

NEW SURREY PERFORMING ARTS LIBRARY

England & Wales · Charity number 1176729

Details

Other names NEW SURREY PERFORMING ARTS LIBRARY, NEWSPAL

Status Registered

Legal form CIO

Registered 2018-01-18

Register [View on the Charity Commission register](#)

Contact

Address Bourne Hall
Spring Street
Ewell
Epsom
KT17 1UF

Phone 02036218272

Email info@newspal.org.uk

Website www.newspal.org.uk

Activities

Objects: THE PROMOTION, IMPROVEMENT, DEVELOPMENT AND MAINTENANCE OF PUBLIC EDUCATION IN, AND APPRECIATION OF, THE ART AND SCIENCE OF MUSIC, DRAMA AND OTHER PERFORMING ARTS THROUGH THE PROVISION OF A LENDING LIBRARY OF MUSICAL, DRAMATIC AND OTHER PERFORMING ARTS MATERIAL AND LITERATURE.

Activities: NewSPAL was established to take over from Surrey County Council its collection of hire, loan and reference materials relating to the performing arts and to establish a new independent specialist library and lending service in the charity sector based in Surrey. The new service started operations in August 2022 from premises located within Ewell Library (Bourne Hall, Epsom, Surrey).

Classification

- **How:** Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£90,405	£92,780	-	-
2024-03-31	£78,140	£92,125	-	-
2023-03-31	£81,564	£94,148	-	-
2022-03-31	£29,340	£23,117	-	-
2021-03-31	£33,291	£24,419	-	-

Trustees

Name	Role	Appointed
MARK RONALD WELLING	Chair	2018-01-18
Jacqueline Anne Rance		2025-01-21
KATHERINE JULIET MCWHIRTER		2019-11-25
PETER LINNITT		2024-03-05
Paul Anthony McKay		2018-09-21
Sharon Angela Moloney		2022-02-28
Susan Katharine Kingsley		2023-03-14

NEW SURREY PERFORMING ARTS LIBRARY

England & Wales - Charity number 1176729

Accounts

Charity Commission Reference Number: 1176729

**NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE FINANCIAL YEAR 1 APRIL 2024 TO 31 MARCH 2025**

**BULLIMORES LLP
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF**

NEW SURREY PERFORMING ARTS LIBRARY
SIGNIFICANT INFORMATION
FOR THE FINANCIAL YEAR 1 APRIL 2024 TO 31 MARCH 2025

TRUSTEES: Carol Hall (resigned 21 January 2025)
Su Kingsley
Peter Linnitt
Sharon Moloney
Paul McKay
Kate McWhirter
Jackie Rance (appointed 21 January 2025)
Ges Ray
Mark Welling

REGISTERED OFFICE: Bourne Hall
Spring Street
Ewell
KT17 1UF

BANKERS: CAF Bank

ACCOUNTANTS: Bullimores LLP
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT

FOR THE FINANCIAL YEAR 1 APRIL 2024 TO 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

New Surrey Performing Arts Library ("NewSPAL" or the "CIO") was formed on 18 January 2018 as a Charitable Incorporated Organisation and is governed by a constitution based on the Foundation model for CIOs. Apart from the first Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. The Trustees listed above have, where not otherwise specified, been duly appointed or reappointed for three-year terms in accordance with this requirement.

OBJECTIVES AND ACTIVITIES

The CIO's objectives are the promotion, improvement, development and maintenance of public education in, and the appreciation of, the art and science of music, drama and other performing arts through the provision of a lending library of musical, dramatic and other performing arts material and literature. In setting our objectives, the Trustees have considered the Charity Commission's public benefit guidance.

ACTIVITY DURING THE ACCOUNTING PERIOD

The accounting period covers the second full year of operations as a hire or lending library of performing arts materials (orchestral sets, choir sets, other sheet music, play sets and books relating to all the performing arts). Pursuant to agreements with Surrey County Council ("SCC") NewSPAL (i) occupies certain dedicated space within Ewell Library (contributing on an agreed basis to the property-related overheads attributable to that space) and (ii) manages on a wholly independent basis the collection of performing arts materials owned and formerly managed by SCC as well as stock acquired by NewSPAL or donated to it. The agreements with SCC were for an initial trial period which ended on 22 August 2024 and since then, with the agreement of SCC, the arrangements applying during the trial period have continued (see further about local government reorganisation below).

Key developments during the accounting period were the following:

- 102 new groups (drawn from across the United Kingdom) registered as group borrowers during the accounting period. At 31 March 2025 NewSPAL had: 447 registered music group borrowers; 57 registered play group borrowers; and 148 registered individual borrowers. Group borrowers pay a one-off registration fee after which they just pay for stock they borrow (i.e. there is no annual subscription) and any associated post and packaging charges. Individual members pay an annual subscription and may then borrow books or sheet music (up to specified limits) without further charge. We also lend directly to public libraries nationwide via interlibrary loans, and this represents an increasing percentage of our hire income.
- NewSPAL benefitted from a number of donations of stock (including orchestral and choral sets) which have been added to the collection. In addition, some items (including CDs and sheet music) which were not required as part of our stock were made available to the general public and a modest amount of donations were given to support operations.
- The CIO's cohort of approximately 20 volunteers has provided important support to the (salaried) Library Manager and Deputy Library Manager as well as continuing to work on a comprehensive review of the catalogue entries to provide enhanced information for users. A number of new and valued volunteers have joined us during the financial period.
- In January 2024 Carol Hall, a founding trustee of NewSPAL, resigned to concentrate on her other interests. As an experienced theatre director, manager and actor, her interest in the drama side of the NewSPAL was particularly valuable. We have been fortunate to identify as a new trustee Jackie Rance who, with the benefit of a long English and drama teaching career and experience running play-reading groups, will focus her attention on developing our offering for drama and play-reading groups.
- In February 2025 the Government announced that local authorities in Surrey would be in the first wave of local government reorganisation involving the abolition of SCC and the district councils within the county of Surrey and their replacement by two (or possibly three) new unitary authorities. NewSPAL currently occupies space in a SCC library which itself is in a building owned and managed by Epsom and Ewell Borough Council. A substantial part of the collection which NewSPAL independently manages continues to be owned by SCC. As part of this reorganisation, which is expected to be completed by 2027, the SCC library service is expected to be disaggregated and ownership and control of the building within which NewSPAL operates is expected to be transferred to one of the new unitary authorities. It is not yet known how local government reorganisation will

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT (continued)

FOR THE FINANCIAL YEAR 1 APRIL 2024 TO 31 MARCH 2025

ACTIVITY DURING THE ACCOUNTING PERIOD (continued)

affect NewSPAL's occupancy of its present premises or ownership of the part of the collection which is currently still vested in SCC. NewSPAL will continue to occupy its premises and manage the collection on the current basis until the full implications for it of the reorganisation are known and will then seek to negotiate similar arrangements with whatever new unitary authority emerges.

- In March 2025 the contract which NewSPAL has with Nottingham City Council for the hosting and maintenance of its principal operating system was extended for a further three years.

FINANCIAL REVIEW

The accounting period covers the second full year of operations by NewSPAL and, accordingly, direct comparison of results from operations in the previous accounting period is now possible.

