

**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 SCC<sup>1</sup>. The approved project was based on a detailed medium-term business plan (the "Business Plan") produced by NewSPAL in November 2018<sup>2</sup>.

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.

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

<sup>2</sup> 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 31<sup>st</sup> 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 : 30<sup>th</sup> 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 £
<b>RECEIPTS</b>				
Donations Received (including related Gift Aid)	29,396	-	29,396	94,438
Grants Received	-	3,895	3,895	3,500
<b>TOTAL RECEIPTS</b>	<u>29,396</u>	<u>3,895</u>	<u>33,291</u>	<u>97,938</u>
<b>PAYMENTS</b>				
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
<b>TOTAL PAYMENTS</b>	<u>24,419</u>	<u>-</u>	<u>24,419</u>	<u>51,096</u>
<b>NET SURPLUS FOR THE YEAR</b>	4,977	3,895	8,872	46,842
Bank balances at 01 April 2020	61,529	-	61,529	14,687
Transfer between Funds	-	-	-	-
<b>Total Cash funds at 31 March 2021</b>	<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 £
<b>MONETARY ASSETS</b>				
Bank current accounts	66,506	3,895	70,401	61,529
<b>TOTAL ASSETS</b>	<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.