

Registered Charity Number: 1158802

Friends of Ecclesfield Library CIO

Annual report and Unaudited Financial Statements

For the year ended 31 March 2023

Friends of Ecclesfield Library CIO

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Friends of Ecclesfield Library CIO

Administrative information For the year ended 31 March 2023

Trustees

Victoria Bowden	Chair	Appointed April 2018
John Bowden		Appointed April 2018
Barbara Russell	Treasurer	Appointed March 2021
David Morton		Appointed Feb 2022
Andy Bainbridge		Appointed Feb 2022
Pamela Hamshire		Appointed Dec 2022

Registered office

Ecclesfield Associate Library
113 High Street
Ecclesfield
Sheffield
S35 9UA

Charity number

1158802

Bankers

Co-operative Bank
Pinstone Street
Sheffield
S1 2HP

Accountants

Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Friends of Ecclesfield Library CIO

Trustees' Annual Report For the year ended 31 March 2023

The Trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2023.

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 5 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 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 2023

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
- Imagination Gaming

We also support:

- A monthly Writers Group
- Art Classes
- A Knit and Natter Group
- A History Group
- Computer Club
- Chairrobics 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 2023

Achievements and performance

Fund-raising activities have taken place this year, and fundraising activities have returned to normal levels now the impact of COVID has passed. The main grant that the charity receives from Sheffield City Council has continued. The focus of the Trustees is to continue to provide activities and events to encourage library usage .

Grant Funding

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 £400 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 2023 free reserves of the charity total £51,557 (2022: £47,386)

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 27/09/2023 :

Signed for and on behalf of the Trustees by:



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 2023

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 2023 as set out on pages 6 to 13 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 10 February 2023. 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: *Seven Hills Accountants*

Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Date: ..27/09/2023.....

Friends of Ecclesfield Library CIO

**Statement of Financial Activities
(incorporating the income and expenditure account)
For the year ended 31 March 2023**

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
Income from:							
Donations and grants	2	1,025	11,236	12,261	949	11,452	12,401
Charitable activities	3	3,323	297	3,620	1,482	360	1,842
Investment income - bank interest		158	-	158	66	-	66
Total income		4,506	11,533	16,039	2,497	11,812	14,309
Expenditure on:							
Charitable Activities	4	1,529	12,315	13,844	1,310	9,300	10,610
Total expenditure		1,529	12,315	13,844	1,310	9,300	10,610
Net income/(expenditure)		2,977	(782)	2,195	1,187	2,512	3,699
Transfer between funds	9	439	(439)	-	2,534	(2,534)	-
Net movement in funds		3,416	(1,221)	2,195	3,721	(22)	3,699
Total funds brought forward		49,168	42,283	91,451	45,447	42,305	87,752
Total funds carried forward		52,584	41,062	93,646	49,168	42,283	91,451

Friends of Ecclesfield Library CIO

Balance Sheet

As at 31 March 2023

	Notes	Total 2023 £	Total 2022 £
Fixed assets	5	<u>1,027</u>	<u>1,782</u>
Current assets			
Debtors	6	-	-
Cash at bank and in hand		<u>93,412</u>	<u>90,475</u>
Total current assets		<u>93,412</u>	<u>90,475</u>
Creditors: amounts falling due within one year	7	(793)	(806)
Net current assets		<u>92,619</u>	<u>89,669</u>
Total assets less current liabilities		93,646	91,451
Creditors: amounts falling due after more than one year		-	-
Total net assets		<u><u>93,646</u></u>	<u><u>91,451</u></u>
Funds of the Charity			
Unrestricted funds		52,584	49,168
Restricted funds	8	<u>41,062</u>	<u>42,283</u>
Total funds	9	<u><u>93,646</u></u>	<u><u>91,451</u></u>

Approved by the Board on 27/09/2023 and signed on behalf of the board by:

Victoria M. Bowden

Victoria Bowden
Chair

Friends of Ecclesfield Library CIO

Notes to the Accounts

For the year ended 31 March 2023

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 2023

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 2023 £	Total 2022 £
Sheffield City Council- Main grant	-	9,336	9,336	9,336
Sheffield City Council- Ward Pot	-	-	-	-
Sheffield City Council - Small business grant scheme	-	-	-	-
Sheffield City Council - Book fund	-	1,500	1,500	1,500
Sheffield City Council - Capital grant	-	-	-	-
Co-operative Community Fund	-	-	-	-
St Mary's Lane Trust	-	400	400	600
Donations	1,025	-	1,025	965
	1,025	11,236	12,261	12,401

In 2022 £949 was received into unrestricted funds and £11,452 into restricted funds.