Throughout the accounting period NewSPAL has been generating income from operations while still benefitting from donations (including, where available, GiftAid), including donations in kind (for example, of potential stock to add to the collection). NewSPAL is registered for VAT and is able to reclaim all VAT suffered on expenses during the year with £3,102 being received after the year end. Total income from all sources in the accounting period was £83,585 before VAT, of which £20,330 comes from donations and grants. Of these, £7,500 in donations were, in aggregate, made by Mark Welling (a trustee) or his wife in the accounting period and are accordingly disclosed as related party transactions.

Total expenditure during the whole of the accounting period was £85,320 excluding VAT. Apart from expenditure incurred for the proper administration and governance of the CIO, all expenditure during the financial period was used to support operations.

More information on income and expenditure can be found in the financial statements in this document.

During the accounting period, expenditure exceeded income. Income from operations in each month has been higher than in the corresponding month in the previous accounting period. This is mainly attributable to more groups and individuals (from across the United Kingdom) involved in amateur music-making and amateur drama activity registering to borrow stock from NewSPAL. Modest price increases also came into effect in August 2024 and contributed to improved income figures in the later part of the accounting period. While cyclical in nature, expenditure has been carefully controlled, leading to a net gradual convergence of income and expenditure over the course of the accounting period. The Trustees expect this trend to continue. Absent any unforeseen events, the Trustees are reasonably able to forecast expenditure for the accounting period started 1 April 2025. In the medium- and longer-term the Trustees expect to see increased income from the continued expansion of lending activity with any shortfall between operating income and operating expenditure being covered by grants and donations. On this basis (and having regard to NewSPAL's existing financial resources), the Trustees consider the CIO to be a going concern. The Trustees intend to ensure that, at all times, the CIO has sufficient funds to permit an orderly winding up of the CIO should that ever become necessary.

PAYMENTS TO TRUSTEES

No payments were made to any of the Trustees in the accounting period.

ASSETS AND RESERVES

At 31 March 2025 the CIO had total net assets (cash at bank and in hand) of £46,964.

The Trustees' target level of reserves as at 31st March 2025 is between £21,070 and £49,163. This represents between three and seven months' expenditure, and in setting this policy the Trustees have had regard to the fluctuating pattern of cash inflows and outflows, and to the need to have a buffer of unrestricted funds in case of unexpected events.

At 31st March 2025 our reserves are within the Trustees' target range.

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT (continued)

FOR THE FINANCIAL YEAR 1 APRIL 2024 TO 31 MARCH 2025

PUBLIC BENEFIT

In exercising their powers and duties the Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Approved and signed on behalf of the Trustees:

Mark Welling

.....
Chairman – Mark Welling

Date: 3 December 2025

NEW SURREY PERFORMING ARTS LIBRARY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE PERIOD FROM 1 APRIL 2024 TO 31 MARCH 2025

I report to the trustees on my examination of the accounts of NewSPAL (the CIO) for the period ended 31 March 2025, which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the 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 CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Name of principal: Margaret Brett FCA

Name of firm: Bullimores LLP Chartered Accountants
and Registered Auditors

Address: Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

Date: 12th December 2025

NEW SURREY PERFORMING ARTS LIBRARY
FOR THE PERIOD FROM 1 APRIL 2024 TO 31 MARCH 2025

The receipts and payments account set out on page 7 for the financial period ended 31 March 2025, and the statement of assets and liabilities at that date set out on page 8 together with the notes set out on page 9 are approved by the Trustees.



.....
K McWhirter - Treasurer

Date: 3 December 2025

NEW SURREY PERFORMING ARTS LIBRARY

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 1 APRIL 2024 TO 31 MARCH 2025

	2025 Unrestricted Funds £	2025 Restricted Funds £	2025 Total Funds £	2024 Total Funds £
RECEIPTS				
Donations received (including related Gift Aid)	10,330	-	10,330	14,152
Grants received	10,000	-	10,000	-
Bank interest	1,174	-	1,174	415
Hire charges	62,081	-	62,081	53,497
Sales of Donated Items	-	-	-	790
VAT on hire charges/services	-	-	-	124
VAT refunds from HMRC	6,820	-	6,820	9,162
TOTAL RECEIPTS	90,405	-	90,405	78,140
PAYMENTS				
Bank charges	485	-	485	1,471
Stock hire charges	460	-	460	96
Bookkeeping	3,142	-	3,142	3,142
Insurance	155	-	155	151
Computer expenses	15	-	15	449
Legal and professional fees	1,285	-	1,285	1,235
Office expenses, repairs and maintenance	1,360	315	1,675	652
Printing, postage and stationery	1,764	-	1,764	2,107
Rent & service charges	23,201	-	23,201	22,650
Salaries	41,230	-	41,230	38,567
Software	5,071	-	5,071	5,318
Subscriptions	354	-	354	482
Travelling expenses	-	-	-	147
Furniture and equipment	-	26	26	388
Direct postage and packaging costs	5,718	-	5,718	5,404
Stock purchases	364	375	739	1,660
VAT incurred on payments	8,176	-	8,176	8,206
TOTAL PAYMENTS	92,780	716	93,496	92,125
NET (DEFICIT)/SURPLUS FOR THE YEAR	(2,375)	(716)	(3,091)	(13,985)
Bank balances at 1 April 2024	49,339	716	50,055	64,040
Total Cash funds at 31 March 2025	46,964	-	46,964	50,055

NEW SURREY PERFORMING ARTS LIBRARY
STATEMENT OF ASSETS AND LIABILITIES
AT 31 MARCH 2025

	2025 Unrestricted Funds £	2025 Restricted Funds £	2025 Total Funds £	2024 Total Funds £
MONETARY ASSETS				
Bank accounts	46,964	-	46,964	50,055
TOTAL ASSETS	46,964	-	46,964	50,055

Approved and signed on behalf of the Trustees:

Mark Welling

.....
M Welling - Chairman

K McWhirter

.....
K McWhirter - Treasurer

3 December 2025

Date:

NEW SURREY PERFORMING ARTS LIBRARY
NOTES TO THE ACCOUNTS
FOR THE PERIOD FROM 1 APRIL 2024 TO 31 MARCH 2025

Basis of Accounts

The accounts have been prepared on a receipts and payments basis in accordance with S133 of the Charities Act 2011.

NEW SURREY PERFORMING ARTS LIBRARY

England & Wales - Charity number 1176729

Accounts

Charity Commission Reference Number: 1176729

**NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE FINANCIAL YEAR 1 APRIL 2023 TO 31 MARCH 2024**

BULLIMORES LLP
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY
SIGNIFICANT INFORMATION
FOR THE FINANCIAL YEAR 1 APRIL 2023 TO 31 MARCH 2024

TRUSTEES: Carol Hall
Su Kingsley
Peter Linnitt (appointed 5 March 2024)
Sharon Moloney
Paul McKay
Kate McWhirter
Ges Ray
Mark Welling
Anna Wright (resigned 9 January 2024)

REGISTERED OFFICE: Bourne Hall
Spring Street
Ewell
Epsom
KT17 1UF

BANKERS: (1) CAF Bank; (2) Santander

ACCOUNTANTS: Bullimores LLP
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT

FOR THE FINANCIAL YEAR 1 APRIL 2023 TO 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

New Surrey Performing Arts Library ("NewSPAL" or the "CIO") was formed on 18 January 2018 as a Charitable Incorporated Organisation and is governed by a constitution based on the Foundation model for CIOs. Apart from the first Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. The Trustees listed above have, where not otherwise specified, been duly appointed or reappointed for three-year terms in accordance with this requirement.

