



South Western Regional Library Services CIO

Eighty Fourth Annual Report

1st April 2020 to 31st March 2021



SWRLS CIO

C/O Plymouth College of Art
Tavistock Place
PLYMOUTH
Devon, PL4 8AT

www.swrls.org.uk

Charity Registration Number: 1176414

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1. Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their Annual Report and financial statements of the charity for the period from 01 April 2020 to 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: 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) (Effective 1 January 2015).

The **charity's objects** are:

1. The advancement of education for the benefit of the public by:

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the interlending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in the period covered by this report are highlighted in section 3, Achievements and Performance.

2. Chair's Comments

Reflecting on the year from April 2020 is a humbling and strange experience. Many people I speak to call it the “lost year”, and yet many people working in libraries have been as busy as ever – firefighting to provide some semblance of service for their users, imaginatively creating whole new services and, in some cases, undertaking a range of (seemingly, perhaps) “unassociated” tasks for their wider organisation to support changing priorities as the pandemic took hold.

Congratulations to all of you who shouldered the burdens, alongside home schooling, caring, doing voluntary work and generally making the best of what the Covid-19 situation threw at us.



Additionally, congratulations to those of you who managed to turn things around at work and who developed initiatives that are desirable and sustainable to continue in the longer term. The resilience and inspiration of library staff, plus the significance of the services and provision of information they offer, have been properly noticed and acknowledged. Libraries, across all our sectors, have truly been seen to support the wellbeing of their users and to maintain a sense of community and belonging when isolation has cast a dark shadow over many people's lives.

Coinciding with the start of lockdown, in April last year, we welcomed our new SWRLS Coordinator, Katherine Findlay. You will no doubt have seen the impact of the creativity and ideas Katherine has brought to SWRLS – revamping the web site, creating a new style regular newsletter, establishing stronger social media presence, developing more training opportunities, to name but a few. She has also focused upon two larger key projects, namely the pilot of a catalogue portal for SWRLS libraries, to facilitate easier interlending, and debates around a “hidden collections” project. These are still in development, having raised excitement and engendered some fundamental thinking that is feeding into the new SWRLS strategic plan.

We conducted all our SWRLS meetings and training sessions online during the April 2020 to 2021 period. This allowed us to reduce operating costs and to see more of our members. It will be lovely to see SWRLS members in Real Life, as soon as possible and practical, although we will continue with some of the meetings online as they have clearly facilitated access and attendance for many people.

In March 2021 we decided to halve the fee for the 2021/22 subscription year, in recognition of the impact Covid has had on SWRLS and our member libraries and will be engaging with you about how this might play out, next year.

I hope you enjoy reading this annual report which features the activities and achievements of SWRLS and its members throughout the year of the pandemic. Many thanks for your patience and stoicism.

**Jackie Chelin,
Chair**

3. Achievements and Performance, April 2020 - March 2021

Introduction

The review is arranged using the Strategic Plan headings. The Plan, covering 2017 - 20, was agreed in July 2017. It provides a useful template for directing and reporting on the activities of SWRLS. Updates are provided for Board of Trustees meetings and the Plan is reviewed at least twice a year. 2020-21 was an extraordinary year in which all library sectors faced unprecedented challenges and SWRLS had to adapt how we work to support our members. Notable activities during the period include the appointment of a new SWRLS Co-ordinator, the complete design and relaunch of our website, a new training programme and the initiation of a number of projects.

1. Co-operative working and partnerships. (Object 1a and 1e)

- a. **Networking opportunities:** During this period all meetings, training and networking opportunities were held online in response to Covid-19 restrictions. This meant significant savings on the time and cost of travel and room hire and enabled more people from member organisations to engage with events.
- b. **SWRLS CIO Award Scheme:** This period saw the first of our annual awards made to members. The winner of the SWRLS Personal Achievement Award 2020 was Kay Ecclestone, in recognition of her work at Cornwall College work to improve the induction experience for all Partner College students. The winners of the SWRLS Initiative Award 2020 were Gloucestershire Libraries and GFirst LEP, in recognition of the success of the Innovation Lab project. The Awards will be formally conferred at the SWRLS AGM in November.
- c. **Partnership working:**
 - SWRLS set up and managed an academic book return scheme to enable final year students at member institutions who could not return to campus due to pandemic restrictions to return items via their local public libraries in the South West. The scheme was much appreciated by those involved and demonstrated the value and potential of SWRLS unique cross-sector membership.
 - SWRLS trustees and Co-ordinator continued to attend a range of regional meetings online, including SW Fed, Inspire in Cornwall, Read SW, Libraries Connected SW and read SW.

