

# **Shenstone Community Library Association**

**Main Street**

**Shenstone**

**Staffs**

**WS14 0LZ**

**Charity Number 1170598**

## **Trustee Managers names:**

**Lynda Jones**

**Frank Weetman**

**Jane Cotton**

**Hannah Smith**

**Jeffrey Peacock**

## **Trustees Annual Report April 1<sup>st</sup> 2023, to March 31<sup>st</sup> 2024**

Another year has passed. We have over a hundred volunteers, and over the past year, it has absorbed many hours of volunteer time. So what has been achieved?

Staffordshire County Council monitor us by looking at three key performance indicators: the number of new library members, the number of books issued, and the number of visitors to the library, and we are given comparative data to see whether we have improved, or not, from the previous year, and by how many percentage points, and how we compare to the 27 other Community Managed Libraries (CMLs), and the 16 county managed libraries.

All libraries are different of course– serving different sizes and kinds of communities, and although the core purpose of all – lending books – will be the same, each will have different ambition and areas of focus – and some will be more established than others. We do know that all will be developing into so-called community hubs, where many community activities can take place under one roof.

What do this year's figures tell us?

We have signed up fewer new members this year, and some CMLs have signed up many more members than we have. This is disappointing in that this area has been steadily improving, and some years has been phenomenal, and we will look to ways to sign up more members in the coming year. However, there are only so many people in a community, and we have been steadily signing them up for seven years!

So what of numbers of books issued, which is our key second performance indicator? We issued 16,520 books in 2022 – 3, and 17,731 in 2023 – 4, an increase of 7.3%, which is great to see.

The number of visits to CMLs our third key performance indicator, and here Shenstone tops the league table with an astonishing 43,035 – an increase of 13.45% on last year's amazing figure of 37,966. Even when compared with council run libraries, we have more visits than some of these.

We have been busier than ever. Our volunteer numbers have grown, and volunteers have created new activities. All this has made additional demands on the coffee shop, because one of the reasons the activities are so successful is that often a lovely cup of coffee can be had whilst partaking in them!

Developing capacity to strengthen our resilience for the future was one of last year's aims, and we are so grateful that volunteers have embraced additional responsibilities, particularly in the coffee shop. We can see how successful this has been as we cope with these additional numbers. We will need to continue to strengthen our capacity in the coming years – a reminder that we now have eight years to run on our lease with SCC.

Our other aim last year was to develop our work in respect of the Green Libraries manifesto. Our recycling has been extended this year, and it is interesting to see visitors leave their recycling before rewarding themselves with a coffee, cake, and good book! Another reason for our growing visitor numbers! We will launch our thermal imaging camera in the autumn, have given hedgehogs new homes, have hosted beekeeping events, green film showings, upcycling evenings, and of course our monthly repair cafe has become a popular event.

What about our plans for 2024 – 5? We would like to continue our activities to support both environmental causes – these seem to be popular areas to develop with both our users and volunteers. In addition, we have several capital projects in mind – refurbishing the toilets, re-doing the front footpath and aspects of the front garden, and we will investigate the installation of solar panels.

We have continued to meet monthly and have had a full programme of work. We have revisited our financial policy and safeguarding policy, and brought in four new policies: complaints, recording, privacy, and inclusion.

## **Declaration**

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

**Signed on behalf of the trustees.**

**Signature**

**Full name** Jeffrey Peacock

**Position** Honorary Treasurer

**Date** 12<sup>th</sup> August 2024

# Shenstone Community Library Accounts

Charity Number 1170598

balanced to bank statement 31st March 2024

						Year ending 31 st March 2024				
Charity Number 1170598										
			<u>Current Account</u>	<u>Contingency Accounts*</u>		Library Float	<u>Coffee Shop Float</u>		<u>TOTAL</u>	
Balance b/f	01/04/2023		14312.63	11039.17		31.14	303.05		25685.99	
Interest				237.21						
Receipts			54896.24							
Payments			45025.21							
Transfers to/from contingency			-23000.00	23000.00						
Cash Income & expense change			-84.27			£ 143.09	-58.82			
Closing Balance	c/f		1099.39	34276.38	0.00	174.23	244.23		35794.23	

;

## \*Contingency Accounts

Utility Charge 2018 £3,000 estimated £300 per quarter £1200 pa  
 Heating replacement £11,000 currently out of date & inefficient  
 Insurance £1,000 fixed whether open or not - SCC condition  
 Card Reader contract £1,500 3 year contract  
 Carpet renewal £2,000 current carpet life limited

Replace Coffee machine £7,500 current model purchased used  
 Garden improvement £1,000  
 AED replacement battery £500  
 Refit accessible toilet £6,000

Total £33,500

# Shenstone Community Library Accounts

Charity Number 1170598

## Bank Reconciliation

reconciled to  
sheet

31st  
print

March

2024

### Balance per Bank Statements - Current Account

1677.04 Changed to actual each time

### Plus Income since statement

FDEL/Amex	387.41
CC Bank cr	74.94

£ 462.35

### Less Unpresented Cheques/BACS/Transfers

C+M Low Gallery	440.00
Staffs CC	600.00

£ 1,040.00

### Cash Float movements

	b/f	month end	difference
Library	31.14	174.23 £	143.09
Coffee Shop	303.05	244.23 -£	58.82
Difference			<u>84.27</u>

Balance at B	Current account	£	1,099.39
	Float as cash at Library	£	174.23
	Float as cash at Coffee Shop	£	244.23
	Total cash in hand	£	<u>1,517.85</u>

Contingency Account	14276.38
Contingency C & C Savings Account	20000.00
<b>Total</b>	<u><u>35794.23</u></u>

Shenstone Community Library Accounts

accounts balanced to bank statement

31st

March

2024

Charity Number 1170598

SUMMARY OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST March 2024

BUDGET 2023 - 2024

2022-2023		2023-2024	
£		£ p	£ p
Balance of Funds in Hand 1st April 2023			
373.80	Petty Cash - Coffee Shop Float	303.05	
9234.73	Current Account	14312.63	
45.92	Petty Cash - Library Float	31.14	
10990.63	Contingency Account	11039.17	
20645.08		25685.99	
Receipts			
6.00	Events	981.00	
733.68	Income - Library	556.17	
541.50	Library Misc	1307.30	
40710.03	Income - Coffee Shop	43542.31	
269.00	Misc	812.86	
48.00	History Group	0.00	
	Staffordshire Council Grant	0.00	
2250.00	Shenstone Parish Council Grants	950.00	
1514.97	Other Grants	0.00	
6442.50	Art Gallery	2290.00	
334.97	Donations	376.60	
	Gift Aided Donations	0.00	
3849.00	Music Group	4080.00	
	Bee Friendly	0.00	
56699.65		54896.24	
48.54	Interest	237.21	
Less Expense			
600.00	Utilities	600.00	
1148.65	Library	2754.77	
910.08	Insurance	1187.92	
4937.66	Art Gallery	2063.13	
57.00	History Group	0.00	
824.97	Covid 19	0.00	
70.00	Cleaning Materials	11.98	
	Cleaning	469.00	
18006.87	Set up & Capital Costs	4428.17	
19588.12	Coffee Shop	24323.81	
452.78	Repairs and Maintenance General	2425.93	
1847.65	Misc.	1719.18	
489.29	Social Events	2308.99	
30.96	Health & Safety	50.40	
2659.01	Music Group	2368.06	
84.24	Bee Friendly	313.87	
51707.28		45025.21	
Balance of funds year to date year end 31st March 2024			
303.05	Petty Cash Coffee shop Float	244.23	
14312.63	Current Account	1099.39	
31.14	Petty Cash Library Float	174.23	
11039.17	Contingency Account HSBC BMM	14276.38	
	Contingency Account C & C Savings Account	20000.00	
25685.99		35794.23	
Total Funds end of year c/f		35794.23	

