstone Street
Sheffield
S1 2HP

Accountants

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

Friends of Ecclesfield Library CIO

Trustees' Annual Report For the year ended 31 March 2022

The Trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2022.

The financial statements comply with the Charities Act 2011, the governing document and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

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 4 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.

The operational meeting reports back to the Trustees and normally one of the Board members also works within the library each week. Therefore, the library is under the direction of these five Trustees. Overseen by the Trustees, senior volunteers and ex Trustees manage different responsibilities for aspects of the operation; from Health & Safety, GDPR through to recruitment. With support from the Team Coordinators, the Trustees manage a team of 20 front line and 5 support volunteers. The library service was impacted during COVID and until November 2021 it operated reduced opening hours of 6 hours a week for lending services only. The Library is now open for 17 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 year ended 31 March 2022

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
- Chairobics 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 year ended 31 March 2022

Achievements and performance

Fund-raising activities have taken place this year, however due to reduced opening hours for a significant period of the year they have not reached the usual run rate. The Trustees are confident that fundraising activities will return to normal levels now the impact of COVID has passed.

The main grant that the charity receives from Sheffield City Council has continued.

As of November 2021, the library fully reopened all its services and have seen a cautious return by service users. The focus of the Trustees is to continue to provide activities and events to encourage library usage to pre COVID levels.

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 awarded an additional £1,500 grant payment towards book stocks. St Mary's Trust provided a grant of £600 for improvements to the Children's Library which is yet to be spent.

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 2022 free reserves of the charity total £47,386 (2021: £45,447)

Friends of Ecclesfield Library CIO

Trustees' Annual Report – continued For the year ended 31 March 2022

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 Trustees declare that they have approved the Trustees' Annual Report above on: 18/11/22



Signed for and on behalf of the Trustees:

Victoria Bowden
Chair

Accountants' report to the Board of Trustees on the preparation of the unaudited accounts of Friends of Ecclesfield Library CIO for the year ended 31 March 2022

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of Friends of Ecclesfield Library CIO for the year ended 31 March 2022 as set out on pages 7 to 14 from the accounting records and from information and explanations you have given us.

This report is made solely to the Trustees of Friends of Ecclesfield Library CIO, in accordance with the terms of our engagement letter dated 25 March 2022. Our work has been undertaken solely to prepare for your approval the accounts of Friends of Ecclesfield Library CIO and state those matters that we have agreed to the Trustees of Friends of Ecclesfield Library CIO. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Friends of Ecclesfield Library CIO and its Trustees for our work or for this report.

It is your duty to ensure that Friends of Ecclesfield Library CIO has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of Friends of Ecclesfield Library CIO.

We have not been instructed to carry out an audit/independent examination or a review of the accounts of Friends of Ecclesfield Library CIO. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

Signed: Voluntary Action Sheffield

Voluntary Action Sheffield
Community Accountancy Service
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 24/11/22

Friends of Ecclesfield Library CIO

Statement of Financial Activities
(incorporating the income and expenditure account)
For the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Income from:							
Donations and grants	2	949	11,452	12,401	10,739	24,918	35,657
Charitable activities	3	1,482	360	1,842	105	-	105
Investment income - bank interest		66	-	66	423	-	423
Total income		2,497	11,812	14,309	11,267	24,918	36,185
Expenditure on:							
Charitable Activities	4	1,310	9,300	10,610	298	16,289	16,587
Total expenditure		1,310	9,300	10,610	298	16,289	16,587
Net income/(expenditure)		1,187	2,512	3,699	10,969	8,629	19,598
Transfer between funds	9	2,534	(2,534)	-	8	(8)	-
Net movement in funds		3,721	(22)	3,699	10,977	8,621	19,598
Total funds brought forward		45,447	42,305	87,752	34,470	33,684	68,154
Total funds carried forward		49,168	42,283	91,451	45,447	42,305	87,752

Friends of Ecclesfield Library CIO

Balance Sheet

As at 31 March 2022

	Notes	Total 2022 £	Total 2021 £
Fixed assets	6	<u>1,782</u>	<u>349</u>
Current assets			
Debtors	7	-	-
Cash at bank and in hand		<u>90,475</u>	<u>93,270</u>
Total current assets		<u>90,475</u>	<u>93,270</u>
Creditors: amounts falling due within one year	8	(806)	(5,867)
Net current assets		<u>89,669</u>	<u>87,403</u>
Total assets less current liabilities		91,451	87,752
Creditors: amounts falling due after more than one year		-	-
Total net assets		<u><u>91,451</u></u>	<u><u>87,752</u></u>
Funds of the Charity			
Unrestricted funds		49,168	45,447
Restricted funds	9	<u>42,283</u>	<u>42,305</u>
Total funds	10	<u><u>91,451</u></u>	<u><u>87,752</u></u>