OBJECTIVES AND ACTIVITIES

The charity's objectives are the promotion, improvement, development and maintenance of public education in, and appreciation of, the art and science of music, drama and other performing arts through the provision of a lending library of musical, dramatic and other performing arts material and literature. In setting our objectives, the Trustees have considered the Charity Commission's public benefit guidance.

ACTIVITY DURING THE ACCOUNTING PERIOD

The accounting period covers the first full year of operations as a hire or lending library of performing arts materials (orchestral sets, choir sets, other sheet music, play sets and books relating to all the performing arts). Pursuant to agreements with Surrey County Council ("SCC") NewSPAL (i) occupies certain dedicated space within Ewell Library (contributing on an agreed basis to the property-related overheads attributable to that space) and (ii) manages on a wholly independent basis the collection of performing arts materials owned and formerly managed by SCC (initially for a two-year trial period ending in August 2024) as well as stock acquired by NewSPAL or donated to it.

Key developments during the accounting period were the following:

- 143 new groups (drawn from all parts of the United Kingdom) registered as group borrowers during the accounting period (representing 12 on average per month). A small number of individual borrowers (mainly from the Surrey area) also joined. At 31 March 2024 NewSPAL had: 348 registered music group borrowers; 57 registered play group borrowers; and 142 registered individual borrowers. Group borrowers pay a one-off registration fee after which they just pay for stock they borrow (i.e. there is no annual subscription) and any associated post and packaging charges. Individual members pay an annual subscription and may then borrow books or sheet music (up to specified limits) without further charge.
- NewSPAL benefitted from a number of donations of stock (including orchestral and choral sets) which have been added to the collection. In addition, certain donated items (CDs and sheet music) which were not appropriate to add to the stock were (with the consent of the donors) sold to raise modest amounts of money to support operations.
- The CIO's cohort of approximately 20 volunteers have provided important support to the (salaried) Library Manager and Deputy Library Manager as well as continuing to work on a comprehensive review of the catalogue entries to provide enhanced information for users.
- In November 2023 NewSPAL held an open meeting (by Zoom) to which all registered users were invited. At the meeting the NewSPAL Trustees reported on the results of operations, discussed opportunities for further developments and challenges and answered questions raised by those attending.
- In January 2024 Anna Wright, a founding trustee of NewSPAL, resigned to concentrate on her other interests. Her deep knowledge of the library sector and long experience of managing a large music library had been invaluable to NewSPAL, particularly during the project period before NewSPAL became operational. At the same time, NewSPAL was fortunate to identify another experienced music librarian (Peter Linnitt) as a possible replacement trustee. Peter was formally appointed to the trustee board in March 2024.
- In February 2024 NewSPAL proposed to SCC a basis on which the current operating arrangements should continue after the expiry (in August 2024) of the initial trial period.

NEW SURREY PERFORMING ARTS LIBRARY**TRUSTEES' REPORT (continued)****FOR THE FINANCIAL YEAR 1 APRIL 2023 TO 31 MARCH 2024****FINANCIAL REVIEW**

The accounting period covers the first full year of operations by NewSPAL (operations started on 22 August 2022) and, accordingly, direct comparison of results from operations in the previous accounting period is not possible.

Throughout the accounting period NewSPAL has been generating income from operations while still benefitting from donations (including, where available, GiftAid), including donations in kind (for example, of potential stock to add to the collection). Software support to the value of £3,950 was also provided free of charge by a supporter. NewSPAL is registered for VAT and, overall, has been able to benefit financially from refunds of VAT. Total income from all sources in the accounting period was £78,140, of which £14,152 comes from donations and grants.

Total expenditure during the whole of the accounting period was £92,125. Apart from expenditure incurred for the proper administration and governance of the CIO, all expenditure during the financial period was used to support operations.

More information on income and expenditure can be found in the financial statements in this document.

In 2023 the British Library, which administers the Inter Library Loan (ILL) scheme in which NewSPAL participates, was the subject of a significant cyber-attack. This led to the suspension of payments to or by the British Library involving participating libraries. At 31 March, NewSPAL had a net exposure to the British Library of £1,705. In July 2024 the British Library introduced a new scheme to enable settlements, and at the time of signing these accounts, £821 has been received. The trustees are confident that the remainder will also be recovered.

During the accounting period, expenditure exceeded income. Where direct comparison is possible (i.e. from August 2023), income from operations in each quarter has been higher than in the corresponding quarter in the previous accounting period. This is mainly attributable to more groups and individuals (from all over the United Kingdom) involved in amateur music-making and amateur drama activity registering to borrow stock from NewSPAL. While cyclical in nature, expenditure has been carefully controlled, leading to a net gradual convergence of income and expenditure over the course of the accounting period. The Trustees expect this trend to continue. Absent any unforeseen events, the Trustees are reasonably able to forecast expenditure for the accounting period started 1 April 2024. During that accounting period, the Trustees expect to see the convergence of income and expenditure continuing and, on this basis (and having regard to NewSPAL's existing financial resources), the Trustees consider the CIO to be a going concern. The Trustees intend to ensure that, at all times, the CIO has sufficient funds to permit an orderly winding up of the CIO should that ever to become necessary.

FORWARD-LOOKING CONSIDERATION

While NewSPAL is operationally independent, the majority of the stock which it manages, continues to be owned by SCC. The hire charges arising from lending stock to registered borrowers constitutes the majority of New SPAL's income. NewSPAL occupies space in Ewell Library (a SCC public library) which in turn is part of Bourne Hall (a multi-purpose building owned by Epsom and Ewell Borough Council). NewSPAL manages the collection and occupies space in Ewell Library under legal agreements entered into with the relevant parties in August 2022 for an initial trial period of two years. NewSPAL has made formal proposals to SCC to continue the current arrangements both for the management of the SCC stock and occupation of space in Ewell Library. At the time of signing these accounts the Trustees have no reason to expect that agreement will not be reached to extend the current arrangements on terms acceptable to all parties.

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT (continued)

FOR THE FINANCIAL YEAR 1 APRIL 2023 TO 31 MARCH 2024

PAYMENTS TO TRUSTEES

In the accounting period, there were no payments made to any of the Trustees.

ASSETS AND RESERVES

At 31 March 2024 the CIO had total net assets (cash at bank and in hand) of £50,055.

The Trustees do not consider it appropriate to designate any funds as a formal reserve. The Trustees do, however, regularly review the financial position of the CIO and regularly up-date the CIO's budget and cash-flow projections to ensure that at all times the CIO is able to meet its committed expenditure and other debts as they fall due.

INCOME DISTRIBUTION

The Trustees consider that all distributions of income made during the accounting period were consistent with its charitable purposes.

