

**Catterick, Richmond and Colburn Community
Libraries**

Unaudited Financial Statements

31 March 2021

IAN CRISOP ACCOUNTANCY

Chartered accountants
Unit 1, Borough House Business Centre,
5 Borough Road, Richmond,
North Yorkshire
DL10 4SX

Catterick, Richmond and Colburn Community Libraries

Financial Statements

Year ended 31 March 2021

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Catterick, Richmond and Colburn Community Libraries

Trustees' Annual Report

Year ended 31 March 2021

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name	Catterick, Richmond and Colburn Community Libraries
Charity registration number	1171181
Principal office	10a Queens Road Richmond North Yorkshire DL10 4AE

The trustees

P D Wicks	Chairman
N S Clark	Treasurer
S Young	
A Dale	
J Clark	
M A Cotton	

Independent examiner	R I Crisop FCA Unit 1, Borough House Business Centre, 5 Borough Road, Richmond, North Yorkshire DL10 4SX
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Structure, governance and management

Governing Document

CRACCL is a charitable incorporated organisation using the foundation structure, registered in England on 19 January 2017. The structure means that the only persons eligible to be members of CRACCL are its trustees, and any member and trustee who ceases to be a trustee automatically ceases to be a member of CRACCL. The charity was established under a Constitution which contains the objects and powers of the organisation.

Structure

The Trustees give their time voluntarily and receive no benefits from the charity. Alongside the positions of Chair (Philip Wicks) and Treasurer (Neil Clark), there is a lead trustee for each library. During the year Sue Young took over responsibility for Colburn from Angie Dale, and Michael Cotton joined the Board with responsibility for Catterick:

Catterick	Michael Cotton
Richmond	Judith Clark
Colburn	Sue Young

Each library is managed by a team of three - the Lead Trustee together with a Volunteer Co-ordinator and NYCC Library Supervisor. The Trustees would like to offer particular thanks to the Volunteer Co-ordinators who are responsible for ensuring that sufficient volunteers are available to keep the libraries open.

Catterick, Richmond and Colburn Community Libraries

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Objectives and activities

Objectives and aims

The objectives of our charity as set out in the objects contained in the constitution adopted on 19 January 2017 are: " To advance the education of the public in North Yorkshire by assisting and supporting the provision of community libraries for the benefits of such residents. Our charity was constituted to work in partnership with North Yorkshire County Council (NYCC) to maintain the delivery of library services. We assumed responsibility for the operation and management of three libraries from 1 April 2017 and the principal aim for our first year of operation was to maintain the existing opening hours and provide a seamless transition to a community-led service. Our aims for subsequent years are to consolidate the successful transition and examine how we might grow services and opening hours.

Achievements and performance

Service Provision

2020-21 was completely disrupted by the Covid-19 pandemic. The year commenced with all libraries closed, although NYCC staff provided a book bundle service whereby customers could request books of various genres to be collected from the library entrance, thus avoiding social contact. This proved to be very popular with positive feedback from those discovering new authors that they would not normally have chosen for themselves.

Following the relocation of the RDC Community Office, Sue Young led a project to change the layout of Colburn and refurbish the children's section. The public PCs were relocated, and the reception desk and supervisor's office were upgraded resulting in a more flexible use of space. An application was made to the RDC Communities Investment Fund for a grant towards the refurbishment costs with the balance coming from reserves. Covid-19

The libraries started to re-open in July with appropriate arrangements to mitigate transmission of the virus. However, many volunteers were reluctant to return due to a variety of reasons, with age and vulnerability to the virus being a common factor. This meant that opening hours were restricted and were increasingly reliant on the presence of NYCC staff, and the trustees would like to thank staff for their flexibility and support during this difficult period.

The second lockdown over Christmas 2020 again resulted in a restricted service, and opening hours had not returned to pre-pandemic levels by March 2021. A core group of committed volunteers continued to work as circumstances allowed, and the trustees would like to thank all volunteers for their commitment during a year of unprecedented disruption.

Catterick, Richmond and Colburn Community Libraries

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Financial review

The business plan approved by NYCC in 2016 included a 3-year budget based on historic income and expenditure figures provided by NYCC. The plan was to generate a small surplus each year in order to accrue reserves against future risks.

