

FRIENDS OF FLECKNEY LIBRARY

Charity No: 1165571

FINANCIAL STATEMENTS

- for the year ended -

31ST MARCH 2021

FRIENDS OF FLECKNEY LIBRARY

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Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month April	Year 2020		Day 31	Month March	Year 2021

Section A Reference and administration details

Charity name The Friends of Fleckney Library

Other names charity is known by 1. TFOFL 2. Fleckney Community Library

Registered charity number (if any) 1165571

Charity's principal address Fleckney Community Library

School Street

Fleckney

Postcode

LE8 8AS

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	Linda Marshall	Chairman		TFOFL Members
2	Stephen Robson	Vice Chairman		As above
3	Andrew Weatherby	Treasurer		As above
4	Stephen Bilbie			As above
5	Janet Earwaker			As above
6	Ruth Hughes			As above
7	Fran Hutchinson			As above
8	Jennifer McNair			As above
9	Philip O'Reilly			As above
10	Jill Richardson			As above
11	Kathy Rudge			As above
12	Bernie Stribling			As above
13	Wendy Whiting			As above

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

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

N/A

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	Charitable Incorporated Organisation (Association)
Trustee selection methods (e.g. appointed by, elected by)	Founding Trustees came forward as volunteers from the community. Trustees to be elected by Charity Members at subsequent Annual General Meetings of the Charity in accordance with the Constitution.

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.

The Founding Trustees are a voluntary group who took over the running of Fleckney Library from Leicestershire County Council (LCC) on 7 March 2016 on a 10 year lease and grant agreement. We are part-funded by grants from LCC in cash and in-kind support for some services [including provision of public computer IT services] and remain part of the LCC Library Service. This grant funding will diminish over time and the Charity must develop its own income generation streams to ensure future sustainability.

We have recruited and manage a team of volunteers to help us deliver library services in Fleckney and several of the Trustees are actively involved in the day-to-day operations of the library as Lead Volunteers. We are part of the county-wide network of Community Managed Libraries and Trustee representatives meet quarterly with representatives from a cluster of local CMLs, attended by LCC Support Officers.

The challenges we face will be:

- Recovery from the impact of the ongoing coronavirus pandemic and managing the impact on library operations and safe delivery of services, subject to covid risk assessments in line with government guidance and restrictions.
- Monitoring & managing the financial impact of the pandemic given that our capacity for most of our usual sources of fundraising have been restricted this year.
- Retention of our volunteer workforce during the pandemic and possible need for recruitment - some volunteers chose not to return to duties when the library was able to open under restricted covid-safe conditions.

Section C

Objectives and activities

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

1. To advance the education of the general public in Fleckney in Leicestershire and the surrounding area, in particular but not exclusively, by the provision of a volunteer-run community managed library providing access to community education and opportunities for learning.
2. To promote for the benefit of the residents of Fleckney and the surrounding area the provision of a public library for recreation and or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents

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)

The main activities undertaken for public benefit in relation to the Charity's objects are:

- 1.Operation of a public lending library and associated activities and services
- 2.Provision of resources and IT facilities, delivery of recreational and educational events and services for the benefit and enjoyment of the local community
- 3.Provision of facilities for user groups and other hirers.

The library has become an integral part of the community, engaging effectively with other local groups and organisations.

The Trustees declare that we have had due regard to the guidance issued by the Charity Commission on public benefit and confirm that all our operations and activities are in accordance with such guidance.

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.

The Charity is not a grant-making organisation.
The Charity does not currently hold any investments.

Our volunteers make a significant and much-valued contribution to the successful running of the library and the Charity is dependent on and grateful for their commitment of time, help and support.
The Charity has no employees and none of the trustees or volunteers is paid or remunerated, other than the reimbursement of reasonable expenses and expenditure on behalf of the Charity.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Achievements and initiatives of the Charity over the last year:

- Retention of a knowledgeable board of 13 Trustees who were retained en bloc with the permission of the members at the AGM in July 2020.
- Retention of a core group of original charity volunteers who have been actively involved in delivery of library services during the Covid pandemic.
- Good relationships & support among trustees and active volunteers – very much a community team effort where everyone's contribution is valued and appreciated - and respecting choice of volunteers who have felt unable to work in the library during the pandemic.
- Successful use of virtual meetings for the Trustees, the AGM with members and liaison with LCC Support Officers & representatives from the local group of Community Managed Libraries.
- Management of the impact of the Covid pandemic:
 - managing total library closures during the 1st and 2nd lockdown periods this year [1 April – 4 August 2020 and 4 January to 31 March 2021],
 - thorough risk assessment processes and introduction of appropriate control measures to protect the public and volunteers when the library was able to re-open on restricted hours and services [5 August – 31 October 2020 and December 2020]