PUBLIC BENEFIT

In exercising their powers and duties the Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Approved and signed on behalf of the Trustees:

Mark Wellings

Chairman – Mark Wellings

Date: *30 September 2024*

NEW SURREY PERFORMING ARTS LIBRARY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE PERIOD FROM 1 APRIL 2023 TO 31 MARCH 2024

I report to the trustees on my examination of the accounts of NewSPAL (the CIO) for the period ended 31 March 2024, which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the 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

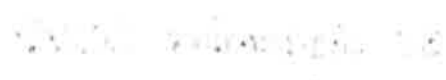
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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.



Name of principal: Margaret Brett FCA
Name of firm: Bullimores LLP Chartered Accountants
and Registered Auditors
Address: Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF
Date: 11th October 2024



NEW SURREY PERFORMING ARTS LIBRARY
FOR THE PERIOD FROM 1 APRIL 2023 TO 31 MARCH 2024

The receipts and payments account set out on page 7 for the financial period ended 31 March 2024, and the statement of assets and liabilities at that date set out on page 8 together with the notes set out on page 9 are approved by the Trustees.



.....
K McWhirter - Treasurer

Date: 30 September 2024

NEW SURREY PERFORMING ARTS LIBRARY

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 1 APRIL 2023 TO 31 MARCH 2024

	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total Funds £	2023 Total Funds £
RECEIPTS				
Donations received (including related Gift Aid)	13,777	375	14,152	34,305
Grants received	-	-	-	10,000
Bank interest	415	-	415	97
Hire charges	53,497	-	53,497	32,260
Services	-	-	-	852
Sales of Donated Items	790	-	790	-
VAT on hire charges/services	124	-	124	173
Misc receipt	-	-	-	2
VAT refunds from HMRC	9,162	-	9,162	3,875
TOTAL RECEIPTS	<u>77,765</u>	<u>375</u>	<u>78,140</u>	<u>81,564</u>
PAYMENTS				
Bank charges	1,471	-	1,471	1,099
Stock hire charges	96	-	96	-
Bookkeeping	3,142	-	3,142	2,247
Insurance	151	-	151	143
Computer expenses	80	369	449	1,982
Legal and professional fees	1,235	-	1,235	974
Office expenses, repairs and maintenance	652	-	652	987
Printing, postage and stationery	2,107	-	2,107	3,087
Advertising	-	-	-	57
Rent & service charges	22,650	-	22,650	13,776
Salaries	38,567	-	38,567	26,395
Project management fees	-	-	-	17,700
Software	5,318	-	5,318	5,041
Staff training and recruitment	-	-	-	2,755
Subscriptions	482	-	482	223
Travelling expenses	147	-	147	72
Trustee expenses	-	-	-	69
Events	-	-	-	1,314
Furniture and equipment	-	388	388	6,109
Direct postage and packaging costs	5,404	-	5,404	2,462
Stock purchases	1,660	-	1,660	869
VAT incurred on payments	8,206	-	8,206	6,787
TOTAL PAYMENTS	<u>91,368</u>	<u>757</u>	<u>92,125</u>	<u>94,148</u>
NET (DEFICIT)/SURPLUS FOR THE YEAR	(13,603)	(382)	(13,985)	(12,584)
Bank balances at 1 April 2023	62,942	1,098	64,040	76,624
Transfer between Funds	-	-	-	-
Total Cash funds at 31 March 2024	<u>49,339</u>	<u>716</u>	<u>50,055</u>	<u>64,040</u>

NEW SURREY PERFORMING ARTS LIBRARY
STATEMENT OF ASSETS AND LIABILITIES
AT 31 MARCH 2024

	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total Funds £	2023 Total Funds £
MONETARY ASSETS				
Bank current accounts	47,518	2,537	50,055	64,040
TOTAL ASSETS	<u>47,518</u>	<u>2,537</u>	<u>50,055</u>	<u>64,040</u>

Approved and signed on behalf of the Trustees:

Mark Welling

M Welling - Chairman

K McWhirter

K McWhirter - Treasurer

Date: *30 September 2024*

NEW SURREY PERFORMING ARTS LIBRARY
NOTES TO THE ACCOUNTS
FOR THE PERIOD FROM 1 APRIL 2023 TO 31 MARCH 2024

Basis of Accounts

The accounts have been prepared on a receipts and payments basis in accordance with S133 of the Charities Act 2011.

NEW SURREY PERFORMING ARTS LIBRARY

England & Wales - Charity number 1176729

Accounts

Charity Commission Reference Number: 1176729

**NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023**

**BULLIMORES LLP
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF**

NEW SURREY PERFORMING ARTS LIBRARY
SIGNIFICANT INFORMATION
FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

TRUSTEES: Carol Hall
Su Kingsley (appointed 14 March 2023)
Sharon Moloney
Paul McKay
Kate McWhirter
Ges Ray
Mark Welling
Anna Wright

REGISTERED OFFICE: Bourne Hall
Spring Street
Ewell
Epsom
KT17 1UF

BANKERS: (1) CAF Bank; (2) Santander

ACCOUNTANTS: Bullimores LLP
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT

FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

New Surrey Performing Arts Library ("NewSPAL" or the "CIO") was formed on 18 January 2018 as a Charitable Incorporated Organisation and is governed by a constitution based on the Foundation model for CIOs. Apart from the first Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees.

OBJECTIVES AND ACTIVITIES

The charity's objectives are the promotion, improvement, development and maintenance of public education in, and appreciation of, the art and science of music, drama and other performing arts through the provision of a lending library of musical, dramatic and other performing arts material and literature. In setting our objectives, the Trustees have considered the Charity Commission's public benefit guidance.

ACTIVITY DURING THE ACCOUNTING PERIOD

On 22 August 2022 NewSPAL commenced operations pursuant to agreements reached with Surrey County Council ("SCC") under which NewSPAL (i) occupies certain dedicated space within Ewell Library (contributing on an agreed basis to the property-related overheads attributable to that space) and (ii) manages on a wholly independent basis the collection (the "SPAL collection") of performing arts materials owned and formerly managed by SCC (initially for a two year trial period ending in August 2024).

Activity during the period from 1 April 2022 to 21 August 2022 was accordingly intensive preparation for the commencement of operations on 22 August while activity on and after 22 August 2022 related primarily to the operations of NewSPAL as a lending library of performing arts materials.

Key developments during the accounting period were the following:

- Gabrielle Gale (NewSPAL's previously contracted Start-up Manager) oversaw the final preparations for the start of operations in August 2022 after which her contract terminated.
- In Spring 2022, NewSPAL started the process of appointing a Library Manager and a Deputy Library Manager (both to work part-time). The posts were advertised nationally and attracted a number of candidates. Appropriately qualified candidates were interviewed (either in person or by Zoom) by a panel of trustees against key criteria. As a result of this process, Neil Collins was appointed as Library Manager (he commenced work in July 2022) and Dimitri Chrysostomou was appointed as Deputy Library Manager (he commenced work in August 2022).
- In collaboration with SCC, all advance reservations of stock made with SCC before the commencement of operations were smoothly and efficiently transferred to and processed by NewSPAL. As expected, former users of the SPAL collection when it was under SCC management have, for the most part, registered as users with NewSPAL and have found the transition to NewSPAL's operating systems and terms and conditions efficient and straightforward.
- The number of registered user groups (i.e. groups registered to borrow orchestral sets, choral sets or play sets) has increased in each month of operations. By the financial year end NewSPAL had 213 music groups registered; 58 drama groups registered; and 104 individual members (entitled to borrow individual items such as chamber music and books). The main source of income for NewSPAL is charges for the hire of sets of performing arts stock. By the financial year end, NewSPAL had made 631 loans of sets to registered groups (372 loans of orchestral or choral sets; 259 loans of play sets) and had generated income (including one-off registration fees and other charges) of £32,260.
- Following the start of operations, NewSPAL has embarked on a programme of actions to raise awareness of NewSPAL and its collection.
- In January 2023 a reception was held at Bourne Hall for all those who had contributed (whether financially or in other ways) to the NewSPAL project. The costs of the reception were sponsored by a number of supporters.