2. Resource sharing. (Objects 1b, 1c and 2a)

- a. **Access to special collections:** the SWRLS Co-ordinator continued to develop proposals for the *Hidden Collections* project, building on work in previous years. This work continued to investigate the possibility of a bid for funding to catalogue and/or digitise their special collections to improve accessibility of the collections to the public. The work is on-going and will report further next year.
- b. **Interlending:**
 - A new Jiscmail list for ILL staff at member services was set up to provide a dedicated means to ask other members for items and to share good practice.

- SWRSL commissioned data specialists Metadatis to run a pilot project to create a single online portal to members' catalogues, so that ILL searches could consult all SWRSL members' catalogues with a single search. The project successfully created a functioning interface using the catalogues of the three member services that took part: Cornwall Libraries, Cornwall College and the University of Bath. The next stage will consider whether to pursue full implementation and this will be reported on in future years.

3. Developing the workforce. (Object 1d)

a. Membership survey 2020

An online survey of members was conducted in June that found workforce development was a priority that members wanted SWRSL to provide. The most requested topics were introductory library practice and digital skills. In response, a training programme was developed to run Jan-Jun 2021. This included six courses, three at introductory level and three advanced.

b. Training In this period, three of the six courses mentioned above took place or started. These were:

- Inspiring leadership (until autumn 2021). Trainer: Diana Edmonds. 8 participants.
- Marketing your library online. Trainer: Ned Potter. 15 participants.
- Creating engaging online content. Trainer: Ned Potter. 19 participants.

Feedback for the completed two courses was excellent. Comments included:

'One of the best training courses I have ever been on'

'Excellent trainer who really understands the challenges and opportunities faced by libraries'

'I really enjoyed the session and learnt loads!'

'The course was very informative and engaging. I'd fully recommend it!'

4. Supporting the cultural and community engagement role of libraries. (Object 2b and 2c)

- #### a. Word Online:
- through our grants scheme, SWRSL was delighted to approve an application from public libraries (led by Bristol Libraries) and Literature Works to support Word Online. This was an exciting programme of virtual events in celebration of the work of diverse authors including Black, Asian and minority ethnic, disabled, and LGBT+ writers. The grant was awarded in this period, with events taking place in 2021-2022 that will be reported on next year.

5. Effective Governance.

- #### a. Co-ordinator appointment:
- Katherine Findlay took up the post of SWRSL Co-ordinator in May. This replaced the previous role of SWRSL Director with more focus on project work.

b. Marketing and advocacy:

- **Website:** the SWRSL website at www.swrsls.org.uk was completely redesigned and relaunched to make it simpler and more user-friendly. The website is now managed

directly by the SWRLS Co-ordinator rather than an external contractor which results in a significant annual cost saving.

- **Social media:** the @swrlsdir account was changed to @swrlscoord and a SWRLS Facebook page was created.
- **SWRLS CIO Newsletter:** the e-newsletter was redesigned to have more visual impact and was issued monthly throughout the period via MailChimp.

c. Other governance issues:

- **Board meetings:** The Board met 4 times, in June, September, December and March. All meetings took place online due the restrictions of travel due to Coronavirus.
- **Amendment to SWRLS constitution:** The membership was consulted over an amendment to enable Annual General Meetings to take place online in extraordinary circumstances. This change was agreed unanimously on the condition (requested by one member) that a further amendment was debated at the 2020 AGM to enable future AGMs to take place online in any circumstances at the trustees' discretion. This further amendment was approved and implemented.
- **Service Level Agreement with Devon County Council:** The draft SLA between SWRLS and DCC for the provision of financial services was agreed. The SLA will be reviewed every two years.

4. Regional Inter lending Statistics 2020-21

SWRLS continues to support and monitor inter library loans (ILL) between members, offering advice when members seek help. The statistics contribute to objects 1b, 2a and 2c.

Since 2008, SWRLS has only collected inter library loans statistics between SWRLS members under four categories: monographs (including fiction); play sets; music sets and alternative formats. The statistics exclude loans between Libraries West members.