2023 - 2024	
£p	£p
303.05	
14,312.63	
31.14	
11,039.14	
25,685.96	
100.00	
600.00	
750.00	
40,000.00	
250.00	
6,500.00	
350.00	
4,000.00	
-	
52,550.00	
3,000.00	
750.00	
1,100.00	
5,000.00	
100.00	
1,500.00	
20,000.00	
1,000.00	
900.00	
500.00	
450.00	
2,750.00	
200.00	
37,250.00	
303.05	
29,612.63	
31.14	
11,039	
40985.82	

Receipts 'Receipts 1' cell no.  
Payments 'Analysis of Payments' Cell number

RECEIPTS 1

2023 - 2024

Date		Total Amount	Events	Library Income	Grants	Donations Gift Aided	Donations	Library Misc.	Coffee Shop Income	Art Gallery	Misc	History Group	Music Group	Bee Friendly	Audit Trail
2023															0.00
0	April														0.00
1	1-5th	CR FDEL & Amex	428.6					4.00	344.6				80		428.60
2	1st	CR A Whitehouse hanging fee	25.00							25					25.00
3		CR M Fairhead hanging fee	25.00							25					25.00
4	4th	CR Cash Banking													0.00
5	5th-11th	CR FDEL & Amex	496.4		2.9			24	469.5						496.40
6	11th-18th	CR FDEL & Amex	731.10					16.00	695.10				20		731.10
7	19th-26th	CR FDEL & Amex	915.80					6	644.80	195			70		915.80
8	27th-02nd	CR FDEL & Amex	680.01					4.00	616.01				60		680.01
9	May 2nd	CR Cash Banking													0.00
10	06th	CR Library report	472.30		26.20		3.10	48.00		25			370.00		472.30
11	06th	CR Cofee Shop report	656.89				38.00		618.89						656.89
12		CR Cash Banking													0.00
13	3-9th	CR FDEL & Amex	486.60					6.00	460.60				20		486.60
14	10-15th	CR FDEL & Amex	647.30					22.00	565.30				60		647.30
15	17-22nd	CR FDEL & Amex	807.60		15.6			10.00	742.00				40		807.60
16	22nd	CR Cash Banking													0.00
17	24th-30th	CR FDEL & Amex	678.50	20.00				24.00	609.50	25					678.50
18	26th	CR Cash Banking													0.00
19	30th-02nd	CR FDEL & Amex	371.41						371.41						371.41
20	03rd June	CR Cash Banking													0.00
21	03rd June	CR Cofee Shop report	783.90				29.00		754.90						783.90
22		CR Library report	186.40	30.00	12.40		20.00	34.00					90		186.40
23	02nd-07th	CR FDEL & Amex	508.20		4.00	1.50		24.00	478.70						508.20
24	08th-12th	CR FDEL & Amex	656.90	27.00				12.00	452.90	165					656.90
25	10th	CR Cash Banking													0.00
26	14th-15th	CR FDEL & Amex	262.50						262.50						262.50
27	16th-26th	CR FDEL & Amex	895.50					11.10	884.40						895.50
28	28th-05th	CR FDEL & Amex	580.40		1.50			10.00	568.90						580.40
29	01st	CR Cash Banking													0.00
30	05th July	CR Cofee Shop report	751.65				16.50		733.15						751.65
31		Library report	265.77	129.00	51.87			59.90		25					265.77
32	05th-10th	CR FDEL & Amex	647.90					12.00	635.90						647.90
33	11th-17th	CR FDEL & Amex	759.21					20.00	739.21						759.21
34	13th	CR Cash Banking													0.00
35	19th-26th	CR FDEL & Amex	711.10						641.10	70					711.10
36	26th-31st	CR FDEL & Amex	688.51						688.51						688.51
37	02nd Aug	CR Contingency 2 Interest	13.08								13.08				13.08
38		CR Cofee Shop report	791.00				28.00		763.00						791.00
39		CR Library report	73.70		37.70			36.00							73.70
40	02-08 Aug	CR FDEL & Amex	874.90					16.00	858.90						874.90
41	09th-15th	CR FDEL & Amex	708.70		10.20			4.00	694.50						708.70
42	16th-26th	CR FDEL & Amex	1245.11	15.00				6.00	1174.11				50		1245.11
43		CR Cash Banking													0.00
44	29th Aug	CR FDEL & Amex	365.30	5.00				4.00	316.30				40		365.30
45	30th-06th	CR FDEL & Amex	793.10	5.00	3.00				785.1				20		793.10
46	30th	CR Shenstone PCC Volunteer Day	250.00		80.00				190.00						250.00
47	04th Sept	CR Contingency 2 Interest	65.69								65.69				65.69
48	06th Sept	CR Library report	184.75	45.00	33.75			56.00					50		184.75
49		CR Cofee Shop report	763.89				6.00		757.89						763.89
50	06-11th Sept	CR FDEL & Amex	1364.40	5.00	12.00			0.30	722.10	475			150		1364.40
		22614.07	285.00	268.62	0.00	0.00	142.60	469.30	19219.78	1030	78.77	0	1120	0	22614.07

Grants Breakdown

FDMS 50988555 is Paymentsense reimbursements for credit card transactions

Lottery Covid 19 response

Other	
LDC	
Others	0.00
Shenstone Parish	950.00
	950.00
Staffordshire CC	
Total	950.00

