

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
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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

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 | <u>90,405</u> | <u>-</u> | <u>90,405</u> | <u>78,140</u> |
| 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 | <u>92,780</u> | <u>716</u> | <u>93,496</u> | <u>92,125</u> |
| 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 | <u>46,964</u> | <u>-</u> | <u>46,964</u> | <u>50,055</u> |

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 | <u>46,964</u> | <u>-</u> | <u>46,964</u> | <u>50,055</u> |

Approved and signed on behalf of the Trustees:

Mark Welling

M Welling - Chairman

K McWhirter

K McWhirter - Treasurer

Date: *3 December 2025*

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.