

**FRIENDS OF FLECKNEY LIBRARY**

**Charity No: 1165571**

**FINANCIAL STATEMENTS**

**- for the year ended -**

**31ST MARCH 2023**

**FRIENDS OF FLECKNEY LIBRARY**

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## Trustees' Annual Report for the period

From

Period start date

Day  
01

Month  
April

Year  
2022

To

Period end date

Day  
31

Month  
March

Year  
2023

### 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		1/4/22 to 29/6/22	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
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## Section B Structure, governance and management

### 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 were part-funded by grants from LCC until March 2022 and continue to receive in-kind support for some services [including provision of public computer IT services] and remain part of the LCC Library Service. 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:

- Monitoring & managing the financial impact of the covid pandemic given that our capacity for most of our usual sources of fundraising were restricted during covid lockdowns.
- Increasing room hire and activities at the library to improve income generation.
- Retention of existing & recruitment of new volunteer workforce for future sustainability.

## 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 12 Trustees. One trustee resigned at the AGM in June 2022 after 6 years of service to the board.
- Retention of a core group of original charity volunteers who have been actively involved in delivery of library services during the Covid pandemic & recruitment of 2 new volunteers.
- We also successfully supported 2 Duke of Edinburgh Award student volunteers this year – one Bronze and one Gold Award.
- Good relationships & support among trustees and active volunteers – very much a community team effort where everyone's contribution is valued and appreciated.
- Re-established face-to-face meetings of the Trustees board from April 2022, at the AGM in June and with members and liaison with LCC Support Officers & representatives from the local group of Community Managed Libraries.
- The 7<sup>th</sup> Anniversary of the Community Managed Library was celebrated with a coffee morning and a sale in March 2023.
- A staged return to our pre-pandemic public opening hours of 15 hours per week, starting at 13 hours from April 2022 and increasing to 15 hours from September 2022 - Monday & Thursday afternoons and Friday & Saturday mornings. Screens at the public counter and in the public computer room have been retained.

Library performance:

- Total library books issued in the year 1 April 2022 – 21 March 2023: 10,990
- Total number of new library joiners: 251
- Total number of active borrowers: 463
- The Reading Agency's Summer Reading Challenge 2022 attracted 106 children aged 4-11 years to take part with 81 completing the challenge to read 6 books over the school summer holidays.
- The weekly Little Ducklings Story Time was extended to include a Stay-&-Play session & several sales of books, toys and bric-a-brac also took place this year, fundraising for the charity.
- A weekly Knit & Natter Drop-In session was increasingly well-attended.
- While several of our pre-covid user groups have not returned, new initiatives include a Baby Sensory and Baby Massage franchise who started regular room hire this year and New Life Church began a weekly free 'Lunch at the Library' for the local community to

enjoy. Two sewing courses were also held during the autumn.

- The Fleckney Gardening Group held their annual plant sale in the summer and the library took part in the village's Late Night Christmas event in December.
- The library has hosted several year group visits from the local primary school, a 4-session Readiness for School course and 8 drop-in sessions for the WiLL [ Work Live Leicestershire] project supporting people back into work.
- The charity took part in The Big Fleckney Welcome event in September which promoted local services & organisations to the local community.
- As the accounts show, the financial position of the charity remains strong in spite of the restrictions on income generation and all our liabilities were met this year.
- Income from room hire is increasing and a new fundraiser introduced for the charity in 2023 is a luxury food hamper donated by a local business for us to raffle in a monthly draw. We are also a charity registered with the Harborough Lotto and receive a share of the ticket sales nominating us each month.

## 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 has been the annual grant (paid quarterly) received from Leicestershire County Council. This grant-funding ended in March 2022 and extending and sustaining our own income generation opportunities is essential.

Other lesser income streams include charity membership and donations, sale of donated books and other items, donations for refreshments & we hire rooms out to local groups and organisations. Some of these streams continued to be on hold or limited last year but started to improve in 2022/23.

We still have some residual benefit from the £25,000 Retail, Hospitality and Leisure Grant we received in April 2020 means that the charity's financial position remained secure as at 31 March 2023, although monthly income was less than monthly expenditure for some of the year.

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)

L. MARSHALL

A. WEATHERBY

Full name(s)

Linda Marshall

Andrew Weatherby

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

Chairman

Treasurer

Date

23/10/2023

**FRIENDS OF FLECKNEY LIBRARY**

**LEGAL AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

Charity registration number: 1165571

Registered address: 25 Lodge Road  
Fleckney  
Leicestershire  
LE8 8BX

Trustees: Rev P O'Reilly (retired 29.6.22)  
L. Marshall  
S. Robson  
A. Weatherby  
J. Earwaker  
J. McNair  
K. Rudge  
R. Hughes  
J. Richardson  
B. Stribling  
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 2023, which are set out on pages 9 to 13.

#### **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 Acthave 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

I report on the financial statements for the year ended 31st March 2023, which are set out on pages 9 to 13.