## Shenstone Community Library Accounts

Charity Number 1170598

## RECEIPTS 2

2023 - 24

			<u>Total</u>		<u>Events</u>	<u>Library</u>		<u>Donations</u>		<u>Library</u>	<u>Coffee</u>			<u>History</u>	<u>Music</u>	<u>Bee</u>	<u>Audit Trail</u>
	<u>Date</u>		<u>Amount</u>			<u>Income</u>	<u>Grants</u>	<u>Gift Aided</u>	<u>Donations</u>	<u>Misc.</u>	<u>Shop</u>	<u>Art Gallery</u>	<u>Misc</u>	<u>Group</u>	<u>Group</u>	<u>Friendly</u>	
	Carried Forward		22614.07		285.00	268.62	0.00	0.00	142.60	469.30	19219.78	1030.00	78.77	0.00	1120.00	0.00	22614.07
51	13th-18th Sept	CR	FDEL & Amex	634.20	3.00	19.40				14.00	537.80				60.00		634.20
52	15th Sept	CR	HSBS compensation pymt	30.00									30.00				30.00
53	20th Sep-02Oct	CR	FDEL & Amex	1093.55	16.00	4.25					873.30				200.00		1093.55
54	29-Sep	CR	Plusnet	14.63							14.63						14.63
55	02nd Oct	CR	Cash Banking														0.00
56		CR	FDEL & Amex	523.40		1.00					352.40	120.00			50.00		523.40
57	03rd Oct	CR	Contingency 2 interest	69.78									69.78				69.78
58	04th-05th Oct	CR	FDEL & Amex	275.60						12.00	263.60						275.60
59	06th Oct	CR	Library report	248.90	12.00	26.90			10.00	90.00					110.00		248.90
60		CR	Coffee Shop report	700.20					8.00		692.20						700.20
61	06th Oct	CR	Cash Banking														0.00
62	06th-10th Oct	CR	FDEL & Amex	669.90	10.00					8.00	476.90	25.00			150.00		669.90
63	11th-17th Oct	CR	FDEL & Amex	744.20	5.00					26.00	713.20						744.20
64	18th-25th Oct	CR	FDEL & Amex	880.82	8.00	1.00				14.00	657.82				200.00		880.82
65	25th-01st Nov	CR	FDEL & Amex	685.50	10.00	17.00				8.00	595.50	25.00			30.00		685.50
66	27th Oct	CR	Cash Banking														0.00
67	02nd Nov	CR	Cash Banking														0.00
68	05th Nov	CR	Library report	505.05	142.00	29.05				46.00	28.00				260.00		505.05
69		CR	Coffee Shop report	781.10					42.00		739.10						781.10
70	01st -07th Nov	CR	FDEL & Amex	693.30	30.00	3.50					639.80				20.00		693.30
71	02nd Nov	CR	Contingency 2 interest	74.92									74.92				74.92
72	08-14 Nov	CR	FDEL & Amex	756.70	45.00					8.00	553.70				150.00		756.70
73	15-22 Nov	CR	FDEL & Amex	827.10							827.10						827.10
74	22-29 Nov	CR	FDEL & Amex	677.85	15.00	2.25				14.00	626.60				20.00		677.85
75	29-05 Dec	CR	FDEL & Amex	743.25		9.75				2.00	721.50				10.00		743.25
76	01-Dec	CR	Cash Banking														0.00
77	02-Dec	CR	Cash Banking														0.00
78	04-Dec	CR	Contingency 2 interest	72.50									72.50				72.50
79	07-Dec	CR	Library report	363.80	130.00	23.80				80.00					130.00		363.80
80	09-Dec	CR	Coffee Shop report	784.55					36.00		748.55						784.55
81	06-12 Dec	CR	FDEL & Amex	589.30						12.00	577.30						589.30
82	13-20 Dec	CR	FDEL & Amex	567.40		3.50				6.00	557.90						567.40
83	21-27 Dec	CR	FDEL & Amex	367.00						2.00	365.00						367.00
84	27-02 Jan	CR	FDEL & Amex	695.90						6.00	689.90						695.90
85	02-Jan	CR	Coffee Shop Banking														0.00
86	03-Jan	CR	Contingency 2 interest	74.94									74.94				74.94
87	05-Jan	CR	Library report	76.30	10.00	20.30				46.00							76.30
88	05-Jan	CR	Coffee Shop report	511.00					22.00		489.00						511.00
89	02-10 Jan	CR	FDEL & Amex	718.90		6.00				10.00	702.90						718.90
90	05-Jan	CR	Cash Banking														0.00
91	10-16 Jan	CR	FDEL & Amex	902.75		2.55				4.00	746.20				150.00		902.75
92	16-23 Jan	CR	FDEL & Amex	1058.30		6.00					812.30				240.00		1058.30
93	23-31 Jan	CR	FDEL & Amex	875.50	30.00					16.00	779.50				50.00		875.50
94	04-Feb	CR	Library report	533.30	120.00	24.30				84.00		25			280.00		533.30
95	08-Feb	CR	Coffee Shop report	640.00					43.00		597.00						640.00
96	01-07 Feb	CR	FDEL & Amex	1023.10	20.00	4.00				26.00	973.10						1023.10
97	02-Feb	CR	Paymentsense refund chgs	43.08							43.08						43.08
98		CR	Contingency 2 interest	74.93									74.93				74.93
99		CR	BMM contingency tf														0.00
100	08-14 Feb	CR	FDEL & Amex	963.60	40.00					2.00	641.60	220			60.00		963.60
		CR															0.00
			45180.17		931.00	473.17	0.00	0.00	303.60	1005.30	37256.26	1445.00	475.84	0.00	3290.00	0.00	45180.17



Shenstone Community Library Accounts

Charity Number 1170598

RECEIPTS 3

2023 - 2024

Date		Total Amount	Events	Library Income	Grants	Donations Gift Aided	Donations	Library Misc.	Coffee Shop Income	Art Gallery	Misc	History Group	Music Group	Bee Friendly	Audit Trail	
carried forward		45180.17		931.00	473.17	0.00	0.00	303.60	1005.30	37256.26	1445.00	475.84	0.00	3290.00	0.00	45180.17
101	14-21 Feb	CR FDEL & Amex	862.5	10				22	760.5				70			862.50
102	19-Feb	CR Shenstone Parish CC grant	950		950											950.00
103	21-28 Feb	CR FDEL & Amex	1046.52		0.5			16	675.02	295			60			1046.52
104	28 Feb-05 Mar	CR FDEL & Amex	691.5					6	685.5							691.50
105	04-Mar	CR CC contingency credit	70.08								70.08					70.08
106		CR Cash Banking - coffee														0.00
107	08-Mar	CR Library report	472.8	40	48.8			114					270			472.80
108		CR Coffee Shop report	981.2				31		758.2		192					981.20
109	06-20 Mar	CR FDEL & Amex	2334.5		7.7			30	1506.8	550			240			2334.50
110	12-Mar	CR Library Banking														0.00
111	20-25 Mar	CR FDEL & Amex	705.9					38	627.9				40			705.90
112	26-Mar	CR Library Banking														0.00
113	27-28 Mar	CR FDEL & Amex	341.8						341.8							341.80
114	28-Mar	CR Coffee Shop Banking														0.00
115	02-Apr	CR FDEL & Amex	387.41					8	379.41							387.41
116	02-Apr	CR CC contingency credit	74.94								74.94					74.94
117	31-Mar	CR Coffee Shop report	591.92				41		550.92							591.92
118		CR Library report	205		26		1	68					110			205.00
119																0.00
120																0.00
121																0.00
122																0.00
123																0.00
124																0.00
125																0.00
126																0.00
127																0.00
128																0.00
129																0.00
130																0.00
131																0.00
132																0.00
133																0.00
134																0.00
135																0.00
136																0.00
137																0.00
138																0.00
139																0.00
140																0.00
141																0.00
142																0.00
143																0.00
144																0.00
145																0.00
146																0.00
147																0.00
148																0.00
149																0.00
150																0.00
		54896.24	#	981.00	556.17	950.00	0.00	376.60	1307.30	43542.31	2290.00	812.86	0.00	4080.00	0.00	54896.24

# Shenstone Community Library Accounts

Charity Number 1170598

ANALYSIS OF PAYMENTS FOR THE YEAR ENDED 31st March 2024

2022 - 23		2023 -24	
	£	£ p	£ p
	<b><u>Cleaning</u></b>		
70	Cleaning Materials & window cleaning	0.00	
	Cleaning	11.98	
		469.00	
<b>70</b>			<b>480.98</b>
	<b><u>Insurance and Utilities</u></b>		
910.08	Insurance	1187.92	
600	Utilities	600.00	
<b>1510.08</b>			<b>1787.92</b>
	<b><u>Improvements and Refurbishments</u></b>		
18006.87	Capital/Set Up Costs General	4428.17	
<b>18006.87</b>			<b>4428.17</b>
	<b><u>Repairs and Maintenance</u></b>		
452.78	General Maintenance	2425.93	
<b>452.78</b>			<b>2425.93</b>
	Transfer to Savings Account		
	<b><u>General</u></b>		
1148.65	Library Expense	2754.77	
19588.12	Coffee Shop Expense	24323.81	
489.29	Social Events	2308.99	
4937.66	Art Gallery expense	2063.13	
30.96	Health & Safety	50.40	
57	History Group	0.00	
824.97	Covid expense	0.00	
1847.65	Miscellaneous	1719.18	
2659.01	Music Group	2368.06	
84.24	Bee Friendly	313.87	
<b>31667.55</b>			<b>35902.21</b>
<b>51707.28</b>			<b>45025.21</b>
	<b>Total expense</b>		

