

**Registered Charity Number: 1158802**

**Friends of Ecclesfield Library CIO**

**Annual report and Unaudited Financial Statements**

**For the year ended 31 March 2024**

## **Friends of Ecclesfield Library CIO**

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## **Friends of Ecclesfield Library CIO**

### **Administrative information For the year ended 31 March 2024**

#### **Trustees**

Victoria Bowden	Chair	Appointed April 2018
John Bowden		Resigned October 2024
Barbara Russell	Treasurer	Appointed March 2021
David Morton		Appointed Feb 2022
Andy Bainbridge		Resigned October 2024
Pamela Hamshire		Appointed Dec 2022
Bridget Kelly		Appointed Dec 2024
Susan Davidson		Appointed Dec 2024

#### **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 2024**

The Trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the relevant version of the 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).

### **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 2024**

#### **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 2024**

#### **Achievements and performance**

Fund-raising activities have taken place this year and 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 £1,000 grant payment towards book stocks. Other grants were received as detailed in the notes to the accounts.

#### **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. The minimum target for free reserves is £15,000.

As at 31 March 2024 free reserves of the charity total £55,443 (2023: £51,557)

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.

#### **Trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

## Friends of Ecclesfield Library CIO

### Trustees' Annual Report – continued For the year ended 31 March 2024

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

The Trustees declare that they have approved the Trustees' Annual Report above on 24/01/25 :

Signed for and on behalf of the Trustees by:



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Victoria Bowden  
Chair

**Chartered Accountants' report to the trustees on the preparation of the unaudited statutory accounts of Friends of Ecclesfield Library CIO [which is a Charitable Incorporated Organisation] for the year ended 31 March 2024**

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 2024 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet and the related notes from the charity's accounting records and from information and explanations you have given to us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulationsstandards-and-guidance>.

This report is made solely to the trustees of Friends of Ecclesfield Library CIO, as a body, in accordance with the terms of our engagement letter dated 10/02/2023. 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 state to the trustees of Friends of Ecclesfield Library CIO, as a body, in this report in accordance with ICAEW Technical Release 08/16 AAF. 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, as a body, for our work or for this report.

You have approved the financial information for the year ended 31 March 2024 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation. You consider that Friends of Ecclesfield Library CIO is exempt from the statutory audit requirement or independent examination requirement for the year.

We have not been instructed to carry out an audit or independent examination 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 the financial statements.

Signed

*Seven Hills Accountants*

Seven Hills Accountants Limited  
Chartered Accountants  
57 Burton Street  
Sheffield  
S6 2HH  
Date 27/01/25



## Friends of Ecclesfield Library CIO

### Statement of Financial Activities (incorporating the income and expenditure account) For the year ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>Income from:</b>							
Donations and grants	2	1,166	14,939	16,105	1,025	11,236	12,261
Charitable activities	3	3,418	-	3,418	3,323	297	3,620
Investment income - bank interest		1,035	-	1,035	158	-	158
<b>Total income</b>		<b>5,619</b>	<b>14,939</b>	<b>20,558</b>	<b>4,506</b>	<b>11,533</b>	<b>16,039</b>
<b>Expenditure on:</b>							
Charitable Activities	4	2,434	39,038	41,472	1,529	12,315	13,844
<b>Total expenditure</b>		<b>2,434</b>	<b>39,038</b>	<b>41,472</b>	<b>1,529</b>	<b>12,315</b>	<b>13,844</b>
<b>Net income/(expenditure)</b>		<b>3,185</b>	<b>(24,099)</b>	<b>(20,914)</b>	<b>2,977</b>	<b>(782)</b>	<b>2,195</b>
<b>Transfer between funds</b>	9	-	-	-	439	(439)	-
<b>Net movement in funds</b>		<b>3,185</b>	<b>(24,099)</b>	<b>(20,914)</b>	<b>3,416</b>	<b>(1,221)</b>	<b>2,195</b>
Total funds brought forward		52,584	41,062	93,646	49,168	42,283	91,451
<b>Total funds carried forward</b>		<b>55,769</b>	<b>16,963</b>	<b>72,732</b>	<b>52,584</b>	<b>41,062</b>	<b>93,646</b>

## Friends of Ecclesfield Library CIO

### Balance Sheet As at 31 March 2024

	Notes	Total 2024 £	Total 2023 £
<b>Fixed assets</b>	<b>5</b>	<u>326</u>	<u>1,027</u>
<b>Current assets</b>			
Debtors	<b>6</b>	-	-
Cash at bank and in hand		<u>74,373</u>	<u>93,412</u>
<b>Total current assets</b>		<u>74,373</u>	<u>93,412</u>
Creditors: amounts falling due within one year	<b>7</b>	(1,967)	(793)
<b>Net current assets</b>		<u>72,406</u>	<u>92,619</u>
<b>Total assets less current liabilities</b>		72,732	93,646
Creditors: amounts falling due after more than one year		-	-
<b>Total net assets</b>		<u><u>72,732</u></u>	<u><u>93,646</u></u>
<b>Funds of the Charity</b>			
Unrestricted funds		55,769	52,584
Restricted funds	<b>8</b>	<u>16,963</u>	<u>41,062</u>
<b>Total funds</b>	<b>9</b>	<u><u>72,732</u></u>	<u><u>93,646</u></u>

Approved by the Board on 24.10.125 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 2024

#### 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 2024

#### 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) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

##### (j) 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 2024 £	Total 2023 £
Sheffield City Council- Main grant	-	9,336	9,336	9,336
Sheffield City Council- Ward Pot	-	787	787	-
North LAC - Cost of Living fund	-	2,500	2,500	-
Sheffield City Council - Book fund	-	1,000	1,000	1,500
Co-operative Community Fund	-	904	904	-
St Mary's Lane Trust	-	400	400	400
Donations	1,166	12	1,178	1,025
	<b>1,166</b>	<b>14,939</b>	<b>16,105</b>	<b>12,261</b>

In 2023 £1,025 was received into unrestricted funds and £11,236 into restricted funds.