NEW SURREY PERFORMING ARTS LIBRARY**TRUSTEES' REPORT (continued)****FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023****FINANCIAL REVIEW**

In the first part of the accounting period (until 21 August), NewSPAL was in the final stage of preparing for the commencement of operations, involving the set-up of operational systems, furniture and equipment in NewSPAL's dedicated space in Bourne Hall, the recruitment of permanent staff and implementing (in collaboration with Surrey Libraries) the arrangements for the transition of the management of the collection from Surrey Libraries to NewSPAL. Accordingly for this period, it did not have any operational income and all income received was in the form of donations or grants from supportive individuals, groups and foundations (including, where available, GiftAid reclaimed from HMRC). During this period, there was significant one-off investment in the necessary furniture, equipment and signage to support operations.

In the second part of the accounting period (from 22 August) NewSPAL has been generating income from operations while still benefitting from donations (including, where available, GiftAid), including donations in kind (for example, of potential stock to add to the collection). NewSPAL is registered for VAT and is able to recover VAT incurred.

Total expenditure during the whole of the accounting period was £94,148. Apart from expenditure incurred for the proper administration and governance of the CIO, all expenditure during the financial period was either project-related (before 22 August) or used to support operations.

More information on income and expenditure can be found in the financial statements in this document.

During the accounting period, expenditure exceeded income. The Trustees expect income to increase as more groups and individuals (from all over the United Kingdom) involved in amateur music-making and amateur drama activity find out about NewSPAL and the extent, range and accessibility of its collection. The CIO is operating in an environment that differs significantly from that envisaged when it was first established. In particular the effect of the coronavirus pandemic has directly and indirectly impacted on the CIO's position. Amateur music and drama activities were severely curtailed and recovery has been slower than in many other parts of the economy, making income forecasting difficult. The withdrawal of the offer of a rent-free building by Woking Borough Council (as reported in last year's Trustee review) has in turn impacted on NewSPAL's costs. As NewSPAL is not publicly funded, it has to ensure that income exceeds costs if it is to be able to continue in operation.

The Trustees continuously review the CIO's results and forecasts, and intend to formally review the long-term financial viability of NewSPAL (in consultation with Surrey Libraries) towards the end of the initial two-year trial period (which ends in August 2024).

The Trustees intend to ensure that at all times the CIO has sufficient funds to permit an orderly winding up should that ever become necessary.

PAYMENTS TO TRUSTEES

In the accounting period, £2,000.00 was paid to Kate McWhirter (a Trustee) under a contract for her services as Acting Project Manager which ended on 31 March 2022. The only other payments made to any of the Trustees in the accounting period were £1,121.00 to Mark Welling, £844.00 to Kate McWhirter and £69.10 to Anna Wright as reimbursements of expenses incurred.

ASSETS AND RESERVES

At 31 March 2023 the CIO had total net assets (cash at bank and in hand) of £64,040.

The Trustees do not consider it appropriate during the two-year trial period to designate any funds as a formal reserve. The Trustees do, however, regularly review the financial position of the CIO and regularly up-date the CIO's budget and cash-flow projections to ensure that at all times the CIO is able to meet its committed expenditure and other debts as they fall due.

NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' REPORT (continued)
FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

INCOME DISTRIBUTION

The Trustees consider that all distributions of income made during the accounting period were consistent with its charitable purposes.

PUBLIC BENEFIT

In exercising their powers and duties the Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Approved and signed on behalf of the Trustees:

Mark Welling

.....
Chairman – Mark Welling

Date: 26 September 2023

NEW SURREY PERFORMING ARTS LIBRARY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

I report to the trustees on my examination of the accounts of NewSPAL (the CIO) for the period ended 31 March 2023, which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the 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 CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Name of principal: Margaret Brett FCA

Name of firm: Bullimores LLP Chartered Accountants
and Registered Auditors

Address: Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

Date : 9th October 2023

NEW SURREY PERFORMING ARTS LIBRARY
FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

The receipts and payments account set out on page 7 for the financial period ended 31 March 2023, and the statement of assets and liabilities at that date set out on page 8 together with the notes set out on page 9 are approved by the Trustees.



.....
K McWhirter - Treasurer

Date: 26 September 2023

NEW SURREY PERFORMING ARTS LIBRARY

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
RECEIPTS				
Donations received (including related Gift Aid)	32,755	1,550	34,305	29,340
Grants received	-	10,000	10,000	-
Bank interest	97	-	97	-
Hire charges	32,260	-	32,260	-
Services	852	-	852	-
VAT on hire charges/services	173	-	173	-
Misc receipt	2	-	2	-
VAT refunds from HMRC	3,875	-	3,875	-
TOTAL RECEIPTS	<u>70,014</u>	<u>11,550</u>	<u>81,564</u>	<u>29,340</u>
PAYMENTS				
Bank charges	1,099	-	1,099	637
Bookkeeping	2,247	-	2,247	476
Insurance	143	-	143	137
Computer expenses	-	1,982	1,982	-
Legal and professional fees	974	-	974	935
Office expenses, repairs and maintenance	608	379	987	23
Printing, postage and stationery	2,568	519	3,087	75
Advertising	57	-	57	-
Rent & service charges	13,776	-	13,776	-
Salaries	26,395	-	26,395	-
Project management fees	17,700	-	17,700	13,725
Software	5,041	-	5,041	5,562
Staff training and recruitment	-	2,755	2,755	1,140
Subscriptions	223	-	223	365
Travelling expenses	72	-	72	42
Trustee expenses	69	-	69	-
Events	-	1,314	1,314	-
Furniture and equipment	87	6,022	6,109	-
Direct postage and packaging costs	2,462	-	2,462	-
Stock purchases	633	236	869	-
VAT incurred on payments	6,787	-	6,787	-
TOTAL PAYMENTS	<u>80,941</u>	<u>13,207</u>	<u>94,148</u>	<u>23,117</u>
NET (DEFICIT)/SURPLUS FOR THE YEAR	(10,927)	(1,657)	(12,584)	6,223
Bank balances at 01 April 2022	73,869	2,755	76,624	70,401
Transfer between Funds	-	-	-	-
Total Cash funds at 31 March 2023	<u>62,942</u>	<u>1,098</u>	<u>64,040</u>	<u>76,624</u>

NEW SURREY PERFORMING ARTS LIBRARY
STATEMENT OF ASSETS AND LIABILITIES
AT 31 MARCH 2023

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
MONETARY ASSETS				
Bank current accounts	62,942	1,098	64,040	76,624
TOTAL ASSETS	<u>62,942</u>	<u>1,098</u>	<u>64,040</u>	<u>76,624</u>

Approved and signed on behalf of the Trustees:

Mark Welling

M Welling - Chairman

K McWhirter

K McWhirter - Treasurer

Date: *26 September 2023*

NEW SURREY PERFORMING ARTS LIBRARY
NOTES TO THE ACCOUNTS
FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

Basis of Accounts

The accounts have been prepared on a receipts and payments basis in accordance with S133 of the Charities Act 2011.

