



# **Easingwold Community Library Association**

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

**FOR**

**Year Ending 31<sup>st</sup> March 2022**

**Easingwold Community Library Association  
Charitable Incorporated Organisation  
Charity Registration Number: 1170759**



## **Easingwold Community Library Association**

### **Reports for small non-company charity**

Applicable for a charity with an income of under £500,000, and with assets worth significantly less than £3.26 million.

In the year to 31 March 2022, Easingwold Community Library Association (ECLA) had an income of £ 20,162 and a low value of assets – [ a net book value of £ 9,545 ] – significantly less than £3.26 million.

### **Information required by the Charity Commission**

#### **1. Charity's name, registration number, address and trustee names**

Charity Name: Easingwold Community Library Association (ECLA)

Charity registered as a CIO

Charity Registration Number: 1170759

Premises and registered address:

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

**Charity Trustees:** as at 31<sup>st</sup> March 2022

Jane Bentley	Town Clerk - Easingwold Town Council
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Nigel Knapton	Hambleton District Councillor
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Neil Madden	Easingwold Town Councillor
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Shirley Shepherd	Easingwold Town Councillor
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#### **2. The Charity structure and details of how it is managed, including how it recruits trustees**

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.

ECLA is governed by a formal constitution, with trustees 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. The Easingwold Community Library Association trustees are all

volunteers, and are responsible for the overall management and operation and governance of the library.



## **Easingwold Community Library Association**

All trustees have undergone necessary training and are aware of the essential requirements of a trustee, as set out in the guidance issued by the Charity Commission. All trustees have signed the Trustee Eligibility Declaration.

The day to day operation, planning and supervision of the library is carried out by a team of volunteers, with special responsibilities including a Treasurer and a Team Leader.

### **3. Activities and objectives in the year**

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.

Several book related events, including poetry and book readings by authors, and a presentation by a performance poet were held to promote public interest in the library. Regular events were held for younger children to introduce them to reading and use of the library, via play, educational and craft activities.

ECLA has provided office facilities which are leased to Easingwold Town Council, providing an additional income source.

Easingwold Community Library Association (ECLA) provides the premises and facilities to accommodate the local Library Service. This is the old library building leased from North Yorkshire County Council.

### **4. Achievements and performance, including reporting on its public benefit**

In the period April 2021 to March 2022, Easingwold Community Library (ECLA) has provided a library service at least equal to that previously offered by North Yorkshire County Council (NYCC), and has also facilitated the volunteer operated home book delivery service for the housebound and elderly.

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.

ECLA is also committed to safeguarding and promoting the education, welfare and wellbeing of all library users, and expects all staff and volunteers to share this...



## **Easingwold Community Library Association**

...commitment. To this purpose, a Safeguarding policy is operated and reviewed on a regular basis. DBS checks are required for volunteers specifically dealing children.

### **5. A financial review including any debts and details of your reserves policy (if applicable)**

#### **Financial Report**

The Accounts and Financial Report for the period to 31<sup>st</sup> March 2022, are included with this report.

<b>Summary</b>	<b>Year Ending <u>31/03/2022</u></b>	<b>Year Ending <u>31/03/2021</u></b>
Income	<b>£ 20,162</b>	£ 40,277
Expenditure	<b>£ 27,518</b>	£ 15,451
Surplus/Deficit [Rcpts over Payments]	<b>( £ 7,356 )</b>	£ 24,826

The accounts were audited/examined by

**Nigel Atkinson**, (Director)

**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)

### **6. Details of any funds held as a custodian trustee**

No funds are held as custodian trustees.

### **7. Financial and other information**

Funding

The operation of Easingwold Community Library (ECLA) is funded by grants, donations, and income from running the library and special events and promotions.



## **Easingwold Community Library Association**

Funding (cont.) 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 Controls

Easingwold Community Library (ECLA) operates a series of financial policies and controls which are reviewed on an annual basis or as appropriate. These policies include the recently introduced Procurement Policy and the Reserves Policy which earmarks £6,000 as a long term contingency reserve.

### Grant making

No grants were made by Easingwold Community Library Association (ECLA) during the period to 31<sup>st</sup> March 2022.

### Income from government grants

There was no income from government grants during the period to 31<sup>st</sup> March 2022.

### Income from outside the UK

There was no income from outside the UK during the period to 31<sup>st</sup> March 2022.

### Operating and spending outside England and Wales

There was no expenditure outside England and Wales during the period to 31<sup>st</sup> March 2022

### 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. ....



## **Easingwold Community Library Association**

### Trustee payments

The work and services of the trustees are 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 thirty four (34) volunteers.

