

**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 SCC<sup>1</sup>. 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.

<sup>1</sup> 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 31<sup>st</sup> 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: 29<sup>th</sup> 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 £
<b>RECEIPTS</b>				
Donations Received (including related Gift Aid)	29,340	-	29,340	29,396
Grants Received	-	-	-	3,895
<b>TOTAL RECEIPTS</b>	<u>29,340</u>	<u>-</u>	<u>29,340</u>	<u>33,291</u>
<b>PAYMENTS</b>				
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	-
<b>TOTAL PAYMENTS</b>	<u>21,977</u>	<u>1,140</u>	<u>23,117</u>	<u>24,419</u>
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	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	-	-	-	-
<b>Total Cash funds at 31 March 2022</b>	<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

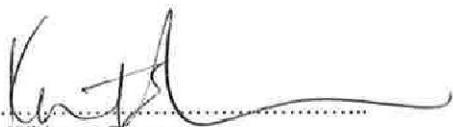
AT 31 MARCH 2022

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

Approved and signed on behalf of the Trustees:



M Welling - Chairman



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.