



# **Easingwold Community Library Association**

**A Charitable Incorporated Organisation**

**Charity Registration Number: 1170759**

## **TRUSTEES REPORT FINANCIAL REPORT AND STATEMENTS**

**Year Ending 31<sup>st</sup> March 2021**



## **Easingwold Community Library Association**

### **Formation of Easingwold Community Library Association**

Easingwold Community Library Association (ECLA) was formed and registered with the Charity Commission as a charitable incorporated organisation (CIO) on 14 December 2016, with a Charity Registration Number of 1170759.

The Library was formally taken over from NYCC on 1 April 2017 and opened for business on 11 April 2017.

### **Organisation**

As a registered charity, Easingwold Community Library Association (ECLA) has five trustees, all volunteers and is managed by a Management Committee, also composed entirely of volunteers.

Operation of the library is governed by a formal constitution, with trustees appointed and reappointed at the Annual General Meeting.

In the near future it is the intention to increase the number of trustees to six.

The Library is operated and managed entirely by volunteers.

### **Easingwold Community Library Association**

Premises and registered address:-

The Library, Market Place, Easingwold, York, YO61 3AN

Registered as a CIO:

Charity Registration Number: 1170759

### **Trustees**

[ as at 31 March 2021 ]

Jane Bentley	Town Clerk - Easingwold Town Council
William Gosling	Charity organiser
Nigel Knapton	Hambleton District Councillor
Neil Madden	Easingwold Town Councillor
Shirley Shepherd	Easingwold Town Councillor

Trustees are appointed in accordance with the constitution - by election of the membership at a General Meeting or Annual General Meeting, or by the trustees.

It is the intention (of ECLA) to increase the number of trustees to at least six in the following year.



## **Easingwold Community Library Association**

### **Management Committee**

[ as at 31 March 2021 ]

Liz Finnegan	Chair
Catherine Ellis	Treasurer
Juliette Jennings	
Linda Kentley	
Martine Laux	
Helen Sykes	
Nick Wadsworth	
Tina Wilding	

### **Associate Members of Committee**

The following may also be invited to attend Trustee and Management Meetings as appropriate:

Peter Sowray	NYCC Councillor
Adele Wilson-Hope	NYCC "Stronger Communities"

### **Aims and purposes**

The objects of Easingwold Community Library Association are unchanged from the previous years and involve:

The securing of the establishment of a library and community resource centre, and the maintenance, or management or cooperation with any authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of its objects.

Also the promotion, for the benefit of the inhabitants of North Yorkshire, without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said residents and the statutory, voluntary and other authorities and organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

### **Policies**

Easingwold Community Library Association (ECLA) is committed to safeguarding and promoting the education, welfare and wellbeing of all library users, and expects all staff and volunteers to share this commitment.

ECLA is an equal opportunity organisation and is committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. ECLA operates Safeguarding, Health and...



## **Easingwold Community Library Association**

.... Safety, Privacy and Data Protection, and all other required policies.  
ECLA will make all reasonable adjustments to meet the needs of library users and volunteers who are or become disabled.

### **Funding**

The operation of Easingwold Community Library (ECLA) is funded by grants, donations, and income from running the library and special events and promotions.  
Further income is generated by leasing a spare office in the library building to the Easingwold Town Council. Additionally, a relatively small income is received from book and media reservations, fines for overdue books and book sales etc.

### **Future Expenditure**

Easingwold Community Library (ECLA) is responsible for all energy and operating costs, business rates, insurance and building maintenance and repairs. In addition, the aim is to gradually improve and upgrade the premises as finances allow.

### **Financial Report**

The Accounts and Financial Report for the period to 31<sup>st</sup> March 2021, are attached to this report.

<b><u>Summary</u></b>	<b><u>Year Ending</u></b> <b><u>31/03/2021</u></b>	<b><u>Year Ending</u></b> <b><u>31/03/2020</u></b>
<b><u>Income</u></b>	<b>£ 40,277</b>	<b>£ 18,357</b>
<b><u>Expenditure</u></b>	<b>£ 15,451</b>	<b>£ 13,671</b>
<b><u>Excess</u></b> <b>[Rcpts over Payments]</b>	<b>£ 24,826</b>	<b>£ 13,671</b>

The accounts were audited/examined by:-

**Nigel Atkinson, (Director)**

of:

**Hunter Gee Holroyd, Chartered Accountants**

Bradgate House,

Chapel Lane, Easingwold, YO61 3AE

Tel.No. 01347 823569  
Email [enquiries@hghyork.co.uk](mailto:enquiries@hghyork.co.uk)



## **Easingwold Community Library Association**

Financial and other information requested by the Charity Commission

### **Grant making**

No grants were made by Easingwold Community Library Association (ECLA) during the period to 31<sup>st</sup> March 2021.

### **Income from government grants**

There was no income from government grants during the period to 31<sup>st</sup> March 2021.

### **Income from outside the UK**

There was no income from outside the UK during the period to 31<sup>st</sup> March 2021.

### **Operating and spending outside England and Wales**

There was no expenditure outside England and Wales during the period to 31<sup>st</sup> March 2021

### **Subsidiaries**

There are no subsidiaries associated with Easingwold Community Library Association.

### **Employees**

Easingwold Community Library Association has no employees

### **Trustee payments**

The work and services of the trustees is entirely voluntary, and no payments are made to the trustees.