**Charity Number** 1170598

[illegible]

**Charity Number** 1170598

[illegible]

11010.70

**Charity Number 1170598**

[illegible]

**Charity Number 1170598**

151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204

Date	Chq No	Pavee	Amount	Utilities	Cleaning Materials	Repairs & Mainten.	Library Expenses	Misc Expense s	Coffee Shop Expense s	Cleaning	Social Events	Artwork Expense	Insurance	Set up cost & Capital Purchase	Health & Safety	Covid 19 expense	History Group	Music Group	Bee Friendly	Audit Trail	
		B/fwd	17901.00	0.00	0.00	1237.35	1027.34	1086.77	10429.11	70.00	1002.19	775.13	0.00	1252.97	0.00		0.00	812.36	207.78	17901.00	
02-Oct	DR	BACS E Walch	10.17						10.17											10.17	
	DR	BACS J Dolman gallery	456.00									456								456	
	DR	BACS Amazon	41.80				41.8													41.8	
04th Oct	DR	BACS Booker Ltd	191.07						191.07											191.07	
	DR	BACS Dales of Cannock	61.71						61.71											61.71	
04th Oct	DR	BACS G Jones flowers	25.00					25												25	
	DR	BACS Village Stores newspapers	84.60								84.6									84.6	
	DR	BACS DGS Home Support	102.00						102											102	
05th Oct	DR	BACS Coffee shop report Septemb	395.97		11.98				383.99											395.97	
06th Oct	DR	BACS Samantha Walker inv 74	134.00						134											134	
09th Oct	Dr	BACS B Hawthorn Wildflower seed	70.99																70.99	70.99	
12th Oct	Dr	BACS Lichfields-shelves	132.00					132												132	
	Dr	BACS Iron+Fire 291949	206.00						206											206	
13th Oct	Dr	BACS FDMS/Amex	57.86						57.86											57.86	
14th Oct	Dr	BACS HSBC	5.92					5.92												5.92	
	Dr	BACS G Deffley - Milk	80.00						80											80	
16th Oct	Dr	BACS BT internet	22.74						22.74											22.74	
	Dr	BACS Paymentsense	14.40						14.4											14.4	
	Dr	BACS Amazon	5.48				5.48													5.48	
18th Oct	Dr	BACS Expand Digital	53.94						53.94											53.94	
	Dr	BACS Samantha Walker inv 79	103.50						103.5											103.5	
20th Oct	Dr	BACS Patricia Patrick Table Decor	68.40						68.4											68.4	
	Dr	BACS Sherstone Comm Library tel	0.02					0.02												0.02	
23rd Oct	Dr	BACS Glebe Cottage ( greetings ca	196.62				196.62													196.62	
24th Oct	Dr	BACS G Deffley-Milk	40.75						40.75											40.75	
	Dr	BACS Spotless Carpet SM1618	169.00							169										169	
25th Oct	Dr	BACS L Everton Dec 24/10	90.00			90														90	
	Dr	BACS Iron+Fire 292257	200.12						200.12											200.12	
26th Oct	Dr	BACS L Everton Paint Comm Room	37.00			37														37	
29th Oct	Dr	BACS B Hawthorn Wildflower seed	15.50																15.5	15.5	
31st Oct	Dr	BACS G Deffley Milk	35.00						35											35	
	Dr	BACS G Westwood Thurs reading	27.40				27.4													27.4	
01st Nov	Dr	BACS Booker Ltd	161.66						161.66											161.66	
	Dr	BACS Norris+Fisher 528195719	28.00										28							28	
	Dr	BACS Iron+Fire 292367	193.60						193.60											193.6	
	Dr	BACS R Bishop trav exps	134.60				134.6													134.6	
05th Nov	Dr	BACS Coffee shop report	471.13						471.13											471.13	
02nd Nov	Dr	BACS Samantha Walker inv 40	139.50						139.50											139.5	
04th Nov	Dr	BACS L Jones pots/compost	19.60																19.6	19.6	
06th Nov	Dr	BACS SP Nelson Dish	44.35						44.35											44.35	
	Dr	BACS Expand Digital	300.00						300.00											300	
	Dr	BACS Maria Credali inv 34/23	150.00								150									150	
07th Nov	Dr	BACS G Deffley milk 07/11	38.50						38.50											38.5	
	Dr	BACS Amazon	3.65					3.65												3.65	
08th Nov	Dr	BACS Aspect Art	79.60						79.60											79.6	
09th Nov	Dr	BACS L Jones events	42.00								42									42	
	Dr	BACS Bham Uni SCLA 10028793	185.00															185		185	
10th Nov	Dr	BACS L Everton 196344	32.60						32.60											32.6	
13th Nov	Dr	BACS HSBC	9.28					9.28												9.28	
14th Nov	Dr	BACS FDMS/Amex	55.05						55.05											55.05	
15th Nov	Dr	BACS BT internet	22.74						22.74											22.74	
	Dr	BACS PAS paymentsense	14.40						14.40											14.4	
	Dr	BACS D J Williams 3193	141.00			141														141	
	Dr	BACS Hollinshead MS335	103.10						103.10											103.1	
			23405.32	0.00	11.98	1505.35	1433.24	1262.64	13850.99	239.00	1278.79	1231.13	28.00	1252.97	0.00	0.00	0.00	997.36	313.87	23405.32	