## Friends of Ecclesfield Library CIO

### Notes to the Accounts (continued) For the year ended 31 March 2024

#### 3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Events and activities income	2,542	-	2,542	2,526
Book Sales	-	-	-	61
Photocopying, refreshment, yellow sticker and other income	701	-	701	943
Room hire	175	-	175	90
	<b>3,418</b>	<b>-</b>	<b>3,418</b>	<b>3,620</b>

In 2023 £3,323 was received into unrestricted funds and £297 into restricted funds.

#### 4 Expenditure on charitable activities

Note	Unrestricted fund £	Restricted fund £	Total 2024 £	Total 2023 £
Premises Expenses	330	25,078	25,408	28
Event and activities costs	754	1,633	2,387	2,156
Books	-	1,713	1,713	2,128
Council tax	-	441	441	704
Electricity & heating	-	5,612	5,612	4,747
Water	-	247	247	221
Telephone	-	458	458	370
Refuse collection	-	166	166	148
Cleaning	41	520	561	199
Equipment	-	36	36	33
Insurance	-	880	880	803
Repairs and maintenance	5	20	25	24
Legal fees	-	1,000	1,000	-
Printing, Postage and Stationery	18	30	48	341
Refreshments	212	119	331	275
Volunteers expenses, training & support	-	79	79	84
Depreciation on fixed assets	1,067	-	1,067	945
Administrative costs	-	526	526	270
Accountants' fee	-	480	480	360
Paypal fees	7	-	7	8
	<b>2,434</b>	<b>39,038</b>	<b>41,472</b>	<b>13,844</b>

In 2023 £1,529 was paid from unrestricted funds and £12,315 from restricted funds.

## Friends of Ecclesfield Library CIO

### Notes to the Accounts (continued) For the year ended 31 March 2024

<b>5 Fixed assets</b>	<b>Furniture £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost or Valuation</b>			
As at 31 March 2023	5,496	4,839	10,335
Additions	366	-	366
<b>As at 31 March 2024</b>	<b>5,862</b>	<b>4,839</b>	<b>10,701</b>
<b>Depreciation</b>			
As at 31 March 2023	4,525	4,783	9,308
Charge for the year	1,030	37	1,067
<b>As at 31 March 2024</b>	<b>5,555</b>	<b>4,820</b>	<b>10,375</b>
<b>Net book value</b>			
<b>As at 31 March 2024</b>	<b>307</b>	<b>19</b>	<b>326</b>
As at 31 March 2023	971	56	1,027
<b>6 Debtors</b>			
	<b>2024</b>	<b>2023</b>	
	<b>£</b>	<b>£</b>	
Trade debtors	-	-	
	-	-	
<b>7 Creditors: amounts falling due within one year</b>			
	<b>2024</b>	<b>2023</b>	
	<b>£</b>	<b>£</b>	
Other creditors	335	326	
Accruals	1,632	467	
	<b>1,967</b>	<b>793</b>	

## Friends of Ecclesfield Library CIO

### Notes to the Accounts (continued) For the year ended 31 March 2024

#### 8 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfer £	Carried forward £
SCC Grant- running costs	37,592	9,336	(34,986)	-	11,942
SCC - Book Grant	1,720	1,012	(1,691)	-	1,041
St Mary's Trust	1,000	400	(160)	-	1,240
Co-op grant	-	904	(26)	-	878
SCC Ward Pot	-	787	-	-	787
SCC Ward Pot 2	400	-	-	-	400
North LAC Cost of Living Fund	-	2,500	(2,175)	-	325
SCC marketing grant	350	-	-	-	350
	<b>41,062</b>	<b>14,939</b>	<b>(39,038)</b>	<b>-</b>	<b>16,963</b>

#### SCC Grant- running costs

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

#### SCC - Book Grant

This fund was received for the purchase of book stocks.

#### St Mary's Trust

Grant provided for improvements to the Childrens Library.

#### Co-op grant

Funding to help expand the number of children's activities on offer during both term time and the summer holidays.

#### SCC Ward Pot

Funding to help develop the activities provided for children and to provide activities to support digital inclusion such as computer courses for the elderly.

#### 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

#### North LAC Cost of Living Fund

Funding provided to contribute towards the costs of keeping the community space open during the cost of living crisis.

#### SCC marketing grant

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

## Friends of Ecclesfield Library CIO

### Notes to the Accounts (continued)

For the year ended 31 March 2024

#### 8 Restricted funds (continued)

Prior year

	<i>Brought forward</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfer</i>	<i>Carried forward</i>
	£	£	£	£	£
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
	<b>42,283</b>	<b>11,533</b>	<b>(12,315)</b>	<b>(439)</b>	<b>41,062</b>

#### 9 Analysis of net assets by fund

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	£	£	£
Fixed assets	326	-	326
Current assets	57,410	16,963	74,373
Current liabilities	(1,967)	-	(1,967)
	<b>55,769</b>	<b>16,963</b>	<b>72,732</b>

<i>Prior year</i>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	£	£	£
<i>Fixed assets</i>	1,027	-	1,027
<i>Current assets</i>	52,350	41,062	93,412
<i>Current liabilities</i>	(793)	-	(793)
	<b>52,584</b>	<b>41,062</b>	<b>93,646</b>

#### 10 Trustee expenses and related party transactions

No trustees received reimbursed expenses in the year (2023: £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.