Principal Funding Sources

During our fourth year of operation, we were able to achieve a positive financial outcome with a net increase in funds of £113,049 and total funds carried forward of £142,850. This significant increase was principally the result of national government Covid-19 grants administered locally by Richmondshire District Council. The trustees are grateful for this exceptional support which has placed CRACCL on a firm financial footing.

We continued to receive the premises support grant from NYCC, but considering our Covid-19 grants we declined precepted grants from Richmond and Colburn Town Councils, who were not so fortunate, having received no government support during the pandemic. We continued to enjoy discretionary rate relief from Richmondshire District Council for all three premises. Rental income from NYCC and RDC was not affected during the pandemic, but other income streams including library charges, room hire and our own fundraising activities were down on previous years.

Reserves Policy

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets should be six months of gross expenditure which amounts to c.£40,000.

The trustees' annual report was approved on 10 January 2022 and signed on behalf of the board of trustees by:

P D Wicks
Trustee

Catterick, Richmond and Colburn Community Libraries

Independent Examiner's Report to the Trustees of Catterick, Richmond and Colburn Community Libraries

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Catterick, Richmond and Colburn Community Libraries ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do 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.

R I Crisop FCA
Independent Examiner

Unit 1, Borough House Business Centre,
5 Borough Road, Richmond,
North Yorkshire
DL10 4SX

10 January 2022

Catterick, Richmond and Colburn Community Libraries

Statement of Financial Activities

Year ended 31 March 2021

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	4	93,384	72,137	165,521	58,937
Charitable activities	5	11,430	–	11,430	25,372
Other trading activities	6	–	–	–	492
Investment income	7	71	–	71	164
Total income		<u>104,885</u>	<u>72,137</u>	<u>177,022</u>	<u>84,965</u>
Expenditure					
Expenditure on raising funds:					
Costs of raising donations and legacies	8	<u>21,637</u>	<u>72,137</u>	<u>93,774</u>	<u>81,136</u>
Total expenditure		<u>21,637</u>	<u>72,137</u>	<u>93,774</u>	<u>81,136</u>
Net income and net movement in funds		<u>83,248</u>	<u>–</u>	<u>83,248</u>	<u>3,829</u>
Reconciliation of funds					
Total funds brought forward		29,801	–	29,801	25,972
Total funds carried forward		<u>113,049</u>	<u>–</u>	<u>113,049</u>	<u>29,801</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 7 to 12 form part of these financial statements.

Catterick, Richmond and Colburn Community Libraries

Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
Current assets			
Debtors	12	3,065	2,652
Cash at bank and in hand		<u>182,599</u>	<u>126,725</u>
		185,664	129,377
Creditors: amounts falling due within one year	13	<u>72,615</u>	<u>99,576</u>
Net current assets		<u>113,049</u>	<u>29,801</u>
Total assets less current liabilities		<u>113,049</u>	<u>29,801</u>
Net assets		<u>113,049</u>	<u>29,801</u>
Funds of the charity			
Unrestricted funds		<u>113,049</u>	<u>29,801</u>
Total charity funds	15	<u>113,049</u>	<u>29,801</u>

These financial statements were approved by the board of trustees and authorised for issue on 10 January 2022, and are signed on behalf of the board by:

P D Wicks
Trustee

N S Clark
Trustee

The notes on pages 7 to 12 form part of these financial statements.

Catterick, Richmond and Colburn Community Libraries

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 10a Queens Road, Richmond, North Yorkshire, DL10 4AE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Catterick, Richmond and Colburn Community Libraries

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Catterick, Richmond and Colburn Community Libraries

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations and legacies	<u>93,384</u>	<u>72,137</u>	<u>165,521</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations and legacies	<u>51,534</u>	<u>7,403</u>	<u>58,937</u>

Catterick, Richmond and Colburn Community Libraries

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Charitable activities	<u>11,430</u>	<u>11,430</u>	<u>25,372</u>	<u>25,372</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Other trading activities	<u>–</u>	<u>–</u>	<u>492</u>	<u>492</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>71</u>	<u>71</u>	<u>164</u>	<u>164</u>

8. Costs of raising donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Funding costs	763	11,871	12,634
Costs of raising donations and legacies	<u>20,874</u>	<u>60,266</u>	<u>81,140</u>
	<u>21,637</u>	<u>72,137</u>	<u>93,774</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Funding costs	2,538	784	3,322
Costs of raising donations and legacies	<u>71,195</u>	<u>6,619</u>	<u>77,814</u>
	<u>73,733</u>	<u>7,403</u>	<u>81,136</u>

9. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>745</u>	<u>745</u>

Catterick, Richmond and Colburn Community Libraries

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

10. Staff costs

The average head count of employees during the year was Nil (2020: Nil).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees

12. Debtors

	2021	2020
	£	£
Trade debtors	1,250	627
Prepayments and accrued income	1,815	2,025
	<u>3,065</u>	<u>2,652</u>

13. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	—	934
Accruals and deferred income	72,615	98,642
	<u>72,615</u>	<u>99,576</u>

14. Deferred income

	2021	2020
	£	£
At 1 April 2020	97,737	97,737
Amount released to income	(72,137)	—
Amount deferred in year	46,190	—
At 31 March 2021	<u>71,790</u>	<u>97,737</u>

Catterick, Richmond and Colburn Community Libraries

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

15. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
General funds	<u>29,801</u>	<u>104,885</u>	<u>(21,637)</u>	<u>113,049</u>

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
General funds	<u>25,972</u>	<u>77,562</u>	<u>(73,733)</u>	<u>29,801</u>

Restricted funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
Restricted Fund	<u>–</u>	<u>72,137</u>	<u>(72,137)</u>	<u>–</u>

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
Restricted Fund	<u>–</u>	<u>7,403</u>	<u>(7,403)</u>	<u>–</u>

16. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2021 £
Current assets	185,664	185,664
Creditors less than 1 year	<u>(72,615)</u>	<u>(72,615)</u>
Net assets	<u>113,049</u>	<u>113,049</u>

	Unrestricted Funds £	Total Funds 2020 £
Current assets	129,377	129,377
Creditors less than 1 year	<u>(99,576)</u>	<u>(99,576)</u>
Net assets	<u>29,801</u>	<u>29,801</u>

Catterick, Richmond and Colburn Community Libraries

Management Information

Year ended 31 March 2021

The following pages do not form part of the financial statements.

Catterick, Richmond and Colburn Community Libraries

Detailed Statement of Financial Activities

Year ended 31 March 2021

	2021 £	2020 £
Income and endowments		
Donations and legacies		
Donations and legacies	165,521	58,937
	<u> </u>	<u> </u>
Charitable activities		
Charitable activities	11,430	25,372
	<u> </u>	<u> </u>
Other trading activities		
Other trading activities	—	492
	<u> </u>	<u> </u>
Investment income		
Bank interest receivable	71	164
	<u> </u>	<u> </u>
Total income	<u>177,022</u>	<u>84,965</u>
Expenditure		
Costs of raising donations and legacies		
Fundraising costs	12,634	28,222
Rates and water	1,067	1,646
Light and heat	5,254	4,402
Repairs and maintenance	61,863	29,160
Insurance	1,786	1,770
Cleaning	4,434	8,233
Printing, postage and stationery	1,006	1,175
Website	431	114
Subscriptions	511	334
IT costs	2,910	3,220
Advertising	—	135
Legal fees	1,185	1,920
Independent examiner fees	622	745
Bank charges	71	60
	<u>93,774</u>	<u>81,136</u>
Total expenditure	<u>93,774</u>	<u>81,136</u>
Net income	<u>83,248</u>	<u>3,829</u>

Catterick, Richmond and Colburn Community Libraries

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2021

	2021 £	2020 £
Costs of raising donations and legacies		
Funding costs		
Fundraising costs	12,634	3,322
	<u> </u>	<u> </u>
Costs of raising donations and legacies - Other type 1		
Rent	–	24,900
Rates and water	1,067	1,646
Light and heat	5,254	4,402
Repairs & maintenance	61,863	29,160
Insurance	1,786	1,770
Cleaning	4,434	8,233
Printing, postage and stationery	1,006	1,175
Website	431	114
Subscriptions	511	334
IT costs	2,910	3,220
Advertising	–	135
Legal fees	1,185	1,920
Independent examiner fees	622	745
Bank charges	71	60
	<u>81,140</u>	<u>77,814</u>
	<u> </u>	<u> </u>
Costs of raising donations and legacies	<u>93,774</u>	<u>81,136</u>