Trustee Payments and Expenses

During the period £2,000 was paid to Kate McWhirter, a trustee, in relation to services supplied.

During the period expenses were reimbursed to Mark Welling (£1,121), Kate McWhirter (£844) and Anna Wright (£69).

NEW SURREY PERFORMING ARTS LIBRARY

England & Wales - Charity number 1176729

Accounts

Charity Commission Reference Number: 1176729

**NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE FINANCIAL YEAR 1 APRIL 2021 TO 31 MARCH 2022**

**BULLIMORES LLP
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF**

NEW SURREY PERFORMING ARTS LIBRARY
SIGNIFICANT INFORMATION
FOR THE FINANCIAL YEAR 1 APRIL 2021 TO 31 MARCH 2022

TRUSTEES: Barbara Flynn (retired 28 February 2022)
Carol Hall
Sharon Moloney (appointed 28 February 2022)
Paul McKay
Kate McWhirter
Ges Ray
Mark Welling
Anna Wright (reappointed 17 January 2022)

REGISTERED OFFICE: Bourne Hall
Spring Street
Ewell
Epsom
KT17 1UF

BANKERS: (1) CAF Bank; (2) Santander

ACCOUNTANTS: Bullimores LLP
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT

FOR THE FINANCIAL YEAR 1 APRIL 2021 TO 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

New Surrey Performing Arts Library ("NewSPAL" or the "CIO") was formed on 18 January 2018 as a Charitable Incorporated Organisation and is governed by a constitution based on the Foundation model for CIOs. Apart from the first Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees.

OBJECTIVES AND ACTIVITIES

The charity's objectives are the promotion, improvement, development and maintenance of public education in, and appreciation of, the art and science of music, drama and other performing arts through the provision of a lending library of musical, dramatic and other performing arts material and literature. In setting our objectives, the Trustees have considered the Charity Commission's public benefit guidance.

ACTIVITY DURING THE ACCOUNTING PERIOD

During the accounting period, NewSPAL continued to make progress in implementing the transition project started following the decision in principle (taken in February 2019) by Surrey County Council ("SCC") pursuant to which NewSPAL will take over the collection (the "SPAL collection") of performing arts materials managed by SCC¹. The approved project was based on a detailed medium-term business plan produced by NewSPAL in November 2018.

The impact of the COVID-19 coronavirus pandemic in the UK continued to severely restrict project activities for the first half of the accounting period. The contract term of NewSPAL's project manager (Victoria Taylor) expired in March 2021 and, although the Trustees would have been happy to extend her contract, she was not able to commit to a further contract period. Given the continuing uncertainties arising from the pandemic and the adverse financial impact of that on key partners such as Woking Borough Council ("WBC") (which had offered to provide a building for NewSPAL), the Trustees (after due consideration of relevant Charity Commission guidance and charity law) appointed Kate McWhirter (a Trustee) as Acting Project Manager pending clarification of the future direction of the project.

Key developments during the accounting period were the following:

- In May 2021, political and managerial changes at WBC and the adverse financial impact of (*inter alia*) the pandemic on WBC's financial position threw into doubt the previous commitment by WBC to provide a long-term home for NewSPAL in Woking on concessionary terms. Discussions (including on alternative funding arrangements) continued during the Summer but in September 2021 WBC informed NewSPAL that it was definitively withdrawing its support for NewSPAL to move to Woking and had agreed a commercial lease of the building previously designated for NewSPAL.
- In June 2021, in the light of continuing uncertainties about the direction of the project, the Trustees agreed to extend the term of Kate McWhirter as Acting Project Manager.
- With the progressive relaxation of COVID-19 restrictions during the accounting period, work by NewSPAL's cohort of volunteers on re-cataloguing and bar-coding the SPAL collection in readiness for the transfer of management of the SPAL collection to NewSPAL was able to resume.
- In September 2021 NewSPAL entered into discussions with SCC about the possibility of NewSPAL taking over the independent management of the SPAL collection in its current location (Bourne Hall, Ewell, Surrey), initially for a trial period of two years, using NewSPAL's own staff and library management systems ("LMS"). Agreement in principle was reached in March 2022.
- In March 2022, following the agreement in principle reached with SCC, a Start-up Manager (Gabrielle Gale) was appointed (on a freelance, fixed term contract) to manage the completion of the Project stage in succession to Kate McWhirter (in her capacity as Acting Project Manager). Kate McWhirter continued in her role as a Trustee. Recruitment of a library manager also commenced.

¹ The full decision of SCC's Cabinet, and related reports, can be found on the SCC website.

NEW SURREY PERFORMING ARTS LIBRARY**TRUSTEES' REPORT (continued)****FOR THE FINANCIAL YEAR 1 APRIL 2021 TO 31 MARCH 2022****FINANCIAL REVIEW**

Throughout the accounting period, NewSPAL was in the project stage of the implementation of its original business plan but taking into account the changed circumstances (including the withdrawal of offer of support from WBC). In the first half of the accounting period COVID-19 restrictions (and their effects on other relevant parties including SCC and WBC) significantly restricted NewSPAL's ability to progress the project. Accordingly, it did not have any operational income and all income received was in the form of donations or grants from supportive individuals, groups and foundations (including, where available, Gift Aid reclaimed from HMRC). Total receipts from all such sources in the accounting period were £29,340.15.

Total expenditure during the accounting period was £23,117.95. Apart from expenditure incurred for the proper administration and governance of the CIO, all expenditure during the financial period was project-related. The largest items of expenditure were: (1) the contract fees for the Acting Project Manager (£13,400.00); and (2) LMS software licences and other IT expenditure (£5,562.00).

PAYMENTS TO TRUSTEES

In the accounting period, £13,400.00 was paid to Kate McWhirter (a Trustee) under a contract for her services as Acting Project Manager. No other payments were made to any of the Trustees.

ASSETS AND RESERVES

At 31 March 2022 the CIO had total net assets (cash at bank and in hand) of £76,623.74. This included restricted funds of £2,755, representing the balance of the award made by the Community Foundation for Surrey for recruitment, training and staffing costs of library staff prior to opening. During the period £1,140 was spent on staff training.

All income received (other than that required for the proper administration and governance of the CIO) has been, or is intended to be, applied for the purposes of readying the proposed new service for operations. The Trustees regularly review the financial position of the CIO and regularly up-date the CIO's project budget and cash-flow projections to ensure that at all times the CIO is able to meet its committed expenditure and other debts as they fall due.

INCOME DISTRIBUTION

The Trustees consider that all distributions of income made during the accounting period were consistent with its charitable purposes.

POST BALANCE SHEET DEVELOPMENTS

The transfer to the CIO from SCC of the management of the SPAL collection, in its current location at Bourne Hall, Ewell, Surrey (initially for a trial period of two years) and the opening of the new performing arts materials hire service to be offered by the CIO, took effect on 22 August 2022. This marked the end of the project phase and the start of operations, the financial implications and results of which will be reported on in the Annual Report for the year ending 31 March 2023.