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Notes to the Accounts (continued) For the year ended 31 March 2023

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Events and activities income	2,229	297	2,526	1,237
Book Sales	61	-	61	20
Photocopying, refreshment, yellow sticker and other income	943	-	943	585
Room hire	90	-	90	-
	3,323	297	3,620	1,842

In 2022 £1,482 was received into unrestricted funds and £360 into restricted funds.

4 Expenditure on charitable activities

Note	Unrestricted fund £	Restricted fund £	Total 2023 £	Total 2022 £
Premises Expenses	-	28	28	59
Event and activities costs	299	1,857	2,156	1,157
Books	7	2,121	2,128	2,389
Council tax	-	704	704	548
Electricity & heating	-	4,747	4,747	1,110
Water	42	179	221	112
Telephone	-	370	370	327
Refuse collection	-	148	148	-
Cleaning	-	199	199	86
Equipment	-	33	33	1,155
Insurance	-	803	803	713
Repairs and maintenance	7	17	24	812
Health & safety	-	-	-	233
Printing, Postage and Stationery	52	289	341	42
Refreshments	169	106	275	106
Volunteers expenses, training & support	-	84	84	59
Depreciation on fixed assets	945	-	945	1,101
Administrative costs	-	270	270	252
Accountants' fee	-	360	360	342
Paypal fees	8	-	8	7
	1,529	12,315	13,844	10,610

In 2022 £1,310 was paid from unrestricted funds and £9,300 from restricted funds.

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Notes to the Accounts (continued) For the year ended 31 March 2023

5 Fixed assets	Furniture	Equipment	Total
	£	£	£
Cost or Valuation			
As at 31 March 2022	5,306	4,839	10,145
Additions	190	-	190
As at 31 March 2023	5,496	4,839	10,335
Depreciation			
As at 31 March 2022	3,617	4,746	8,363
Charge for the year	908	-	908
As at 31 March 2023	4,525	4,783	9,308
Net book value			
As at 31 March 2023	971	56	1,027
As at 31 March 2022	1,689	93	1,782
6 Debtors			
	2023	2022	
	£	£	
Trade debtors	-	-	
	-	-	
7 Creditors: amounts falling due within one year			
	2023	2022	
	£	£	
Other creditors	326	319	
Accruals	467	487	
	793	806	

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Notes to the Accounts (continued) For the year ended 31 March 2023

8 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfer £	Carried forward £
Sheffield City Council- Main grant	38,343	9,633	(10,194)	(190)	37,592
Sheffield City Council- Ward Pot 1	249	-	-	(249)	-
Sheffield City Council- Ward Pot 2	400	-	-	-	400
St Mary's Trust	600	400	-	-	1,000
Sheffield City Council - Book fund	2,341	1,500	(2,121)	-	1,720
Sheffield City Council - Marketing grant	350	-	-	-	350
	42,283	11,533	(12,315)	(439)	41,062

Sheffield City Council- Main grant

This fund was given towards the running costs and maintenance of the library. The transfer represents the new fixtures and fittings purchased.

Sheffield City Council- Ward Pot 1

Funding received in a previous period to purchase assets including a new CCTV system and furniture. The transfer represents that the assets have been fully depreciated.

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

St Mary's Trust

Grant provided for improvements to the Childrens Library.

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.

Prior year

	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)	-	-
Refreshments	940	-	(940)	-	-
Printing, Postage and Stationery	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

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Notes to the Accounts (continued) For the year ended 31 March 2023

9 Analysis of net assets by fund

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	1,027	-	1,027
Current assets	52,350	41,062	93,412
Current liabilities	(793)	-	(793)
	52,584	41,062	93,646
<i>Prior year</i>			
	Unrestricted Funds £	Restricted Funds £	Total £
<i>Fixed assets</i>	1,782	-	1,782
<i>Current assets</i>	48,192	42,283	90,475
<i>Current liabilities</i>	(806)	-	(806)
	49,168	42,283	91,451

10 Trustee expenses and related party transactions

No trustees received reimbursed expenses in the year (2022: Enil).

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.