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# EASINGWOLD COMMUNITY LIBRARY ASSOCIATION

## Accounts for Year Ended 31<sup>st</sup> March 2022

		Year ended 31 March 2022 £	Year ended 31 March 2021 £
<b>INCOME &amp; EXPENDITURE REPORT</b>			
<b>Income</b>	Notes		
Library operations income	1a	2,943	542
Library groups income:	1b		
Poppets		387	0
Rhymetime		300	0
Knit & Natter		114	0
Writing group		26	0
Event income – Out of Our Heads		328	0
Rent	2	5,000	5,000
Co-Op Local Community Fund	3	0	6,556
Local Authority grants:			
Covid 19 Grants from Hambleton District Council	4	7,143	25,000
NYCC Locality Grant for LED lighting		865	0
NYCC for emergency lighting works		500	0
NYCC Locality Grant for internal works	4a	0	800
NYCC Locality Grant for new path		0	780
Grant from Tilia Homes for LED lighting		400	0
Donations:			
Anonymous donation		1,000	1,000
Easingwold Lions		0	150
Donations for polling station use		400	0
Friends' donations		320	385
Book sale donations		115	0
Crayke Parish Council		100	0
Other donations		188	33
Amazon Smile commission		33	31
<b>Total income</b>		<b>20,162</b>	<b>40,277</b>
<b>Expenditure</b>			
Repairs and maintenance:			
Relaying flagstone path		0	2,971
Tree works		0	1,526
Gas heater servicing		324	288
Balance of emergency lighting rewiring		184	0
Other repairs		453	549
Security and safety:			
Replacement staff entrance door		1,297	0
Safety repairs, servicing, alarm, CCTV		1,048	1,201
Utilities		2,635	2,628
Cleaning		2,695	1,759
Covid19 expenditure	5	546	1,683
Spent against grants/donations:			
Children's library redevelopment	6	6,556	0
LED lighting works		1,265	0
New computer suite	4a	800	0
Emergency lighting rewiring		500	0
Butterflies project		179	900
New path		0	780
Lions donation		0	150
Balance of children's library refurbishment	6	6,191	0
Balance of new computer suite costs		534	0
Waste		532	236
Insurance	7	193	0
Legal & professional fees		120	120
Miscellaneous	8	1,466	660
<b>Total expenditure</b>		<b>27,518</b>	<b>15,451</b>
<b>Surplus/(Deficit) of income vs expenditure</b>		<b>-7,356</b>	<b>24,826</b>
<b>Items capitalised – new furniture</b>	9	<b>10,908</b>	<b>0</b>
<b>Surplus/(deficit) before depreciation</b>		<b>3,552</b>	<b>24,826</b>
<b>Depreciation charge for the year</b>	9	<b>-1,363</b>	<b>0</b>
<b>Suplus to reserves</b>		<b>2,189</b>	<b>24,826</b>

### Notes

- 1a Library operations income includes fees for reservations, DVD rental, media and computer subscriptions, printing and copying and overdue item charges.  
Due to Covid 19, most late return charges were waived during the prior year.
- 1b These groups are run by volunteers in the library on a regular basis both to raise funds and to provide a vital social service. None of these groups could run in the 2020/21 year due to Covid19.
- 2 An office in the library is rented by Easingwold Town Council.
- 3 Received from the the Co-Op for refurbishment of the children's library.
- 4 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.
- 4a The internal works grant received in 2021 has been spent on the new computer suite.
- 5 Expenditure on making the library building Covid-safe and on additional cleaning materials and equipment has been categorised separately under this heading.
- 6 The costs of the new furniture for the children's library has been capitalised – see fixed asset note.  
The balance of the expenditure was for revenue costs such as redecorating and lighting replacement.
- 7 The insurance policy was extended by 3 months at no charge due to Covid 19, hence no payment was made in 2020/21.
- 8 Includes stationery, cleaning materials and other sundry items such as volunteer refreshments.
- 9 See fixed asset note.

# EASINGWOLD COMMUNITY LIBRARY ASSOCIATION

## Accounts for Year Ended 31st March 2022

### BALANCE SHEET

	Notes	31 March 2022 £	Notes	31 March 2021 £
<b>Assets</b>				
Fixed assets at net book value	1	9,545		0
Bank		36,994		44,378
Cash in Hand		66		38
<b>Total assets</b>		<b>46,605</b>		<b>44,416</b>

### Accumulated Funds

	£	£
Balance brought forward	44,416	19,590
Excess/(deficit) of receipts over payments	2,189	24,826
<b>Total accumulated funds</b>	<b>46,605</b>	<b>44,416</b>

### Analysis of accumulated funds

Fixed assets at net book value		<b>9,545</b>	<b>0</b>
Temporarily restricted reserves: *			
Anonymous donation (1)	2	0	845
Anonymous donation (2)	3	0	1,000
NYCC Locality Grant	4	0	800
Co-Op Communities grant	5	0	6,556
Long term contingency reserve	6	6,500	6,000
<b>Total restricted reserves</b>		<b>6,500</b>	<b>15,201</b>
Unrestricted reserves		<b>30,560</b>	<b>29,215</b>
<b>Total reserves</b>		<b>46,605</b>	<b>44,416</b>

\* grants and donations received with spending restrictions

### Notes

- 1 See separate sheet.
- 2 Part of this grant has been spent on the Butterflies project. The remaining £666 has been reclassified as unrestricted.
- 3 This £1,000 donation has been reclassified as unrestricted.
- 4 This grant has been spent on creation of the new computer suite.
- 5 This grant has been spent on 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. Hunter* Hunter Gee Horwood

30/1/2023



# EASINGWOLD COMMUNITY LIBRARY ASSOCIATION

## Accounts for Year Ended 31st March 2022

Note 1      **Fixed assets**      Furniture , fittings and mural

	£
<b>Cost</b>	
At 1 April 21	0
Additions	10,908
Disposals	0
At 31 March 22	<u>10,908</u>
<b>Depreciation</b>	
At 1 April 21	0
Charge for the year	1,363
At 31 March 22	<u>1,363</u>
<b>Net book value</b>	
At 1 April 21	0
Additions	10,908
Disposals	0
Depreciation	-1,363
At 31 March 22	<u>9,545</u>

Depreciation policy – 8 year straight line