

**Registered Charity Number: 1158802**

**Friends of Ecclesfield Library CIO**

**Annual report and Unaudited Financial Statements**

**For the year ended 31 March 2025**

## **Friends of Ecclesfield Library CIO**

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## **Friends of Ecclesfield Library CIO**

### **Administrative information For the year ended 31 March 2025**

#### **Trustees**

Victoria Bowden	Chair	Re-appointed Oct 2024
John Bowden		Resigned Oct 2024
Barbara Russell		Appointed Mar 2021
David Morton	Interim Treasurer	Appointed Feb 2022
Andy Bainbridge		Resigned Oct 2024
Pamela Hamshere		Appointed Dec 2022
Bridget Kelly		Appointed Oct 2024
Susan Davidson		Appointed Oct 2024
Adam Hurst		Appointed Oct 2024
Suzannah Marshall		Appointed Oct 2024

#### **Registered office**

Ecclesfield Associate Library  
113 High Street  
Ecclesfield  
Sheffield  
S35 9UA

#### **Charity number**

1158802

#### **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 2025**

The Trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2025.

#### **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.

The FoEL Board of Trustees consists of a Chair, and 7 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 monthly 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 the FoEL constitution, which sets out all major governance procedures such as duties of Trustees, elections, annual and general meetings, and voting rights. Whilst the trustees make all major decisions, day-to-day management decisions for the library are made by the volunteers at meetings and discussions as required.

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 2025**

#### **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
- Imagination Gaming

We also support:

- 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 2025**

#### **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**

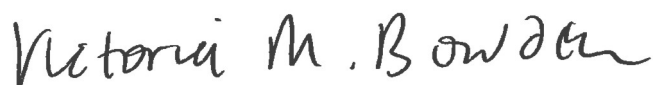
FoEL Trustees review the financial risks associated with the running of the library service on an ongoing basis. It is library policy to ensure that sufficient reserves are kept in the charity bank account in order to meet any unforeseen expenditure that may occur, for example repair or replacement of 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.

Unrestricted cash reserves as at 31 March 2025 were £61,228.

#### **Declaration**

The Trustees declare that they have approved the Trustees' Annual Report above on 12/09/2025

Signed for and on behalf of the Trustees by:



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 2025**

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 2025 which comprise the Receipts and payments account, the statement of assets and liabilities 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 2025 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.

*Seven Hills Accountants Limited*

Seven Hills Accountants Limited  
Chartered Accountants  
57 Burton Street  
Sheffield  
S6 2HH

Date 18/09/2025

Friends of Ecclesfield Library CIO

Receipts & payments account  
For the year ended 31 March 2025

	Notes	Unrestricted fund £	Restricted funds £	Total 2025 £	Unrestricted fund £	Restricted funds £	Total 2024 £
<b>Receipts</b>							
Donations and grants	2	1,217	11,675	12,892	1,566	14,539	16,105
Charitable activities	3	3,288	-	3,288	3,418	-	3,418
Investment income - bank interest		1,452	-	1,452	1,035	-	1,035
<b>Total receipts</b>		<b>5,957</b>	<b>11,675</b>	<b>17,632</b>	<b>6,019</b>	<b>14,539</b>	<b>20,558</b>
<b>Payments</b>							
Premises Expenses		-	-	-	330	25,078	25,408
Event and activities costs		1,546	649	2,195	905	1,473	2,378
Books		-	981	981	-	1,713	1,713
Council tax		-	492	492	-	441	441
Electricity & heating		-	3,724	3,724	-	4,584	4,584
Water		-	311	311	-	230	230
Telephone		-	516	516	-	458	458
Refuse collection		-	175	175	-	166	166
Cleaning	10	267	277	41	520	561	
Equipment		-	36	36	366	36	402
Insurance		-	964	964	-	880	880
Repairs and maintenance	30	28	58	5	20	25	
Legal fees		-	-	-	-	1,000	1,000
Advertising and promotional costs	172	245	417				
Printing, Postage and Stationery	28	160	188	18	30	48	
Refreshments	373	124	497	212	119	331	
Volunteers expenses, training & support	-	-	-	-	79	79	
Administrative costs	73	330	403	-	526	526	
Accountants' fee	-	480	480	-	360	360	
Paypal fees	5	-	5	7	-	7	
<b>Total payments</b>		<b>2,237</b>	<b>9,482</b>	<b>11,719</b>	<b>1,884</b>	<b>37,713</b>	<b>39,597</b>
<b>Net receipts/(payments)</b>		<b>3,720</b>	<b>2,193</b>	<b>5,913</b>	<b>4,135</b>	<b>(23,174)</b>	<b>(19,039)</b>
<b>Transfers between funds</b>	3	-	-	-	-	-	-
<b>Net movement in funds</b>		<b>3,720</b>	<b>2,193</b>	<b>5,913</b>	<b>4,135</b>	<b>(23,174)</b>	<b>(19,039)</b>
Cash funds brought forward		57,508	16,865	74,373	53,373	40,039	93,412
<b>Cash funds carried forward</b>		<b>61,228</b>	<b>19,058</b>	<b>80,286</b>	<b>57,508</b>	<b>16,865</b>	<b>74,373</b>