Public libraries

Library service	From SWRLS members	To SWRLS members
Bath and North East Somerset Libraries *	1	3
BCP Council Library Service *	1	8
Bristol Libraries *	6	8
Cornwall Library Service	8	19
Devon and Torbay (Libraries Unlimited)	16	8
Dorset Council Libraries *	8	6
Gloucestershire County Council	1	22
Guille-Allès Library	2	0
Jersey Library	0	0
North Somerset Council *	2	4
Plymouth Library Service	0	0
Somerset Libraries *	29	13
South Gloucestershire Libraries *	7	0
Southampton City Libraries	0	0
Swindon Borough Council	0	0
Wiltshire Libraries	13	9
Totals	94	100

* Libraries West members

Academic and special libraries

Library service	From SWRLS members	To SWRLS members
AECC University College Library	0	0
Arts University Bournemouth*	0	0
Bath Spa University	15	0
Bournemouth University	0	0
Bridgwater and Taunton College	2	0
Bristol Grammar School Library	0	0
Cirencester Sixth Form College	0	0
Cornwall College	0	0
Cornwall Health Library	7	0
Cranfield University	0	0
Exeter Falmouth FX Plus	5	0
Gloucestershire Hospitals NHS Trust	3	0
Hartpury University and College	0	0
New College Swindon	0	2
North Bristol NHS Trust	0	0
Petroc Library Services	0	0
Plymouth College of Art	0	0
Royal Devon & Exeter NHS Foundation Trust	0	0
Science Museum at Wroughton	0	0
South Devon College	0	0
South Gloucestershire and Stroud College	6	0
Strode College	0	0
University Hospitals Plymouth NHS Trust	0	0
University of Bath	38	34
University of Bristol	0	0
University of Exeter Library	0	0
University of Gloucestershire	53	8
University of Plymouth	7	11
University of St Mark and St John*	0	0
University of the West of England	12	26
Yeovil College	1	0
Totals	149	81

* These institutions did not submit ILL returns in this period so figures are assumed to be zero.

Comparison of 2020/21 against 2019/20

	2019/20	2020/21	Items	% difference
From SWRLS members				
Public	1327	94	-1233	-93%
Academic	221	149	-72	-33%
Totals	1548	243	-1305	-84%
To SWRLS members				
Public	1308	100	-1208	-92%
Academic	173	81	-92	-53%
Totals	1481	181	-1300	-88%
Total transactions				
Public	2635	194	-2441	-93%
Academic	394	230	-164	-42%
Totals	3029	424	-2605	-86%

The unprecedented drop in figures in 2020-2021 is due to the Covid-19 restrictions placed on all libraries throughout the period. Many services suspended ILL entirely in this period, others were able to undertake ILL only for part of the period or at a significantly reduced level. The extraordinary circumstances mean that no meaningful comparison can be made with figures from previous years. The figures show that academic, health and specialist services were able to continue with a higher level of ILL over the course of the period than public libraries, where ILL was almost completely suspended.

5. Report of Honorary Treasurer, 2020 - 21

Management

The trustees have considered the major risks to which the charity is exposed and have reviewed our current level of insurance. The Board is confident that review services have been established to mitigate those risks and that we have sufficient cover.

Financial review

The Director and Trustees continue to monitor income from membership fees and training, and expenditure, to ensure that SWRLS continues to provide a valuable service to members across all sectors. The pandemic has meant a review of the way the Board conducts meetings leading to extensive use of videoconferencing and a corresponding reduction in travel expenses. It has also meant SWRLS was not able to support in-person training and both our Members Day' and AGM were virtual. In light of this and with the continuing financial restraints experienced by many of our members, particularly in the public sector, it was decided at the end of the 2020/2021 financial year to review fees charged for the 2021/2022 financial year.

As I write this report, the future continues uncertain with many libraries in all sectors looking at ways to move forward during the pandemic and after. In particular, libraries are considering their own route map into safe re-opening. Similarly, the Board of Trustees is considering the most cost effective and useful way of using its financial assets to support all members across all sectors. SWRLS aims to hold reserve funds sufficient to cover one year's operating costs, currently £60,000. Limited opportunities during the pandemic mean that SWRLS continues to hold higher than expected undesignated funds which at the end of the financial year stood at £119,630, of which £69 849 is currently held in reserve. The Board is working on a strategic plan and budget to actively use excess reserves to the benefit of all members over the next 4 years. As always, we welcome suggestions and comments so we can understand the priorities of our members over this period.