Charity Number 1170598

Payments 5

	Date		Chq No	Payee	Amount	Utilities	Cleaning Materials	Repairs & Mainten.	Library Expenses	Misc Expenses	Coffee Shop Expenses	Cleaning	Social Events	Artwork Expense	Insurance	Set up cost & Capital Purchase	Health & Safety	Covid 19 expense	History Group	Music Group	Bee Friendly	Audit Trail	
			brought forward		23405.32	#	0.00	11.98	1505.35	1433.24	1262.64	13850.99	239.00	1278.79	1231.13	28.00	1252.97	0.00	0.00	0.00	997.36	313.87	23405.32
																						0.00	
205		Dr		BACS Amazon-Pritt/lam sheets	49.43				49.43													49.43	
206	16-Nov	Dr		BACS Hollinshead MS336	71.80						71.80											71.80	
207		Dr		BACS Samantha Walker inv 9	93.00						93.00											93.00	
208		Dr		BACS Amazon-lam sheets	16.94				16.94													16.94	
209	17-Nov	Dr		BACS G Deffley Milk	48.40						48.40											48.40	
210	19-Nov	Dr		BACS J Cotton phone batteries	9.75					9.75												9.75	
211	21-Nov	Dr		BACS Iron + Fire inv 293095	218.50						218.50											218.50	
212	22-Nov	Dr		BACS Aldi	112.53								112.53									112.53	
213	23-Nov	Dr		BACS Exband Digital Ltd aprons	752.10						752.10											752.10	
214	24th Nov	Dr		BACS Samantha Walker inv 11	167.00						167.00											167.00	
215		Dr		BACS Amazon	62.79				62.79													62.79	
216	27-Nov	Dr		BACS Amazon	43.31				4.95					38.36								43.31	
217	28th Nov	Dr		BACS G Deffley Milk	50.75						50.75											50.75	
218	29th Nov	Dr		BACS Booker Ltd	228.06						228.06											228.06	
219	30-Nov	Dr		BACS Amazon	18.87								18.87									18.87	
220	01-Dec	Dr		BACS J Cotton thermometer	50.40												50.40					50.40	
221		Dr		BACS Samantha Walker inv 15	105.50						105.50											105.50	
222		Dr		BACS Hollinshead MS339	78.80						78.80											78.80	
223	02-Dec	Dr		BACS J Cotton Whistlefish	103.20				103.20													103.20	
224	03-Dec	Dr		BACS G Deffley Milk	46.00						46.00											46.00	
225	05-Dec	Dr		BACS Birmingham Uni	30.00															30.00		30.00	
226		Dr		BACS Aspect Art	30.00				30.00													30.00	
227	09-Dec	Dr		BACS Coffee shop report	429.62				137.00	86.48	206.14											429.62	
228	06-Dec	Dr		BACS DGS Home Support 2016929	85.00						85.00											85.00	
229	07-Dec	Dr		BACS R Bishop trav exps	40.20				40.20													40.20	
230		Dr		BACS David J Williams 3200	114.00						114.00											114.00	
231	08-Dec	Dr		BACS Iron + Fire inv 293678	185.30						185.30											185.30	
232		Dr		BACS R Bishop ink repl	25.19				25.19													25.19	
233	09-Dec	Dr		BACS G Deffley Milk 091223	40.24						40.24											40.24	
234	11-Dec	Dr		BACS DGS Home Support 2016869	187.00						187.00											187.00	
235		Dr		BACS S Walker Xmas Event	482.00								482.00									482.00	
236		Dr		BACS Amazon - coat rails	49.17				49.17													49.17	
237	14-Dec	Dr		BACS FDMS/Amex	52.39						52.39											52.39	
238		Dr		BACS HSBC	8.94					8.94												8.94	
239		Dr		BACS Paypal 'Reworked'	216.00					216.00												216.00	
240	15-Dec	Dr		BACS BT Internet	22.74						22.74											22.74	
241		Dr		BACS PAS Paymentsense	14.40						14.40											14.40	
242		Dr		BACS Hollinshead MS326	81.4						81.4											81.40	
243		Dr		BACS Samantha Walker inv 23	105						105											105.00	
244		Dr		BACS Mortimer Chocolate 23/346	122						122											122.00	
245	16-Dec	Dr		BACS Iron + Fire inv 293678	301.5			301.5														301.50	
246		Dr		BACS Hollinshead MS343	127.1						127.1											127.10	
247	19-Dec	Dr		BACS Iron + Fire inv 293864	206.6						206.6											206.60	
248		Dr		BACS G Deffley Milk 201223	33.25						33.25											33.25	
249	20-Dec	Dr		BACS L Jones - various garden exp	47.46					47.46												47.46	
250	22-Dec	Dr		BACS P Patrick Ryman stamp	68.82						68.82											68.82	
					28837.77	#	0.00	11.98	1806.85	1952.11	1631.27	17362.28	239.00	1930.55	1231.13	28.00	1252.97	50.40	0.00	0.00	1027.36	313.87	28837.77

Shenstone Community Library Accounts

Charity Number 1170598

Payments 6																						
			Chq No	Payee	Amount	Utilities	Cleaning Materials	Repairs & Mainten.	Library Expense s	Misc Expense s	Coffee Shop Expense s	Cleaning	Social Events	Artwork Expense	Insurance	Set up cost & Capital Purchase	Health & Safety	Covid 19 expense	History Group	Music Group	Bee Friendly	Audit Trail
			brought forward		28837.77	0.00	11.98	1806.85	1952.11	1631.27	17362.28	239.00	1930.55	1231.13	28.00	1252.97	50.40	0.00	0.00	1027.36	313.87	28837.77
23-Dec	251	Dr	BACS	G Deffley milk	43.75						43.75											43.75
29-Dec	252	Dr	BACS	Booker Ltd	178.83						178.83											178.83
	253	Dr	BACS	Amazon - tea	19.2						19.2											19.20
05-Jan	254	Dr	BACS	Coffee Shop report	394.32						338.32		56									394.32
03-Jan	255	Dr	BACS	Amazon - jug coffee shop	5.79						5.79											5.79
04-Jan	256	Dr	BACS	Amazon - whiteboard	68.99				68.99													68.99
	257	Dr	BACS	Samantha Walker inv 31	167.5						167.5											167.50
05-Jan	258	Dr	BACS	G Deffley milk	47.25						47.25											47.25
07-Jan	259	Dr	BACS	DGS Home Support	85						85											85.00
10-Jan	260	Dr	BACS	Nature HQ Ltd inv 6570	53.7								53.7									53.70
10-Jan	261	Dr	BACS	Just Peel Ltd inv 7722(take av	166.46						166.46											166.46
11-Jan	262	Dr	BACS	Amazon Co UK	23.9						23.9											23.90
	263	Dr	BACS	E Walch various receipts	88.58						88.58											88.58
	264	Dr	BACS	R Bishop travel receipts	16.75				16.75													16.75
12-Jan	265	Dr	BACS	PaymentSense Ltd	43.08						43.08											43.08
	266	Dr	BACS	G Deffley milk	31.5						31.5											31.50
13-Jan	267	Dr	BACS	HSBC	8.78					8.78												8.78
15-Jan	268	Dr	BACS	BT internet	22.74						22.74											22.74
	269	Dr	BACS	PAS Paymentsense	14.4						14.4											14.40
	270	Dr	BACS	FDMS/Amex	49.49						49.49											49.49
16-Jan	271	Dr	BACS	Iron+Fire Ltd 294175	174.8						174.8											174.80
	272	Dr	BACS	Richie Stoke Ltd 120034(coffe	135.64						135.64											135.64
17-Jan	273	Dr	BACS	Amazon Co UK ( vac spares )	16.15					16.15												16.15
19-Jan	274	Dr	BACS	Amazon Co UK	36.4				36.4													36.40
22-Jan	275	Dr	BACS	Hollinshead MS346	103.1						103.1											103.10
23-Jan	276	Dr	BACS	Samantha Walker inv 37	149.5						149.5											149.50
25-Jan	277	Dr	BACS	L Everton Honeybuns	32.06						32.06											32.06
26-Jan	278	Dr	BACS	G Deffley-Milk	45.5						45.5											45.50
30-Jan	279	Dr	BACS	Spotless Carpets SM1649	230							230										230.00
	280	Dr	BACS	Iron+Fire Ltd 294372	218.5						218.5											218.50
31-Jan	281	Dr	BACS	Iron+Fire Ltd 293984	174.8						174.8											174.80
08-Feb	282	Dr	BACS	Coffee Shop report	569.74						545.44		24.3									569.74
02-Feb	283	Dr	BACS	Samantha Walker inv 41	173.5						173.5											173.50
	284	Dr	BACS	Hollinshead MS349	61.35						61.35											61.35
04-Feb	285	Dr	BACS	G Deffley-Milk 3224	43.75						43.75											43.75
05-Feb	286	Dr	BACS	Birmingham Uni 10029400	393.72															393.72		393.72
	287	Dr	BACS	DGS Home Support	85						85											85.00
06-Feb	288	Dr	BACS	Birmingham Uni 10030137	330															330		330.00
	289	Dr	BACS	David J Williams inv 4015	3175.2											3175.2						3175.20
	290	Dr	BACS	L Jones Beertasting lic	21								21									21.00
07-Feb	291	Dr	BACS	Booker Ltd	133.64						133.64											133.64
08-Feb	292	Dr	BACS	J Cotton-Whistlefish	80				80													80.00
11-Feb	293	Dr	BACS	G Deffley-Milk 90224	44.6						44.6											44.60
12-Feb	294	Dr	BACS	G Westwood CRG	18.3				18.3													18.30
	295	Dr	BACS	Amazon-coffee shop plate	38.9						38.9											38.90
13-Feb	296	Dr	BACS	HSBC	6.92					6.92												6.92
14-Feb	297	Dr	BACS	FDMS/Amex	65.22						65.22											65.22
15-Feb	298	Dr	BACS	BT Group	22.74						22.74											22.74
	299	Dr	BACS	PAS Paymentsense	14.4						14.4											14.4
					36962.21	0.00	11.98	1806.85	2172.55	1663.12	20950.51	469.00	2085.55	1231.13	28.00	4428.17	50.40	0.00	0.00	1751.08	313.87	36962.21