**Friends of Ecclesfield Library CIO**

**Statement of assets and liabilities  
As at 31 March 2025**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Cash assets</b>		
Cash at bank and in hand	80,286	74,373
	<b>80,286</b>	<b>74,373</b>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Debtors</b>		
Other debtors	-	-
	<b>-</b>	<b>-</b>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Assets retained for the Charity's own use</b>		
<b>Equipment</b>	-	19
<b>Fixtures and fittings</b>	122	307
	<b>122</b>	<b>326</b>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Liabilities</b>		
Accountancy fee	495	480
Other accruals	646	1,487
	<b>1,141</b>	<b>1,967</b>

Approved by the trustees on 12/09/2025 and signed on their behalf by:

*Victoria M. Bowden*

V M Bowden  
Trustee

Notes to the accounts

For the year ended 31 March 2025

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Grants & donations**

	Unrestricted fund £	Restricted funds £	Total 2025 £	Unrestricted fund £	Restricted funds £	Total 2024 £
Sheffield City Council- Main grant	-	9,336	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	-	1,000	1,000
Co-operative Community Fund	-	1,339	1,339	-	904	904
St Mary's Lane Trust	400	-	400	400	-	400
Donations	817	-	817	1,166	12	1,178
	<b>1,217</b>	<b>11,675</b>	<b>12,892</b>	<b>1,566</b>	<b>14,539</b>	<b>16,105</b>

**3 Income from charitable activities**

	Unrestricted fund £	Restricted funds £	Total 2025 £	Unrestricted fund £	Restricted funds £	Total 2024 £
Events and activities income	<b>2,249</b>	-	<b>2,249</b>	2,542	-	2,542
Book sales, photocopying, refreshment and other income	<b>849</b>	-	<b>849</b>	701	-	701
Room hire	<b>190</b>	-	<b>190</b>	175	-	175
	<b>3,288</b>	<b>-</b>	<b>3,288</b>	<b>3,418</b>	<b>-</b>	<b>3,418</b>

Notes to the accounts

For the year ended 31 March 2025

**3 Restricted funds**

	<b>Funds b/fwd</b>	<b>Receipts</b>	<b>Payments</b>	<b>Transfers</b>	<b>Funds c/fwd</b>
	£	£	£	£	£
North LAC Cost of Living Fund	964	-	(964)	-	-
SCC - Book Grant	1,041	1,000	(981)	-	1,060
Co-op grant	878	1,339	(379)	-	1,838
SCC Grant- running costs	12,445	9,336	(7,136)	-	14,645
SCC Ward Pot - Teenager activities and digital inclusion	787	-	(22)	-	765
SCC Ward Pot- Community development	400	-	-	-	400
SCC marketing grant	350	-	-	-	350
	<b>16,865</b>	<b>11,675</b>	<b>(9,482)</b>	<b>-</b>	<b>19,058</b>

**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 - Book Grant**

This fund was received for the purchase of book stocks.

**Co-op grant**

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

**SCC Grant- running costs**

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

**SCC Ward Pot - Teenager activities and digital inclusion**

Funding to help develop the activities provided for teenagers and also to provide activities to support digital inclusion for the elderly.

**SCC Ward Pot- Community development**

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

**SCC marketing grant**

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

*Prior year comparison*

	<b>Funds b/fwd</b>	<b>Receipts</b>	<b>Payments</b>	<b>Transfers</b>	<b>Funds c/fwd</b>
	£	£	£	£	£
North LAC Cost of Living Fund	-	2,500	(1,536)	-	964
SCC - Book Grant	1,720	1,012	(1,691)	-	1,041
Co-op grant	-	904	(26)	-	878
SCC Grant- running costs	37,569	9,336	(34,460)	-	12,445
SCC Ward Pot - Teenager activities and digital inclusion	-	787	-	-	787
SCC Ward Pot- Community development	400	-	-	-	400
SCC marketing grant	350	-	-	-	350
	<b>40,039</b>	<b>14,539</b>	<b>(37,713)</b>	<b>-</b>	<b>16,865</b>

**4 Trustees' remuneration, expenses and benefits**

The charity trustees were not paid or received any other benefits from employment in the year (2024: £nil) neither were they reimbursed expenses during the year (2024: £nil). No other charity trustee received payment for professional or other services supplied to the charity (2024: £nil).

**5 Related party transactions**

Other than those detailed in note 4, there were no related party transactions in the year.