The library remained closed under the 2nd lockdown until 12 April 2021 when it again re-opened on restricted hours and services.
- All other events, activities and usual fundraising ceased during the year – the focus was solely on creating a safe environment for the provision of a library borrowing service and access to public computers with control measures in place.
- Total library books issued in the year 1 April 2020 – 21 March 2021: 1553 [*-82% compared to previous year*]
- Total number of new library joiners: 40 [*-72% compared to previous year*]
- Total number of active borrowers: 135 [*compared to 540 on previous year*]
- These performance figures must be considered in the context of severely restricted opening hours during 2020/21 during the lockdown periods and the general public response to using library services when we were able to open. Our typical opening hours over a 12 month period are 50 weeks x 15 hours pw [750 hours]. The library was only able to open for 16 weeks x 6 hours pw in 2020/21 – a total of 96 hours.

- During lockdown periods, the opportunity arose for extensive repair and redecoration of windows and external doors in the library [November 2020] and repairs to the main library floor [January- March 2021] – these works were funded by LCC and undertaken by contractors on their behalf.

Section E

Financial review

Brief statement of the charity's policy on reserves

We are a not-for-profit organisation and all funds received or generated directly support the purposes of the Charity and sustainability of the library.

Surpluses generated are carried forward towards our on-going liabilities and running costs in subsequent years and we seek to retain sufficient reserves to cover events or situations that may occur.

Details of any funds materially in deficit

There are no funds in deficit.

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.

The Charity's principal source of funds is the annual grant (paid quarterly) received from Leicestershire County Council. This grant-funding will reduce year-on-year, and as it diminishes, so our own income generation will need to grow.

Other lesser income streams include charity membership and donations, sale of donated books and other items, donations for refreshments. We hire rooms out to several local groups and organisations.

In April 2020, we successfully applied for a £25,000 Retail, Hospitality and Leisure Grant from central government funding in response to the coronavirus pandemic. Additional grant support was also provided by Leicestershire County Council 2020 in response to the pandemic. These additional funds have helped the charity to offset the impact of the temporary closure of the library and loss of other income streams and the charity's financial position remains secure.

All funds are invested back into the library and directly support our key objectives and provision of library services.

Section F

Other optional information

Section G

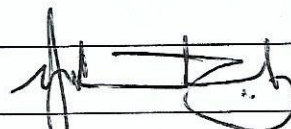
Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Linda S Marshall



Full name(s)

Linda Marshall

Andrew Weatherby

Position (e.g. Secretary, Chair, etc)

Chairman

Treasurer

Date

12 January 2022

FRIENDS OF FLECKNEY LIBRARY

LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31ST MARCH 2021

Charity registration number:	1165571
Registered address:	25 Lodge Road Fleckney Leicestershire LE8 8BX
Trustees:	Rev P O'Reilly R. Hughes A. Weatherby B. Stribling J. Earwaker J. McNair K. Rudge L. Marshall J. Richardson S. Robson S. Bilbie W. Whiting F. Hutchinson
Bankers:	Co-operative Bank plc
Independent Examiner:	John Bird Chartered Accountants Unit 1 7 Craven Street Leicester LE1 4BX
Solicitor:	Josiah Hincks Solicitors The Manse 22 De Montfort Street Leicester LE1 7GB

FRIENDS OF FLECKNEY LIBRARY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements for the year ended 31st March 2021, which are set out on pages 2 to 6.

Respective responsibilities of the trustees and examiner

The trustees are responsible for the preparation of the financial statements: you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

i) which gives me reasonable cause to believe that in any material respect the requirements

a] to keep accounting records in accordance with section 130 of the Act; and

b] to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

J W Bird FCA
JOHN BIRD
Chartered Accountants
Unit 1
7, Craven Street
LEICESTER
LE1 4BX

FRIENDS OF FLECKNEY LIBRARY

ACCOUNTING POLICIES **FOR THE YEAR ENDED 31ST MARCH 2021**

BASIS OF PREPARATION

The financial statements have been prepared in accordance with the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities (the SORP) issued in March 2005 and in accordance with the Charities Act 2011 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They have been prepared under the historical cost convention.

The principal accounting policies are set out below.

INCOMING RESOURCES

Donations and gifts

All monetary donations and gifts are included in full in the statement of financial activities when received.

Activities for generating funds

Income is included when received.

Investment income

Investment income is recognised when received.

RESOURCES EXPENDED

Expenditure is charged on a payment basis.

Tangible fixed assets

Depreciation is provided at the following annual rates to write down each asset over its estimated useful life:

Fixtures and furniture : 3 years straight line

FUND ACCOUNTING

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the Charity.