Finally, I would like to thank Katherine Findlay, Caroline Morrison and Andrew Crocker for their continued help and support during the year.

Merryn Kent
Honorary Treasurer

6. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Co-ordinator is an *ex-officio* member of the Board of Trustees, but is not a trustee.

The year saw a number of changes to the Board of Trustees membership. Deborah Jones-Davis resigned as Ordinary Trustee representing academic libraries. Jill Barker and Marie Quinell reached the end of their terms as Ordinary Trustees representing of public libraries and did not seek re-election at the November 2020 AGM. Emma Wellard was elected as Ordinary Trustee representing public libraries following her co-option earlier in the year. Frances Tout was also elected as Ordinary Trustee representing public libraries. Jackie Chelin was re-elected as Chair. The role of Vice Chair remains vacant.

Member Organisations: SWRLS is proud of its cross-sectoral membership across the region. In 2020-2021 the following 52 organisations were members:

Bath & North East Somerset

Bath and North East Somerset Libraries and Information; Bath Spa University; University of Bath

Bournemouth, Christchurch and Poole

AECU University College; Arts University Bournemouth; BCP Libraries; University of Bournemouth

Bristol

Bristol City Council Libraries; Bristol Grammar School; North Bristol NHS Trust; University of Bristol; University of the West of England

Cornwall

Cornwall College; Cornwall Council Libraries; Cornwall Health Library; Falmouth University

Devon

Devon Libraries; Petroc; Royal Devon and Exeter NHS Foundation Trust; South Devon College; University of Exeter

Dorset

Dorset Libraries

Gloucestershire

Cirencester College; Gloucestershire County Council Libraries & Information; Gloucestershire Hospitals NHS Foundation Trust; Hartpury University and Hartpury College; University of Gloucestershire

Guernsey

Guille-Allès Library

Hampshire

University of Winchester

Jersey

Jersey Library

North Somerset

North Somerset Health Care Library (NHS); North Somerset Library Service; Weston College

Plymouth

City College Plymouth; Plymouth College of Art; Plymouth Library Services; Plymouth Marjon University; University Hospitals Plymouth NHS Trust; University of Plymouth

Somerset

Bridgwater and Taunton College; Somerset Libraries & Information Service; Strode College; Yeovil College

South Gloucestershire

South Gloucestershire and Stroud College; South Gloucestershire Library and Information Service

Southampton

Southampton City Council

Swindon

New College, Swindon; Science Museum Library and Archives at Wroughton; Swindon Borough Council Libraries

Torbay

Torbay Libraries

Wiltshire

Cranfield University; Wiltshire Libraries

Representatives on other regional bodies:

CILIP South West Members Network
Inspire, Libraries in Cornwall
Read South West Executive
Libraries Connected South West
South West Higher Education Libraries (SWHELS)
South West Fed

Mike Hosking
Merryn Kent
Merryn Kent
Emma Wellard
Jackie Chelin
Katherine Findlay

7. Reference and Administrative Information

Registered Charity	1176414
Registered Office	Plymouth College of Art Tavistock Place Plymouth Devon, PL4 8AT
Independent Examiner	Neil Hitchings FCA, Francis Clark LLP, Centenary House, Peninsula Park, Rydon Lane, Exeter, EX2 7XE
Bankers	Royal Bank of Scotland Direct Business Banking PO Box 5479 1 Springfields Square Manchester, M61 0NH

Trustees: trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
 - **Chair:** Jacqueline Chelin, re-elected 2020 to serve to 2023
 - **Secretary:** Donna Gundry, to serve to 2021
 - **Treasurer:** Merryn Kent, to serve to 2022
- **Ordinary Trustees:**
 - **Academic, special and other libraries:**
 - Deborah Jones-Davis (resigned 2020)
 - Jolanta Peters, to serve to 2021
 - **Public libraries:**
 - Emma Wellard, to serve to 2022
 - Frances Tout, elected 2020 to serve to 2023
 - **Non sector specific (independent):**
 - Helen Chaloner, to serve to 2021
 - Michael Hosking, to serve to 2022

Co-ordinator: Katherine Findlay is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees.....Trustee

JACQUELINE CHELIN

8. Trustees' Responsibilities in Relation to the Financial Statements

The charity Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Independent Examiner's Report

Independent examiner's report to the trustees of South Western Regional Library Service CIO

I report to the trustees on my examination of the accounts of South Western Regional Library Services CIO (the Charity) for the year ended 31 March 2021.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity'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 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 accounts do not accord with those records; or
3. the accounts 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.