### **Volunteers**

Easingwold Community Library Association (ECLA) is operated entirely by volunteers, and excluding trustees, at the end of the period in question there were forty (40) volunteers.

### **Safeguarding**

ECLA operates a Safeguarding policy, which is reviewed on a regular basis. DBS checks are required for volunteers specifically dealing children

### **Financial controls**

ECLA operates a series of financial policies and controls which are reviewed on an annual basis or as appropriate. New policies covering Procurement and Reserves have been introduced with £6,000 presently being earmarked as a long term contingency reserve.

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# EASINGWOLD COMMUNITY LIBRARY ASSOCIATION

## Income & Expenditure Report Year Ended 31st March 2021

	Notes	Year ended 31 March 2021 £	Year ended 31 March 2020 £
<b>Income</b>			
Library operations income	1	542	5,587
Rent	2	5,000	5,000
Covid 19 Grant from HDC	3	25,000	
Co-Op Local Community Fund	4	6,556	
Local Authority grants:			
NYCC Stronger Communities Grant			1,000
NYCC Locality Grant for internal works		800	
NYCC Locality Grant for new path		780	
Donations:			
Anonymous donation	5	1,000	1,000
Easingwold Lions	6	150	
Other		33	2,350
Friends' subscriptions		385	430
Other income	7	31	2,340
Sponsorship			650
<b>Total income</b>		<b>40,277</b>	<b>18,357</b>
<b>Expenditure</b>			
Repairs and maintenance:			
Relaying flagstone path		2,971	
Tree works		1,526	
Other		837	1,302
Security and safety		1,201	888
Utilities		2,628	4,414
Cleaning		1,759	4,406
Covid19 expenditure	8	1,683	
Spent against grants/donations:			
Butterflies project		900	
New path		780	
Lions donation	6	150	
School visits			255
Waste		236	625
Equipment		0	349
Insurance	9	0	193
Legal & professional fees		120	114
Miscellaneous		660	1,125
<b>Total expenditure</b>		<b>15,451</b>	<b>13,671</b>
<b>Excess of receipts over payments in year</b>		<b>24,826</b>	<b>4,686</b>
<b>Operational surplus/deficit (excl. grants)</b>	10	<b>-7,630</b>	<b>2,941</b>

### Notes

- Library operations income includes fees for reservations, DVD rental, media and computer subscriptions, printing and copying and overdue items.  
Due to Covid 19, most late return charges were waived during the year.  
The 2020 figure includes income for groups run by the library – Rhymetime, Poppets, Knit & Natter etc. None of these groups could run in the 2020/21 year.
  - An office in the library is rented by Easingwold Town Council.
  - Hambleton District Council paid grants to local businesses subject to the lockdown rules. These were to cover lost income and additional costs suffered due to Covid 19.
  - Received from the the Co-Op for refurbishment of the children's library.
  - The 2021 donation is to be spent on events.
  - The donation from Easingwold Lions was spent on equipment for the Home Delivery Service.
  - Other income:**
- |                   | 2021      | 2020         |
|-------------------|-----------|--------------|
| Amazon Smile      | 31        |              |
| Utilities refunds |           | 1,259        |
| Groups income     |           | 414          |
| Barclays raffle   |           | 460          |
| Miscellaneous     |           | 207          |
| <b>Total</b>      | <b>31</b> | <b>2,340</b> |
- Expenditure on making the library building Covid safe and on additional cleaning materials and equipment has been categorised separately under this heading.
  - The insurance policy was extended by 3 months at no charge due to Covid 19, hence no payment made in the 2021 year.
  - These figures exclude grant income and expenditure and show how the small operational surplus from 2020 has become a deficit in 2021, largely due to Covid 19.



# EASINGWOLD COMMUNITY LIBRARY ASSOCIATION

## Accounts for Year Ended 31st March 2021

### BALANCE SHEET

<u>Assets</u>	31 March 2021 £	Notes	31 March 2020 £
Bank	44,378		19,612
Cash in Hand	38		-22
<b>Total assets</b>	<b>44,416</b>		<b>19,590</b>
<u>Accumulated Funds</u>	£		£
Balance brought forward	19,590		14,904
Excess of receipts over payments	24,826		4,686
<b>Total accumulated funds</b>	<b>44,416</b>		<b>19,590</b>
<u>Analysis of accumulated funds</u>			
Temporarily restricted reserves: *			
Stronger Communities – Inspire the Child Grant	0	1	745
Anonymous donation (1)	845	2	1,000
Anonymous donation (2)	1,000	3	0
NYCC Locality Grant	800	4	0
Co-Op Communities grant	6,556	5	0
Long term contingency reserve	6,000	6	6,000
<b>Total restricted reserves</b>	<b>15,201</b>		<b>7,745</b>
Unrestricted reserves	29,215		11,845
<b>Total reserves</b>	<b>44,416</b>		<b>19,590</b>

\* grants and donations received with spending restrictions

#### Notes

- 1 This grant has been spent on the Butterflies community project.
- 2 Part of this grant has been spent on the Butterflies project.
- 3 This donation is to be spent on library events.
- 4 This grant is designated for internal layout/fitment improvements.
- 5 This grant is designated for the refurbishment/relocation of the children's area.
- 6 Estimate of six months running expenses.

I have examined the accounts shown on pages 1 and 2, which are in agreement with the records, vouchers and explanations provided.

Signed:

(Accountant)

Date:

*N/A*  
 .....  
 21/1/2022  
 .....



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