Approved by the Board on 18.11.22 and signed on behalf of the board by:

Victoria M. Bowden

Victoria Bowden
Chair

Notes to the Accounts

For the year ended 31 March 2022

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 2022

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 2022 £	Total 2021 £
Sheffield City Council- Main grant	-	9,336	9,336	9,336
Sheffield City Council- Ward Pot	-	-	-	400
Sheffield City Council - Small business grant scheme	-	-	-	10,000
Sheffield City Council - Book fund	-	1,500	1,500	2,000
Sheffield City Council - Capital grant	-	-	-	10,000
Co-operative Community Fund	-	-	-	3,182
St Mary's Lane Trust	-	600	600	-
Donations	949	16	965	739
	949	11,452	12,401	35,657

In 2021 £10,739 was received into unrestricted funds and £24,918 into restricted funds.

Friends of Ecclesfield Library CIO

Notes to the Accounts (continued) For the year ended 31 March 2022

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Events and activities income	877	360	1,237	68
Book Sales	20	-	20	-
Photocopying, refreshment, yellow sticker and other income	585	-	585	37
	1,482	360	1,842	105

All income from charitable activities in 2021 was received into unrestricted funds.

4 Expenditure on charitable activities

Note	Unrestricted fund £	Restricted fund £	Total 2022 £	Total 2021 £
Premises Expenses	-	59	59	9,060
Event and activities costs	241	916	1,157	35
Books	11	2,378	2,389	1,979
Council tax	32	516	548	-
Electricity & heating	-	1,110	1,110	894
Water	-	112	112	68
Telephone	-	327	327	366
Cleaning	-	86	86	11
Equipment	60	1,095	1,155	260
Insurance	-	713	713	687
Repairs and maintenance	-	812	812	60
Health & safety	-	233	233	467
Printing, Postage and Stationery	-	42	42	3
Refreshments	77	29	106	40
Volunteers expenses, training & support	-	59	59	-
Depreciation on fixed assets	882	219	1,101	1,978
Administrative costs	-	252	252	252
Accountants' fee	-	342	342	-
Independent examiner's fee	5	-	-	420
Paypal fees	7	-	7	7
	1,310	9,300	10,610	16,587

In 2021 £118 was paid from unrestricted funds and £16,289 from restricted funds.

Friends of Ecclesfield Library CIO

Notes to the Accounts (continued) For the year ended 31 March 2022

5 Independent examiner's fees

	2022	2021
	£	£
Independent examination	-	420

6 Fixed assets

	Furniture £	Equipment £	Total £
Cost or Valuation			
As at 31 March 2021	2,772	4,839	7,611
Additions	2,534	-	2,534
As at 31 March 2022	5,306	4,839	10,145
Depreciation			
As at 31 March 2021	2,553	4,709	7,262
Charge for the year	1,064	37	1,101
As at 31 March 2022	3,617	4,746	8,363
Net book value			
As at 31 March 2022	1,689	93	1,782
As at 31 March 2021	219	130	349

7 Debtors

	2022	2021
	£	£
Trade debtors	-	-
	-	-

8 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other creditors	319	300
Accruals	487	5,567
	806	5,867

Friends of Ecclesfield Library CIO

Notes to the Accounts (continued) For the year ended 31 March 2022

9 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfer £	Carried forward £
Sheffield City Council- Main grant	36,944	9,696	(5,763)	(2,534)	38,343
Sheffield City Council- Ward Pot 1	468	-	(219)	-	249
Sheffield City Council- Ward Pot 2	400	-	-	-	400
St Mary's Trust	-	600	-	-	600
Co-operative Community Fund	1,203	-	(1,203)	-	-
Sheffield City Council - Capital grant	940	-	(940)	-	-
Sheffield City Council - Book fund	2,000	1,516	(1,175)	-	2,341
Sheffield City Council - Marketing grant	350	-	-	-	350
	42,305	11,812	(9,300)	(2,534)	42,283

Sheffield City Council- Main grant

This fund was given towards the running costs and maintenance of the library. The transfer represents the new furniture purchased with the underspend of the 2020 grant.

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 opening balance represents a refund of activities that did not go ahead due to COVID 19

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 Marketing Grant

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

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Notes to the Accounts (continued) For the year ended 31 March 2022

9 Restricted funds (continued)

Prior year

	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
	33,684	24,918	(16,289)	(8)	42,305

10 Analysis of net assets by fund

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fixed assets	1,782	-	1,782
Current assets	48,192	42,283	90,475
Current liabilities	(806)	-	(806)
	49,168	42,283	91,451
 <i>Prior year</i>			
	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fixed assets	-	349	349
Current assets	51,314	41,956	93,270
Current liabilities	(5,867)	-	(5,867)
	45,447	42,305	87,752

11 Trustee expenses and related party transactions

No trustees received reimbursed expenses in the year (2021: £nil).

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.