Signed:



Neil Hitchings FCA
Francis Clark LLP
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

12 October 2021

10. Financial Statements

Statement of Financial Activities (SOFA)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income					
<i>Income from charitable activities:</i>					
Full member subscriptions		38,608	-	38,608	43,754
Course Fees		2,980	-	2,980	-
Libraries Change Lives		-	-	-	800
Inspiring Leadership Programme		-	-	-	2,400
Performing Arts Seminar		-	-	-	4,950
Bank deposit income		58	-	58	412
Total Income		41,646	-	41,646	52,366
Expenditure					
<i>Expenditure on charitable activities:</i>					
Director's costs	6	15,098	-	15,098	20,170
Travelling and subsistence		54	-	54	3,052
Training and conference fees		2,794	-	2,794	43
Meeting expenses		-	-	-	1,331
Website / internet		1,078	-	1,078	404
Printing, postage and stationery		5	-	5	-
Subscriptions		-	-	-	(391)
Sundry expenses		252	-	252	53
Insurance		257	-	257	256
Libraries Inspiring Leadership		-	-	-	6,387
Change Lives Programme		-	-	-	764
Performing arts Programme		-	-	-	4,950
Academic Book Return Scheme		1,279	-	1,279	-
<i>Support and governance costs:</i>					
Office support services		4,907	-	4,907	5,638
Legal and professional fees		1,500	-	1,500	-
Independent Examiner's report		1,158	-	1,158	1,098
Total Expenditure		28,382	-	28,382	43,755
Net income/ (expenditure) and net movement in funds		13,264	-	13,264	8,611
Reconciliation of Funds					
Total funds brought forward		106,366	-	106,366	97,755
Total funds carried forward		119,630		119,630	106,366

	Note	2021 £	£	2020 £	£
Current assets					
Debtors	2	2,040		165	
Cash at bank and in hand					
Bank Deposit Accounts		69,849		69,766	
Bank Current Account		58,746		43,472	
		<u>130,635</u>		<u>113,403</u>	
Creditors falling due within one year					
Trade creditors		9,847		5,937	
Accruals and deferred income		1,158		1,100	
Income in advance		-		-	
		<u>11,005</u>		<u>7,037</u>	
Net current assets			119,630		106,366
Net assets			119,630		106,366
The funds of the charity:					
General fund	3	119,630		106,366	
Total unrestricted funds		<u>119,630</u>		<u>106,366</u>	
Restricted funds	3	-		-	
Total charity funds		<u>119,630</u>		<u>106,366</u>	

Approved by the Board of Trustees on 22 OCT 2021, and signed on its behalf by

J Chelin



Notes forming part of the financial statements

1.) Accounting Policies

a) Scope and Basis of the Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has been withdrawn.

South Western Regional Library Service CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical or transaction value unless otherwise stated in the accounting policy note.

South West Regional Library Service CIO was incorporated on 21 December 2017. The assets and liabilities of the previous charity (registered number 284072) were transferred to the CIO on the 1 April 2018.

The Trustees have considered the impact of COVID-19 and are not aware of any material uncertainties that would cast doubt on the charity's ability to continue as a going concern. The financial statements have therefore been prepared on a going concern basis.

The functional currency of the charity is considered to be pounds sterling because it is the primary economic environment in which the Charity operates.

b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Membership subscriptions and grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

Deposit interest is recognised in the accounts when receivable.

Other income represents the amount invoiced by the charity for the services provided.

Notes forming part of the financial statements (continued)

c) Resources expended and allocation of costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Grants payable are payments made third parties in the furtherance of SWRLS' charitable objects.

Charitable expenditure comprises those costs incurred by the charity in order to meet its charitable activities. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

e) Taxation

The charity is exempt from income and capital gains taxes under the provisions of sections 521 to 536 of the Income Tax Act 2007 and section 256 TCGA 1992 respectively.

f) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. The charity currently holds - trade debtors, trade creditors and cash at bank.