**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.

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**Independent examiner's statement**

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

23 October 2023

## **FRIENDS OF FLECKNEY LIBRARY**

### **ACCOUNTING POLICIES** **FOR THE YEAR ENDED 31ST MARCH 2023**

#### **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 2023**

<b><u>Unrestricted funds</u></b>			
	<b>Note</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Income and Expenditure</b>			
<b>Incoming resources</b>			
Incoming resources from generated funds:			
Voluntary income	1	1,383	1,170
Activities for generating funds	2	567	3,972
Investment income	3	139	33
Fundraising	4	3,487	1,569
		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>5,576</b>	<b>6,744</b>
		<hr/>	<hr/>
<b>Resources expended</b>			
Charitable activities	5	13,018	10,646
Cost of fundraising	6	15	176
Governance costs	7	942	880
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>13,975</b>	<b>11,702</b>
		<hr/>	<hr/>
<b>Net outgoing resources for the year</b>		<b>(8,399)</b>	<b>(4,958)</b>
Unrestricted funds brought forward		113,635	118,593
		<hr/>	<hr/>
Unrestricted funds carried forward	11	£105,236	£113,635
		<hr/> <hr/>	<hr/> <hr/>

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

**FRIENDS OF FLECKNEY LIBRARY****BALANCE SHEET AT 31ST MARCH 2023**

		<b><u>Unrestricted funds</u></b>			
	<b>Note</b>	<b>2023</b>		<b>2022</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Fixtures & furniture	8		-		-
<b>Current assets</b>					
Cash funds	9	105,236		118,635	
<b>Current liabilities</b>					
Accruals	10	-		5,000	
		_____	105,236	_____	113,635
<b>Net assets</b>			£105,236		£113,635
			=====		=====
<b>Total unrestricted funds</b>	11		£105,236		£113,635
			=====		=====

The financial statements were approved by the Trustees on 23 October 2023  
and signed on their behalf by:

*L. MARSHALL*

**L Marshall - Chairman**

*S. ROBSON*

**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 2023**

<b>1 VOLUNTARY INCOME</b>	<b>2023</b>	<b>2022</b>
	£	£
Donations received	908	898
Membership fees	240	50
Market Harborough Lotto	235	222
	<hr/>	<hr/>
	£1,383	£1,170
	<hr/>	<hr/>
 <b>2 ACTIVITIES FOR GENERATING FUNDS</b>		
State aid from L.C.C.	-	3,846
Room hire	328	-
Library services	239	126
	<hr/>	<hr/>
	£567	£3,972
	<hr/>	<hr/>
 <b>3 INVESTMENT INCOME</b>		
Cash deposits		
Co-op Bank Plc - Instant access savings account interest	£139	£33
	<hr/>	<hr/>
 <b>4 FUNDRAISING</b>		
Refreshments	975	33
Book sales	540	80
Sundry income	376	180
Photocopying	502	393
Plant and jam sales	290	202
Bag sales	9	21
Duck food sales	56	198
Events	-	462
Hamper and other raffles	247	-
Toast Office books	70	-
Tombola	152	-
Greeting card commission	128	-
Logo items sold	75	-
Wool sold	67	-
	<hr/>	<hr/>
	£3,487	£1,569
	<hr/>	<hr/>

**FRIENDS OF FLECKNEY LIBRARY****NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

<b>5 CHARITABLE ACTIVITIES</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Water	481	227
Repairs and maintenance	4,622	3,350
Cleaning & rubbish removal	1,563	1,410
Insurances	751	721
Light & heat	5,601	4,938
	<u>£13,018</u>	<u>£10,646</u>
<b>6 COSTS OF FUNDRAISING</b>		
Refreshment expenses	11	-
Duck food purchases and bags	4	61
Logo merchandise purchased	-	115
	<u>£15</u>	<u>£176</u>
<b>7 GOVERNANCE COSTS</b>		
Online rota system subscription	145	145
Accountancy	594	570
Paypal charges	23	-
Other expenses	180	165
	<u>£942</u>	<u>£880</u>
<b>8 TANGIBLE FIXED ASSETS</b>		
	<u>Fixtures &amp; furniture</u>	
Net book value at 1 April 2022	-	
Additions at cost	-	
Depreciation provided for year	-	
	<u>£-</u>	
Net book value at 31 March 2023		
<b>9 CASH AND BANK</b>		
Cash deposits:		
Co-op Bank Plc - Instant access savings account	100,725	105,587
Co-op Bank Plc - Current account	4,088	12,873
Paypal account	66	-
Cash and cheques in hand	357	175
	<u>£105,236</u>	<u>£118,635</u>
<b>10 ACCRUALS</b>		
The Charity received a grant of £5,000 from Leicestershire County Council last year, this was repaid in the year.		
<b>11 FUND BALANCES</b>		
Unrestricted funds - general	<u>£105,236</u>	<u>£113,635</u>