Shenstone Community Library Accounts

Charity Number 1170598

Payments 7																							
			Chg No	Payee	Amount	Utilities	Cleaning Materials	Repairs & Mainten.	Library Expenses	Misc Expenses	Coffee Shop Expenses	Cleaning	Social Events	Artwork Expense	Insurance	Set up cost & Capital Purchase	Health & Safety	Covid 19 expense	History Group	Music Group	Bee Friendly	Audit Trail	
				brought forward	36962.21	0.00	11.98	1806.85	2172.55	1663.12	20950.51	469.00	2085.55	1231.13	28.00	4428.17	50.40	0.00	0.00	1751.08	313.87	36962.21	
15-Feb	300	Dr	BACS	Patricia Patrick CS Decs	67.93						67.93											67.93	
16-Feb	301	Dr	BACS	Dales of Cannock 177783	20.71						20.71											20.71	
	302	Dr	BACS	P K Hegarty Beer Tasting	127.36								127.36									127.36	
18-Feb	303	Dr	BACS	G Deffley milk 170224	42						42											42.00	
	304	Dr	BACS	J Cotton glasses beer event	18.58								18.58									18.58	
19-Feb	305	Dr	BACS	L Everton Honeybuns 224315	48.62						48.62											48.62	
	306	Dr	BACS	Amazon	29.99				29.99													29.99	
21-Feb	307	Dr	BACS	Booker Ltd	95.25						95.25											95.25	
	308	Dr	BACS	Hollinshead MS353	143.6						143.6											143.60	
	309	Dr	BACS	Samantha Walker inv 063,064	206						206											206.00	
	310	Dr	BACS	Mortimer Chocolate 24/044	122						122											122.00	
24-Feb	311	Dr	BACS	J Cotton vol gift	13.6					13.6												13.60	
	312	Dr	BACS	M Durant inv 1/45	372			372														372.00	
25-Feb	313	Dr	BACS	G Jones vol gift	25					25												25.00	
26-Feb	314	Dr	BACS	G Deffley milk 260224	36.95						36.95											36.95	
	315	Dr	BACS	Amazon - lighting coffee	12.99						12.99											12.99	
28-Feb	316	Dr	BACS	L Jones vol gift	5					5												5.00	
	317	Dr	BACS	Lichfield Lighthouse inv LLC24/01	175						187.2									175		362.20	
	318	Dr	BACS	Iron + Fire 294762	187.2																	0.00	
04-Mar	319	Dr	BACS	DGS Support 2016985	85						85											85.00	
	320	Dr	BACS	G Deffley milk 040324	37.35						37.35											37.35	
	321	Dr	BACS	Dr R David gallery	392									392								392.00	
	322	Dr	BACS	Amazon-trays coffee	20.97						20.97											20.97	
05-Mar	323	Dr	BACS	Iron + Fire 294588	193.6						193.6											193.60	
08-Mar	324	Dr	BACS	Coffee shop report	377.45						377.45											377.45	
06-Mar	325	Dr	BACS	Iron+Fire 294864	224.8						224.8											224.80	
	326	Dr	BACS	Samantha Walker SC1065	195						195											195.00	
07-Mar	327	Dr	BACS	R Bishop trav exps	17.85				17.85													17.85	
	328	Dr	BACS	Amazon - library paper	55.98				55.98													55.98	
	329	Dr	BACS	Mrs G Jones loyalty cards	31.49				31.49													31.49	
09-Mar	330	Dr	BACS	G Deffley milk 090324	31.5						31.5											31.50	
10-Mar	331	Dr	BACS	J Cotton recycling blisters	216				216													216.00	
	332	Dr	BACS	J Peacock folders	4.98					4.98												4.98	
14-Mar	333	Dr	BACS	FDMS/Amex	70.56						70.56											70.56	
15-Mar	334	Dr	BACS	BT internet	22.74						22.74											22.74	
	335	Dr	BACS	PAS paymentsense	14.4						14.4											14.40	
	336	Dr	BACS	HSBC	7.48					7.48												7.48	
16-Mar	337	Dr	BACS	L Everton vouchers	45				45													45.00	
	338	Dr	BACS	D J Williams inv 4024	247.08			247.08														247.08	
	339	Dr	BACS	Aspect Art Harper cards	168				168													168.00	
17-Mar	340	Dr	BACS	G Deffley Milk 170324	38.5						38.5											38.50	
18-Mar	341	Dr	BACS	Amazon - library sellotape	17.91				17.91													17.91	
20-Mar	342	Dr	BACS	Iron+Fire 295043	221.75						221.75											221.75	
	343	Dr	BACS	Birmingham City Uni 10031164	441.98															441.98		441.98	
21-Mar	344	Dr	BACS	Hollinshead MS356+358	216.7						216.7											216.70	
	345	Dr	BACS	J Cotton jug coffee shop	35.37						35.37											35.37	
22-Mar	346	Dr	BACS	Samantha Walker SC1066	119						119											119.00	
24-Mar	347	Dr	BACS	G Deffley milk 230324	33.25						33.25					1159.92						33.25	
27-Mar	348	Dr	BACS	Norris & Fisher	1159.92											1159.92	4428.17	50.40	0.00	0.00	2368.06	313.87	1159.92
					43455.60	0.00	11.98	2425.93	2754.77	1719.18	23871.70	469.00	2231.49	1623.13	1187.92	4428.17	50.40	0.00	0.00	2368.06	313.87	43455.60	