PUBLIC BENEFIT

In exercising their powers and duties the Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' REPORT (continued)
FOR THE FINANCIAL YEAR 1 APRIL 2021 TO 31 MARCH 2022

Approved and signed on behalf of the Trustees:

Mark Welling

Chairman – Mark Welling

Date: 8 November 2022

NEW SURREY PERFORMING ARTS LIBRARY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE PERIOD FROM 01 APRIL 2021 TO 31 MARCH 2022

I report to the trustees on my examination of the accounts of NewSPAL (the CIO) for the period ended 31st March 2022, which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO'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 2011 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 CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Name of principal: Margaret Brett FCA

Name of firm: Bullimores LLP Chartered Accountants
and Registered Auditors

Address: Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

Date: 29th November 2022

NEW SURREY PERFORMING ARTS LIBRARY
FOR THE PERIOD FROM 01 APRIL 2021 TO 31 MARCH 2022

The receipts and payments account set out on page 7 for the financial period ended 31 March 2022, and the statement of assets and liabilities at that date set out on page 8 together with the notes set out on page 9 are approved by the Trustees.



.....
K McWhirter - Treasurer

Date: 8 NOVEMBER 2022

NEW SURREY PERFORMING ARTS LIBRARY

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 01 APRIL 2021 TO 31 MARCH 2022

	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
RECEIPTS				
Donations Received (including related Gift Aid)	29,340	-	29,340	29,396
Grants Received	-	-	-	3,895
TOTAL RECEIPTS	<u>29,340</u>	<u>-</u>	<u>29,340</u>	<u>33,291</u>
PAYMENTS				
Bank Charges	637	-	637	380
Bookkeeping	476	-	476	356
Insurance	137	-	137	132
Legal and Professional Fees	935	-	935	900
Office Expenses, Repairs and Maintenance	23	-	23	-
Printing, Postage and Stationery	75	-	75	345
Project Management Fees	13,725	-	13,725	6,900
Software	5,562	-	5,562	15,041
Staff Training	-	1,140	1,140	-
Subscriptions	365	-	365	365
Travelling Expenses	42	-	42	-
TOTAL PAYMENTS	<u>21,977</u>	<u>1,140</u>	<u>23,117</u>	<u>24,419</u>
NET SURPLUS/(DEFICIT) FOR THE YEAR	7,363	(1,140)	6,223	8,872
Bank balances at 01 April 2021	66,506	3,895	70,401	61,529
Transfer between Funds	-	-	-	-
Total Cash funds at 31 March 2022	<u>73,869</u>	<u>2,755</u>	<u>76,624</u>	<u>70,401</u>

NEW SURREY PERFORMING ARTS LIBRARY
STATEMENT OF ASSETS AND LIABILITIES
AT 31 MARCH 2022

	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
MONETARY ASSETS				
Bank current accounts	73,869	2,755	76,624	70,401
TOTAL ASSETS	<u>73,869</u>	<u>2,755</u>	<u>76,624</u>	<u>70,401</u>

Approved and signed on behalf of the Trustees:

Mark Welling

M Welling - Chairman

K McWhirter

K McWhirter - Treasurer

Date: *8 November 2022*

NEW SURREY PERFORMING ARTS LIBRARY
NOTES TO THE ACCOUNTS
FOR THE PERIOD FROM 01 APRIL 2021 TO 31 MARCH 2022

Basis of Accounts

The accounts have been prepared on a receipts and payments basis in accordance with S133 of the Charities Act 2011.

Trustee Expenses

During the period and the prior period no expenses were reimbursed to trustees.

NEW SURREY PERFORMING ARTS LIBRARY

England & Wales - Charity number 1176729

Accounts

Charity Commission Reference Number: 1176729

**NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE FINANCIAL YEAR 1 APRIL 2020 TO 31 MARCH 2021**

BULLIMORES LLP
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY

SIGNIFICANT INFORMATION

FOR THE FINANCIAL YEAR 1 APRIL 2020 TO 31 MARCH 2021

TRUSTEES: Barbara Flynn
Carol Hall
Paul McKay
Kate McWhirter
Ges Ray
Mark Welling (reappointed 12 January 2021)
Anna Wright

REGISTERED OFFICE: 41 Chesterfield Grove
London
SE22 8RP

BANKERS: (1) CAF Bank; (2) Santander

ACCOUNTANTS: Bullimores LLP
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT

FOR THE FINANCIAL YEAR 1 APRIL 2020 TO 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

New Surrey Performing Arts Library ("NewSPAL" or the "CIO") was formed on 18 January 2018 as a Charitable Incorporated Organisation and is governed by a constitution based on the Foundation model for CIOs. Apart from the first trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees.

OBJECTIVES AND ACTIVITIES

The charity's objectives are the promotion, improvement, development and maintenance of public education in the appreciation of, the art and science of music, drama and other performing arts through the provision of a lending library of musical, dramatic and other performing arts material and literature. In setting our objectives, the trustees have considered the Charity Commission's public benefit guidance.

ACTIVITY DURING THE ACCOUNTING PERIOD

In the previous accounting period, NewSPAL made significant progress in starting to implement the transition project started following the decision in principle (taken in February 2019) by Surrey County Council ("SCC") pursuant to which NewSPAL will take over the collection (the "SPAL collection") of performing arts materials managed by SCC¹. The approved project was based on a detailed medium-term business plan (the "Business Plan") produced by NewSPAL in November 2018².

In the last month of the previous accounting period (March 2020) the potential impact of the COVID-19 coronavirus pandemic on the UK started to become apparent. Following UK Government guidance, on 16 March 2020 NewSPAL suspended physical re-cataloguing of the SPAL collection at Ewell Library. On 23 March 2020 the UK Government announced a comprehensive range of restrictions and guidance aimed at reducing transmission of the virus. The Trustees took steps to enable work on the project which could safely be done "virtually" to continue where possible but suspended all activities which could not be progressed in that way or which were likely to be adversely affected by the on-going virus emergency.

Implementation of the project stage of the Business Plan continued during this accounting period but was significantly disrupted by the COVID-19 restrictions which (in various degrees of severity) continued throughout the accounting period. The re-cataloguing work at Ewell Library remained suspended throughout the accounting period. All meetings of or involving the Trustees and/or the Transition Project Manager (Victoria Taylor) were held virtually. So far as reasonably possible, the Trustees reduced expenditure (to preserve cash), including agreeing to a reduced working time commitment by the Transition Project Manager. The Trustees were gratified that donations from supporters continued to be received throughout the accounting period which enabled expenditure during the accounting period to be fully covered.

The principal developments during the accounting period were:

- In May 2020 NewSPAL moved its main banking operations to CAF Bank. Its bank account with Santander has been retained for limited purposes relating to ongoing giving by supporters.
- In August 2020, Woking Borough Council ("WBC") and NewSPAL agreed that a building in Woking town centre originally proposed as the new home for the SPAL collection would, for structural reasons, not be appropriate. In September 2020 an alternative building in Woking town centre (requiring comprehensive fitting out) was proposed by WBC. Detailed floor plans were developed and, in collaboration with WBC, a planning application for the building was submitted in December 2020. Planning approval was granted on 16 March 2021. Further detailed planning to develop a full specification for the necessary work to be tendered and detailed discussions with WBC on the contribution by NewSPAL towards the capital costs and on the terms of a lease for the building had not yet started at the end of the accounting period.