VALUE ADDED TAX (VAT)

All items of expenditure are shown inclusive of VAT, as the charity is unable to recover this.

FRIENDS OF FLECKNEY LIBRARY**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST MARCH 2021

		Unrestricted funds	
	Note	2021	2020
		£	£
Income and Expenditure			
Incoming resources			
Incoming resources from generated funds:			
Voluntary income	1	5,385	2,713
Activities for generating funds	2	36,854	16,879
Investment income	3	279	262
Fundraising	4	315	5,802
Total incoming resources		£42,833	£25,656
Resources expended			
Charitable activities	5	11,869	10,931
Cost of fundraising	6	-	284
Governance costs	7	2,924	1,797
Total resources expended		£14,793	£13,012
Net incoming resources for the year		28,040	12,644
Cash funds brought forward		90,553	77,909
Cash funds carried forward at 31st March 2021	10	£118,593	£90,553

The accompanying accounting policies and notes form an integral part of these financial statements.

FRIENDS OF FLECKNEY LIBRARY


BALANCE SHEET AT 31ST MARCH 2021

Unrestricted funds			
	Note	2021 £	2020 £
Fixed assets			
Fixtures & furniture	8	-	127
Current assets			
Cash funds	9	118,593	90,426
Net assets		<u>£118,593</u>	<u>£90,553</u>
Total unrestricted funds		<u>£118,593</u>	<u>£90,553</u>

The financial statements were approved by the Trustees on
and signed on its behalf by:

2022


.....
L Marshall - Chairman


.....
S Robson - Vice Chairman

The accompanying accounting policies and notes form an integral part of these financial statements.

FRIENDS OF FLECKNEY LIBRARY**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST MARCH 2021

1 VOLUNTARY INCOME	2021	2020
	£	£
Donations received	1,009	2,281
Legacy	4,051	-
Membership fees	170	320
Market Harborough Lotto	155	112
	<hr/>	<hr/>
	£5,385	£2,713
	<hr/>	<hr/>

2 ACTIVITIES FOR GENERATING FUNDS

State aid from L.C.C.	6,492	9,136
S.106 grant	1,471	-
HDC covid grant	25,000	-
LCC covid grant	3,846	-
Room hire	45	7,482
Library services	-	261
	<hr/>	<hr/>
	£36,854	£16,879
	<hr/>	<hr/>

Hire invoices issued in the previous year which remain unpaid at the year end amounted to £221 (2020 £221) of these £Nil (2020 £Nil) relate to periods of hire for next year.

The Charity received a duplicate payment amounting to £180 in December 2019 in respect of room hire, which was unresolved at the year end.

3 INVESTMENT INCOME

Cash deposits		
Co-op Bank Plc - Instant access savings account interest	£279	£262
	<hr/>	<hr/>

4 FUNDRAISING

Refreshments	-	2,071
Book sales	286	1,085
Sundry income	29	643
Photocopying	-	320
Raffles	-	236
Bag sales	-	13
Duck food sales	-	465
Events	-	-
Fruit, jam, plants and flowers	-	280
Tombola	-	158
Jigsaws	-	110
Bric A Brac etc	-	421
	<hr/>	<hr/>
	£315	£5,802
	<hr/>	<hr/>

FRIENDS OF FLECKNEY LIBRARY**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**
FOR THE YEAR ENDED 31ST MARCH 2021

5 CHARITABLE ACTIVITIES	2021	2020
	£	£
Water	91	229
Repairs and maintenance	5,232	2,829
Cleaning & rubbish removal	2,717	1,833
Insurances	696	743
Light & heat	3,133	5,297
	<u>£11,869</u>	<u>£10,931</u>
 6 COSTS OF FUNDRAISING		
Refreshment expenses	-	100
Duck food purchases and bags	-	179
Paypal charges	-	5
	<u>£-</u>	<u>£283</u>
 7 GOVERNANCE COSTS		
Online rota system subscription	145	140
Accountancy	558	540
Depreciation on fixtures & furniture	127	881
Covid PP equipment	1,929	-
Other expenses	165	236
	<u>£2,924</u>	<u>£1,797</u>
 8 TANGIBLE FIXED ASSETS		
	<u>Fixtures & furniture</u>	
Net book value at 1 April 2020	127	
Additions at cost	-	
Depreciation provided for year	(127)	
Net book value at 31 March 2021	<u>£-</u>	
 9 CASH AND BANK		
Cash deposits:		
Co-op Bank Plc - Instant access savings account	105,554	75,274
Co-op Bank Plc - Current account	12,995	15,006
Cash and cheques in hand	44	146
	<u>£118,593</u>	<u>£90,426</u>
 10 FUND BALANCES		
Unrestricted funds - general	<u>£118,593</u>	<u>£90,553</u>