



# Trustees' Annual Report for the period

|                   |     |      |    |                 |           |      |
|-------------------|-----|------|----|-----------------|-----------|------|
| Period start date |     |      | To | Period end date |           |      |
| 1                 | Oct | 2019 |    | 30              | September | 2020 |

## Section A Reference and administration details

|                                    |                                |
|------------------------------------|--------------------------------|
| Charity name                       | North Harrow Community Library |
| Other names charity is known by    | NHCL                           |
| Registered charity number (if any) | 1162446                        |
| Charity's principal address        | 17 Edward Road                 |
|                                    | North Harrow                   |
|                                    | Middx                          |
|                                    | Postcode HA2 6QB               |

### Names of the charity trustees who manage the charity

|    | Trustee name      | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-------------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | K Shah            | Chair           |                                   |                                                               |
| 2  | R Barber          | Secretary       |                                   |                                                               |
| 3  | B Stephenson      |                 |                                   |                                                               |
| 4  | G Devine          |                 |                                   |                                                               |
| 5  | M Keane           | Treasurer       |                                   |                                                               |
| 6  | S Bush            |                 |                                   |                                                               |
| 7  | J Mote            |                 |                                   |                                                               |
| 8  | Susan Joy Thomas  |                 | 18/11/2019                        |                                                               |
| 9  | Rehan Jaffer      |                 | 18/11/2019                        |                                                               |
| 10 | Julie Vazquez     |                 | 18/11/2019                        |                                                               |
| 11 | Ramya Jegatheesan |                 | 18/11/2019                        |                                                               |
| 12 |                   |                 |                                   |                                                               |
| 13 |                   |                 |                                   |                                                               |
| 14 |                   |                 |                                   |                                                               |
| 15 |                   |                 |                                   |                                                               |
| 16 |                   |                 |                                   |                                                               |
| 17 |                   |                 |                                   |                                                               |
| 18 |                   |                 |                                   |                                                               |
| 19 |                   |                 |                                   |                                                               |
| 20 |                   |                 |                                   |                                                               |
| 21 |                   |                 |                                   |                                                               |
| 22 |                   |                 |                                   |                                                               |
| 23 |                   |                 |                                   |                                                               |
| 24 |                   |                 |                                   |                                                               |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

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|  |
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## Section B Structure, governance and management

**Description of the charity's trusts**

|                                                                     |                                      |
|---------------------------------------------------------------------|--------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                         |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected                              |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>The objects of the CIO are</p> <p>(1) to advance education of the public by the provision of a lending library service for the benefit of residents of North Harrow and the surrounding area.</p> <p>(2) to promote the benefit of the inhabitants of North Harrow and surrounding communities (the area of benefit), without distinction of age, sex, race, political, religious or other opinions, by associating when appropriate together the local authorities, voluntary organisations, local schools and inhabitants in a common effort to advance education, relieve poverty and to provide facilities, in the interests of social welfare, for education, recreation and other leisure time occupation for the inhabitants with the objects of improving their conditions of life;</p> <p>(3) such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.</p>                                                                                                                                                                                                                                                                                                                                                                |  |
| <p>NHCL is a community led facility that is open to all, with the traditional library book lending and all the facilities normally available in public libraries.</p> <p>Year ending 30 September 2020 would have been our first full twelve months of operation. However due to the Covid 19 we decided to close on 16<sup>th</sup> March 2020 as precautionary measure even though the national was not announced until 23<sup>rd</sup> March.</p> <p>We implemented very strict Covid secure measures and reopened on 14<sup>th</sup> July, operating for limited hours for three days a week, purely as a library service to borrow books.</p> <p>All our normal events and activities programme for adults and children stopped for health and safety reasons.</p> <p>All activities from the Community groups who were using the library as a hub also stopped. This had a severe impact on our revenue stream.</p> <p>We actively applied for funding and were lucky to be awarded grants from The National Lottery Communities Fund, Tesco Bags for Life and the Edward Harvist trust which helped to cover our running costs during this period.</p> <p>The trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.</p> |  |

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

NHCL is wholly run by volunteers, and we have recruited from across the whole community of Harrow. We have started with 70 volunteers from across our community and of all ages.

As a result of the pandemic, we had some volunteers who were in the vulnerable group were shielding. We actively advertised to recruit new volunteers with 55 volunteers helping to operate the library during this period.

**Summary of the main achievements of the charity during the year**

Over the twelve months we have managed to operate to operate a limited library service in Covid secure way.