Shenstone Community Library Accounts

Charity Number 1170598

Payments 8																						
Date			Chq No	Payee	Amount	Utilities	Cleaning Materials	Repairs & Mainten.	Library Expense s	Misc Expense s	Coffee Shop Expense s	Cleaning	Social Events	Artwork Expense	Insurance	Set up cost & Capital Purchase	Health & Safety	Covid 19 expense	History Group	Music Group	Bee Friendly	Audit Trail
				brought forward	43455.60	0.00	11.98	2425.93	2754.77	1719.18	23871.70	469.00	2231.49	1623.13	1187.92	4428.17	50.40	0.00	0.00	2368.06	313.87	43455.60
28-Mar	349	Dr	BACS	L Everton 1200-097251-200316	33.98						33.98											33.98
	350	Dr	BACS	N Lamond Social Event	77.5								77.5									77.50
	351	Dr	BACS	S Walker SCL067	148.5						148.5											148.50
31-Mar	352	Dr	BACS	G Deffley milk 310324	38.5						38.5											38.50
02-Apr	353	Dr	BACS	C+J Low gallery sales	440									440								440.00
31-Mar	354	Dr	BACS	Coffee shop report	231.13						231.13											231.13
31-Mar	355	Dr	BACS	Staffs CC	600	600																600.00
	356	Dr	BACS																			0.00
	357	Dr	BACS																			0.00
	358	Dr	BACS																			0.00
	359	Dr	BACS																			0.00
	360	Dr	BACS																			0.00
	361	Dr	BACS																			0.00
	362	Dr	BACS																			0.00
	363	Dr	BACS																			0.00
	364	Dr	BACS																			0.00
	365	Dr	BACS																			0.00
	366	Dr	BACS																			0.00
	367	Dr	BACS																			0.00
	368	Dr	BACS																			0.00
	369	Dr	BACS																			0.00
	370	Dr	BACS																			0.00
	371	Dr	BACS																			0.00
	372	Dr	BACS																			0.00
	373	Dr	BACS																			0.00
	374	Dr	BACS																			0.00
	375	Dr	BACS																			0.00
	376	Dr	BACS																			0.00
	377	Dr	BACS																			0.00
	378	Dr	BACS																			0.00
	379	Dr	BACS																			0.00
	380	Dr	BACS																			0.00
	381	Dr	BACS																			0.00
	382	Dr	BACS																			0.00
	383	Dr	BACS																			0.00
	384	Dr	BACS																			0.00
	385	Dr	BACS																			0.00
	386	Dr	BACS																			0.00
	387	Dr	BACS																			0.00
	388	Dr	BACS																			0.00
	389	Dr	BACS																			0.00
	390	Dr	BACS																			0.00
	391	Dr	BACS																			0.00
	392	Dr	BACS																			0.00
	393	Dr	BACS																			0.00
	394	Dr	BACS																			0.00
	395	Dr	BACS																			0.00
	396	Dr	BACS																			0.00
	397	Dr	BACS																			0.00
					45025.21	600.00	11.98	2425.93	2754.77	1719.18	24323.81	469.00	2308.99	2063.13	1187.92	4428.17	50.40	0.00	0.00	2368.06	313.87	45025.21

## Cash Float Calculations

2023 - 2024

Index no.			Library float b/f	CS float b/f	Library income	Coffee Shop income	Events	Other	Art	Donations	Library income Total	Coffee Shop income Total	Coffee Shops cash expense	Library cash expense	Total cash expense	Library Banked	Coffee Shop Banked	Total Banked	Floats expected	Actual Library float c/f	Coffee Shop float c/f	Difference to theory
1	April	Library	31.14		26.2		370	48	25	3.1	472.3					450			53.44	53.44		
2		Coffee Shop	303.05			618.89				38		656.89	520.41		520.41		200		239.53		239.53	
3			334.19												520.41			650				
4																						
5	May	Library	53.44		12.4		120	34		20	186.4				0	170			69.84	69.84		
6		Coffee Shop	239.53			754.9				29		783.9	545.8		545.8		200		277.63		277.63	
7																		370				
8																						
9	June	Library	69.84		51.87		129	59.9	25		265.77			3.98	3.98	190			141.63	139.33		-2.30
10		Coffee Shop	277.63			733.15				18.5		751.65	668.35		668.35				360.93		360.93	
11																		190	0			
12																			0			
13	July	Library	141.63		37.7			36			73.7				0	90			125.33	124.33		-1
14		Coffee Shop	360.93			763				28		791	760.88		760.88				391.05		391.05	
15																		90	0			
16																			0			
17	August	Library	125.33		33.75		95	56			184.75				0	130			180.08	179.08		-1
18		Coffee Shop	391.05			757.89				6		763.89	981.32		981.32				173.62		173.62	
19													981.32		981.32			130	0			
20																			0			
21	September	Library	180.08		26.9		122	90		10	248.9				0				428.98	426.38		-2.6
22		Coffee Shop	173.62			692.2				8		700.2	395.97		395.97		300		177.85		177.85	
23															395.97			300	0			
24																			0			
25	October	Library	428.98		29.05		430	46			505.05				0	855			79.03	78.17		-0.86
26		Coffee Shop	177.85			739.1				42		781.1	471.13		471.13		300		187.82		187.82	
27															471.13	0		1155	0			
28																			0			
29	November	Library	79.03		23.8		260	80			363.8				0	346			96.83	98.97		2.14
30		Coffee Shop	187.82			748.55				36		784.55	429.62		429.62		400		142.75		142.75	
31															429.62	0		746	0			
32																			0			
33	December	Library	96.83		20.3		10	46			76.3				0				173.13	175.62		2.49
34		Coffee Shop	142.75			489				22		511	394.32		394.32		150	0	109.43		109.43	
35															394.32			150	0			
36																			0			
37	January	Library	173.13		24.3		400	84	25		533.3				0	650			56.43	61.87		5.44
38	2024	Coffee Shop	109.43			597				43		640	569.74		569.74				179.69		179.69	
39																		650	0			
40																			0			
41	February	Library	56.43		48.8		310	114			472.8				0				529.23	537.67		8.44
42		Coffee Shop	179.69			758.2		192		31		981.2	377.45		377.45		600	0	183.44		183.44	
43																		600	0			
44																			0			
45	March	Library	529.23		26		110	68		1	205				0	560			174.23	182.37		8.14
46		Coffee Shop	183.44			550.92				41		591.92	231.13		231.13		300	0	244.23		244.23	
47																		860	0			
48																			0			
49																			0			
	Totals	Library			361.07		2356		75		3588.07			3.98		3441			143.09	174.23	244.23	
	Totals	Coffee Shop				8202.8		954		373.5		8737.3	7327.44				2450	5891	0	174.23	244.23	418.46

Reduction/Increase in floats

Float to/from current account -84.27

Adjust Plus or minus

CHECK THAT ALL FORMULAE HAVE TRANSFERRED

Library "banking" formula add column "m" to formula

Library banking in fact monies into coffee shop funds not bank

## Shenstone Community Library Accounts

Charity Number 1170598

### Contingency Account

Fund brought forward April 1st 2023						£11,039.17
2023		Interest £'s	Transfers from Current	Awards £'s	Transfers to current	Total £'s
2023 April	Interest	17.17				£11,056.34
	Transfer from Current Account		10,000			£21,056.34
May	Interest	24.6				£21,080.94
June	Interest	28.49				£21,109.43
	Transfer from Current Account		5000			£26,109.43
July	Interest	32.19				£26,141.62
	Transfer to C & C				10000	£16,141.62
	Transfer back					£16,141.62
August	Interest	15.06				£16,156.68
	Transfer to C & C				10000	£6,156.68
September	Interest	11.21				£6,167.89
	Transfer from Current Account		3000			£9,167.89
October	Interest	15.18				£9,183.07
	Transfer from Current Account		1000			£10,183.07
November	Interest	17.84				£10,200.91
	Transfer from Current Account		1000			£11,200.91
December	Interest	17.86				£11,218.77
	Transfer from Current Account		1000			£12,218.77
2024						
January	Interest	19.18				£12,237.95
	Transfer from Current Account		1000			£13,237.95
	Transfer from Current Account		1000			£14,237.95
February	Interest	20.16				£14,258.11
					3000	£11,258.11
March	Interest	18.27				£11,258.11
	Transfer from Current Account		3000			£11,258.11
	Transfers		26,000			
	Total Interest	237.21				
	Total Awards			0		
					23000	
Balance of fund year to date year end 31st March 2024						14276.38