2.) Debtors

	2021 £	2020 £
Trade debtors	2,040	165
	<u>2,040</u>	<u>165</u>

Notes forming part of the financial statements (continued)

3.) Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2020	106,366	-	106,366
Income	41,646	-	41,646
Expenditure	(28,382)	-	(28,382)
Net transfers between funds	-	-	-
At 31 March 2021	119,630	-	119,630

2020 Comparative Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2019	97,755	-	97,755
Income	52,366	-	52,366
Expenditure	(43,755)	-	(43,755)
Net transfers between funds	-	-	-
At 31 March 2020	106,366	-	106,366

4.) Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	130,635	-	130,635
Current liabilities	(11,005)	-	(11,005)
Total net assets	119,630	-	119,630

Notes forming part of the financial statements (continued)

4.) Analysis of net assets between funds

2020 Comparative

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	113,403	-	113,403
Current liabilities	(7,037)	-	(7,037)
Total net assets	106,366	-	106,366

5.) Trustee expenses

	2021 £	2020 £
Chairman	-	-
Other trustees	256	701
	256	701

No remuneration was paid to trustees, or persons connected to trustees, in the period.

There were no related party transactions in the period.

6.) Consultancy

Consultancy fees of £1,500 (2020: £20,170) were paid to S Levett, who was a member of the board of management (not a trustee).

7.) Staff costs and remuneration

The charity has no employees.

South Western Regional Library Service

Registered in England and Wales - Charity number: CE012763

Registered Office:

South Western Regional Library
Service
County Hall
Topsham Road
EXETER
EX2 4QJ

FRANCIS CLARK LLP
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

Dear Sirs

Financial Statements of South Western Regional Library Service for the year ended 31 March 2021

The following representations are given to you in connection with your review charity for the year ended 31 March 2021.

We confirm that the following representations are made on the basis of enquiries of management and staff of the charity with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you.

1. Responsibility for the Financial Statements

We acknowledge as trustees our responsibility for the financial statements which you have prepared on our behalf for the charity and in particular confirm that we have selected suitable accounting policies and applied them consistently and made judgements and estimates that are reasonable and prudent.

We also acknowledge our responsibilities for:

- a. Keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable us to ensure that the financial statements comply with UK Generally Accepted Accounting Practice (UK GAAP) and Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)).
- b. Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Assets

We confirm that all assets have been included in the balance sheet and exist.

We confirm that the charity has satisfactory title to all assets, and there are no liens or encumbrances on the assets except for those disclosed in the financial statements

We confirm that the cost (or value) of all the assets in the balance sheet is fairly stated.

We confirm that depreciation has been provided on all fixed assets with a limited economic life in accordance with the stated accounting policy. In our opinion, the rates of depreciation are reasonable.

3. Liabilities

All liabilities of the charity of which we have knowledge are included in the appropriate classifications and we have no knowledge of any pending litigation or other claims against the charity, or any contingent liabilities or capital commitments. No liabilities are 'secured' by reason of suppliers restricting the transfer of title to goods supplied.

The charity has no charitable commitments at the balance sheet date, other than as included or disclosed in the financial statements.

4. Income and expenditure

We confirm that all income and expenses have been fully recorded and correctly classified in the correct fund

We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purpose, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.

5. Transactions with trustees

The charity has not at any time during the year had any transactions with trustees or connected or related parties other than as disclosed in the financial statements.

The charity has had at no time during the year any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for trustees, nor to guarantee or provide security for such matters, except as disclosed in note to the financial statements.

6. Related parties

We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charity or vice versa and as a result will include: trustees, other key management, close family and other business interests of the previous. We confirm that we have disclosed to you the identity of all related parties and all the related party relationships and transactions of which we are aware.

7. Completeness of Information

All the accounting records have been made available to you for the purpose of preparing the financial statements and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and trustees' meetings (held during the year and up to the date of this letter) have been made available to you.

8. Going Concern

We confirm that, in our considered opinion, the charity is able to continue trading for the foreseeable future and for at least one year from the date of this letter. In arriving at this opinion, the trustees have considered the charity's current financial position, its current level of activity and all other relevant information.

9. Post balance sheet events

There has been no event since the balance sheet date which requires disclosure or which would materially affect the amounts in the accounts, other than those already disclosed or included in the financial statements.

10. Laws and Regulations

We confirm that there are no Laws or Regulations that are central to the charity's ability to conduct its business that may have an impact on amounts or disclosures in the financial statements.

11. Reporting to regulator

We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.

Yours faithfully


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Signed on behalf of the Board

Date: 22/10/21