Despite challenging times: -

- increased our membership from 1500 to 1900.
- Managed to open the library for 15 hours a week, three days a week.
- Retained our core group of volunteers.
- Developed Online content on our YouTube Chanel.
- Ran Online events on Zoom and Facebook live.
- Managed secure funding from different sources.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The trustees will continually review the financial situation with the aim of ensuring that we hold at least 7 months of reserves. Fund-raising efforts will be planned to achieve this level of liquidity

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Kamal Shah

Position (eg Secretary, Chair, etc)

Chair

Date

05/072021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

North Harrow Community Library

1162446

CC16a

## Receipts and payments accounts

|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>01/10/2019 | To | Period end date<br>30/09/2020 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                           |                                         |                                        |                                 |                               |
| Donations                                             | 5806.00                                   | -                                       | -                                      | 5,806                           | 4,825                         |
| Grants                                                | 9999.00                                   | 77,200                                  | -                                      | 87,199                          | 62,277                        |
| Room Rental                                           | 3192.00                                   | -                                       | -                                      | 3,192                           | 7,813                         |
| Events                                                | 835.00                                    | -                                       | -                                      | 835                             | 1,229                         |
| Sales Products                                        | 1839.00                                   | -                                       | -                                      | 1,839                           | 1,993                         |
|                                                       | 0.00                                      | -                                       | -                                      | -                               | -                             |
|                                                       | 0.00                                      | -                                       | -                                      | -                               | -                             |
|                                                       | 0.00                                      | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>21671.00</b>                           | <b>77,200</b>                           | <b>-</b>                               | <b>98,871</b>                   | <b>78,137</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |                                           |                                         |                                        |                                 |                               |
|                                                       | 0.00                                      | -                                       | -                                      | -                               | -                             |
|                                                       | 0.00                                      | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>0.00</b>                               | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>21671.00</b>                           | <b>77,200</b>                           | <b>-</b>                               | <b>98,871</b>                   | <b>78,137</b>                 |
| <b>A3 Payments</b>                                    |                                           |                                         |                                        |                                 |                               |
| Rent                                                  | 0.00                                      | 75,000                                  | -                                      | 75,000                          | 45,000                        |
| Computer Software                                     | 456.00                                    | 275                                     | -                                      | 731                             | 1,561                         |
| Repairs & Renewals                                    | 53.00                                     | -                                       | -                                      | 53                              | 1,613                         |
| Events & Direct costs                                 | 2847.00                                   | -                                       | -                                      | 2,847                           | 8,471                         |
| Insurance                                             | 945.00                                    | -                                       | -                                      | 945                             | 810                           |
| Printing, Postage, stationery & telephone             | 1028.00                                   | -                                       | -                                      | 1,028                           | 1,227                         |
| Water Rates                                           | 0.00                                      | -                                       | -                                      | -                               | 24                            |
| Bank Charges                                          | 84.00                                     | -                                       | -                                      | 84                              | -                             |
| General Expenses                                      | 35.00                                     | -                                       | -                                      | 35                              | 494                           |
| <b>Sub total</b>                                      | <b>5448.00</b>                            | <b>75,275</b>                           | <b>-</b>                               | <b>80,723</b>                   | <b>59,200</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |                                           |                                         |                                        |                                 |                               |
|                                                       | 0.00                                      | -                                       | -                                      | -                               | -                             |
|                                                       | 0.00                                      | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>0.00</b>                               | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>5448.00</b>                            | <b>75,275</b>                           | <b>-</b>                               | <b>80,723</b>                   | <b>59,200</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>16223.00</b>                           | <b>1,925</b>                            | <b>-</b>                               | <b>18,148</b>                   | <b>18,937</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>0.00</b>                               | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>36421.00</b>                           | <b>-</b>                                | <b>-</b>                               | <b>36,421</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>52644.00</b>                           | <b>1,925</b>                            | <b>-</b>                               | <b>54,569</b>                   | <b>18,937</b>                 |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                                             | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                        | b/fwd                                                                               | 36,421                             | -                                | -                               |
|                                                             | Cash Funds for the Year                                                             | 16,223                             | 1,925                            | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                                             | <b>52,644</b>                      | <b>1,925</b>                     | <b>-</b>                        |
|                                                             | (agree balances with receipts and payments account(s))                              | OK                                 | OK                               | OK                              |
| <b>B2 Other monetary assets</b>                             | Details                                                                             | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
|                                                             |                                                                                     | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details                                                                             | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details                                                                             | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
|                                                             |                                                                                     |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details                                                                             | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                             | We have overheads payable from July 18 to Sept 20 to be recharged                   | 29,759                             | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
|                                                             |                                                                                     |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature                                                                           | Print Name                         | Date of approval                 |                                 |
|                                                             |  | Kamal Shah                         | 05/07/2021                       |                                 |
|                                                             |                                                                                     |                                    |                                  |                                 |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

North Harrow Community Library

On accounts for the year  
ended

September 2020

Charity no  
(if any)

1162446

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity's 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 Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- ~~the accounting records were not kept in accordance with section 130 of the Charities Act; or~~
- ~~the accounts did not accord with the accounting records; or~~
- ~~the accounts did 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

1/12/20

Name:

NICHOLAS JAMES BUSH

Relevant professional  
qualification(s) or body

ACMA

(if any):

Address:

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.