Shenstone Community Library Accounts

Charity Number 1170598

Contingency Account 2

Cambridge & Counties Bank Account

Fund brought forward April 1st 2023					£0.00	
2023		Interest £'s	Transfers from Current	Awards £'s	Transfers to current	Total £'s
2023 April	Interest					£0.00
	Transfer from Current Account					£0.00
May	Interest					£0.00
June	Interest					£0.00
	Transfer from Current Account					
July	Interest					£0.00
	Transfer from Contingency ac		10000			£10,000.00
	Transfer back					£10,000.00
August	Interest					£10,000.00
	Transfer from Contingency ac		10000			£20,000.00
September	Interest					£20,000.00
	Transfer from current account					£20,000.00
October	Interest					£20,000.00
November	Interest					£20,000.00
December	Interest					£20,000.00
2024						£20,000.00
January	Interest					£20,000.00
February 1	Interest					£20,000.00
March	Interest					£20,000.00
						£20,000.00
	Transfers		20,000			£20,000.00
	Total Interest	0				
	Total Awards			0		
					0	
Balance of fund year to date year end 31st March 2024						20000.00

## **Shenstone Community Library Accounts**

**Charity Number 1170598**

### **Notes to the accounts**

- 1 The Library and Coffee Shop keep a daily records reported monthly of income and incidental expenses against receipts
- 2 Card payments recorded in the accounts show date cash entered bank not the day in which the card payment was made & may not always agree with coffee shop monthly account
- 3 Till income for both library and coffee shop do not always reconcile 100%, training of volunteers has minimised the difference generally to acceptable levels
- 4 Cash payments & income and floats are recorded on sheet "Cash Income & Expense"
- 5 Cash floats expenditure is high, reduces risks from high levels of cash at the library and bank charges, a debit card is available for other than small cash expenses
- 6 Capital items purchased are assumed fully depreciated at the time of purchase, no asset register is maintained
- 7 A debit card is available for other than small cash expenses
- 8 A column to record income & expense in a similar way to that for the history group was added 12th Feb 2022 for the music group
- 9 Card credits into the bank do not always identify the source other than the service provider - to balance the accounts until further information is available, the credits are "lodged" in the largest account adjusted to the correct account at month end on the receipt of reports from the coffee shop, library & gallery
- 10 History & Music Group pages record Income & Expense for the year - they are not part of the accounts for the library but are groups within the library

## Music Group

from April 2023

These are just income & expense as recorded & do not include any library running costs  
Income over expense is not a profit in the true sense given that no library running costs are shared

<b>Income</b>	<b>recorded during the year</b>	<b>£'s</b>
Brought Forward		1189.99
Income April 1st 2023 onwards		4080.00
Total Income		<u>5269.99</u>
<b>Expense</b>	<b>recorded during the year</b>	
Expense April 1st 2023 onwards		1751.08
Total Expense		<u>1751.08</u>
<b>Income over expense</b>		<u>3518.91</u>

## Predicted Cash Flow

Indications Only for future planning & revenue budget

January February March April May June July August September October November December

### Balance of Funds in Hand

REVISE THIS SHEET when we are running at a cash levels needing a close watch to ensure positive cash flow

Current Account  
Savings Account  
Float - Library  
Float Coffee Shop

Accumulated Free Cash	205.4	281.8	738.2	1214.6	1696	2177.4	2558.8	2330.2	2977.6	3509	4040.4
-----------------------	-------	-------	-------	--------	------	--------	--------	--------	--------	------	--------

### Receipts

Banked Income Library	110	110	110	110	110	110	110	110	110	122	110	110	110
Banked Income Coffee Shop	1500	1500	1500	1500	1500	1500	1500	1500	1500	1578	1500	1500	1388
Misc													
Social Events	150	150	150	150	150	150	150	150	150	300	150	150	150
Staffordshire Council Grant							400						
Shenstone Parish Council Grants													
Other Grants													
Art Gallery	90	90	90	90	90	90	90	90	90	0	90	90	90
Donations	20	20	20	20	25	25	25	25	25	11	25	25	25
Gift Aided Donations													
Hire of Facilities/room													
<b>Total Income</b>	<b>1870</b>	<b>1870</b>	<b>1870</b>	<b>1870</b>	<b>1875</b>	<b>1875</b>	<b>2275</b>	<b>1875</b>	<b>2011</b>	<b>1875</b>	<b>1875</b>	<b>1875</b>	<b>1763</b>

### Less : Payments

Library	40	40	40	40	40	40	40	40	40	60	40	40	40
Insurance									750				
Artwork	50	50	50	50	50	50	50	50	50	0	50	50	50
Set up & Capital Costs	350	350	350	350	350	350	350	350	350	400	350	350	350
Coffee Shop	450	450	450	450	450	450	450	450	450	400	400	400	400
Repairs and Maintenance Library	20	20	20	20	20	20	20	20	0	20	20	20	20
Repairs and Maintenance Coffee shop	20	400	20				500						
Misc.	20	20	20	20	20	20	20	20	0	20	20	20	20
Card Reader	45	45	45	45	45	45	45	45	45	45	45	45	45
Broadband	18.6	18.6	18.6	18.6	18.6	18.6	18.6	18.6	18.6	18.6	18.6	18.6	18.6
Social Events	50	50	50	50	50	50	50	50	50	50	50	50	50
Utilities Gas/Electric/Water	300	300	300	300	300	300	300	300	300	300	300	300	300
Rent	1												
Health & Safety SCC	300	50	50	50	50	50	50	50	50	50	50	50	50
<b>Total Expense</b>	<b>1664.6</b>	<b>1793.6</b>	<b>1413.6</b>	<b>1393.6</b>	<b>1393.6</b>	<b>1393.6</b>	<b>1893.6</b>	<b>2103.6</b>	<b>1363.6</b>	<b>1343.6</b>	<b>1343.6</b>	<b>1343.6</b>	<b>1343.6</b>

Free Cash Monthly	205.4	76.4	456.4	476.4	481.4	481.4	381.4	-228.6	647.4	531.4	531.4	419.4
-------------------	-------	------	-------	-------	-------	-------	-------	--------	-------	-------	-------	-------

Actual

Difference		-456.4	-476.4	-481.4	-481.4	-381.4	228.6	-647.4	-531.4	-531.4	-419.4
------------	--	--------	--------	--------	--------	--------	-------	--------	--------	--------	--------



## History Group

April 2019 onwards

These are just income & expense as recorded & do not include any library running costs  
Income over expense is not a profit in the true sense given that no library running costs a

<u>Income</u>	£'s
b/f from 2018 - 19	246.60
Income in 2022	0.00
<b>Total Income</b>	<b>246.60</b>
<u>Expense</u>	
Expense in 2022	0.00
<b>Total Expense</b>	<b>0.00</b>
<b>Income over expense</b>	<b>246.6</b>



**Report to the trustees of Shenstone Community Library (Charity Number 1170598) on the accounts for the year ended 31 March 2024 set out on the attached pages.**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2024.

**Responsibilities and basis of the report:** As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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:** I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect,:

The accounting records were not kept in accordance with section 130 of the 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.

*Pauline Hegarty*

*17<sup>th</sup> May 2024.*

Pauline Hegarty (ACA)