¹ The full decision of SCC's Cabinet, and related reports, can be found on the SCC website.

² A copy of the full NewSPAL Business Plan can be accessed from the NewSPAL website.

NEW SURREY PERFORMING ARTS LIBRARY**TRUSTEES' REPORT (continued)****FOR THE FINANCIAL YEAR 1 APRIL 2020 TO 31 MARCH 2021**

- In February 2021, the UK announced a 'roadmap' with indicative dates when COVID-19 restrictions are provisionally to be relaxed. On the basis of this, work on re-cataloguing was able to recommence after the end of the accounting period, in April 2021.
- In March 2021, the contractual term of Victoria Taylor as Transition Project Manager expired. By agreement, she remains available to the Trustees for ad hoc consultancy advice for a further period of up to one year. With the future timetable of the transition project still uncertain (particularly as regards the availability of the proposed new building in Woking) the Trustees (excluding Kate McWhirter by reason of her conflict of interests), after careful consideration of all the relevant circumstances, relevant Charities law and relevant guidance from the Charity Commission, appointed Kate McWhirter (a Trustee) to act (as a freelance contractor separately from her role as a trustee) as Interim Project Manager for a limited period (expiring in June 2021). This contract is capable of renewal and the Trustees will regularly review the situation.

FINANCIAL REVIEW

Throughout the accounting period, NewSPAL was in the project stage of the implementation of the Business Plan. However, throughout the accounting period COVID-19 restrictions (and their effects on other relevant parties including SCC and WBC) significantly restricted NewSPAL's ability to progress the project. Accordingly, it did not have any operational income and all income received was in the form of donations or grants from supportive individuals, groups and foundations (including, where available, GiftAid reclaimed from HMRC). Total receipts from all such sources in the accounting period were £33,291.

Total expenditure during the accounting period was £24,419. Apart from expenditure incurred for the proper administration and governance of the CIO, all expenditure during the financial period was project-related. The largest items of expenditure were: (1) the contract fees for the Transition Project Manager (£6,900); and (2) LMS software licences and other IT expenditure (£15,041).

PAYMENTS TO TRUSTEES

In the accounting period, no payments were made to any of the Trustees.

ASSETS AND RESERVES

At 31 March 2021 the CIO had cash at bank and in hand of £70,401, including £3,895 of restricted funds awarded by the Community Foundation for Surrey towards the recruitment, training and staffing costs of library staff prior to opening.

NewSPAL remains in the project stage of the implementation of its Business Plan. Accordingly, all income received (other than that required for the proper administration and governance of the CIO) is intended to be applied for the purposes of the project. The Trustees do not consider it appropriate during the project phase to designate any funds as a formal reserve. The Trustees do, however, regularly review the financial position of the CIO and regularly up-date the CIO's project budget and cash-flow projections to ensure that at all times the CIO is able to meet its committed expenditure and other debts as they fall due.

INCOME DISTRIBUTION

The Trustees consider that all distributions of income made during the accounting period were consistent with its charitable purposes.

PLANS FOR THE FUTURE

Subject to the implications and duration of the COVID-19 coronavirus emergency for both the CIO and for its strategic partners (including SCC and WBC), the Trustees intend to continue to implement the Business Plan as circumstances allow. The Trustees expect that the transfer to the CIO from SCC of the SPAL collection, and the opening of the new library and loan and reference service to be offered by the CIO, will now take place in late 2021.

NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' REPORT (continued)
FOR THE FINANCIAL YEAR 1 APRIL 2020 TO 31 MARCH 2021

PUBLIC BENEFIT

In exercising their powers and duties the Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Approved and signed on behalf of the Trustees:

Mark Welling

.....
Chairman – Mark Welling

Date: *4 July 2021*

NEW SURREY PERFORMING ARTS LIBRARY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE PERIOD FROM 01 APRIL 2020 TO 31 MARCH 2021

I report to the trustees on my examination of the accounts of NewSPAL (the CIO) for the period ended 31st March 2021, which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO'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 2011 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 CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Name of principal: Margaret Brett FCA

Name of firm: Bullimores LLP Chartered Accountants
and Registered Auditors

Address: Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

Date : 30th July 2021

NEW SURREY PERFORMING ARTS LIBRARY
FOR THE PERIOD FROM 01 APRIL 2020 TO 31 MARCH 2021

The receipts and payments account set out on page 7 for the financial period ended 31 March 2021, and the statement of assets and liabilities at that date set out on page 8 together with the notes set out on page 9 are approved by the Trustees.



.....
K McWhirter - Treasurer

Date: 4 July 2021

NEW SURREY PERFORMING ARTS LIBRARY

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 01 APRIL 2020 TO 31 MARCH 2021

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds Unrestricted £
RECEIPTS				
Donations Received (including related Gift Aid)	29,396	-	29,396	94,438
Grants Received	-	3,895	3,895	3,500
TOTAL RECEIPTS	<u>29,396</u>	<u>3,895</u>	<u>33,291</u>	<u>97,938</u>
PAYMENTS				
Bank Charges	380	-	380	919
Bookkeeping	356	-	356	909
Consultancy Fees	-	-	-	10,294
Insurance	132	-	132	182
Legal and Professional Fees	900	-	900	720
Meeting Expenses	-	-	-	285
Office Expenses, Repairs and Maintenance	-	-	-	394
Printing, Postage and Stationery	345	-	345	585
Project Management Fees	6,900	-	6,900	23,800
Project Management Expenses	-	-	-	458
Software	15,041	-	15,041	11,595
Subscriptions	365	-	365	375
Travelling Expenses	-	-	-	257
Trustees' expenses	-	-	-	323
TOTAL PAYMENTS	<u>24,419</u>	<u>-</u>	<u>24,419</u>	<u>51,096</u>
NET SURPLUS FOR THE YEAR	4,977	3,895	8,872	46,842
Bank balances at 01 April 2020	61,529	-	61,529	14,687
Transfer between Funds	-	-	-	-
Total Cash funds at 31 March 2021	<u>66,506</u>	<u>3,895</u>	<u>70,401</u>	<u>61,529</u>

NEW SURREY PERFORMING ARTS LIBRARY
STATEMENT OF ASSETS AND LIABILITIES
AT 31 MARCH 2021

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds Unrestricted £
MONETARY ASSETS				
Bank current accounts	66,506	3,895	70,401	61,529
TOTAL ASSETS	<u>66,506</u>	<u>3,895</u>	<u>70,401</u>	<u>61,529</u>

Approved and signed on behalf of the Trustees:

Mark Welling

M Welling - Chairman

K McWhirter

K McWhirter - Treasurer

Date: *4 July 2021*

NEW SURREY PERFORMING ARTS LIBRARY
NOTES TO THE ACCOUNTS
FOR THE PERIOD FROM 01 APRIL 2020 TO 31 MARCH 2021

Basis of Accounts

The accounts have been prepared on a receipts and payments basis in accordance with S133 of the Charities Act 2011.

Trustee Expenses

During the period £0 was reimbursed to trustees.