

Earlsdon
Carnegie Community Library

**Earlsdon Carnegie Community Library
Trustees' Report and Accounts
for the year ended 31st March 2021**

Charity number: 1180063

Earlsdon Carnegie Community Library

Trustees' Report and Financial Statements for the year ended 31 March 2021

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Earlsdon Carnegie Community Library
Trustees' report for the year ended 31 March 2021

Reference and Administrative details

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates (other than initial appointment)
Julie Rubidge	Chair	
Ann Wheatley	Treasurer	
Helen Spence	Secretary	
Rita Adams	Vice Chair	
Alan Blundy		
Graham Moffat		
Kim Armstrong		
Mary Wood		Resigned 16 th October 2020

Charity Number

The charity was registered with the Charity Commission for England and Wales as a Foundation Charitable Incorporated Organisation (CIO), number 1180063 on 24 September 2018.

Registered and principal address:

Earlsdon Carnegie Community Library
Earlsdon Avenue North
Coventry
CV5 6FZ

Telephone number:

024 76786970

Website and Facebook Site:

www.earlsdonlibrary.org.uk

www.facebook.com/EarlsdonCarnegieCommunityLibrary

Twitter@EarlsdonL

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Emails:

admin@earlsdonlibrary.org.uk ,

events@earlsdonlibrary.org.uk ,

fundraising@earlsdonlibrary.org.uk

recruitment@earlsdonlibrary.org.uk

Bankers

Lloyds Bank plc

PO Box 1000

Andover

BX1 1LT

Accountant and Independent Examiner of the Financial Statements and Accounts

James Holdsworth CIMA Adv Dip MA

Holdsworth Accounting Services Ltd

30 Abercorn Road

Coventry CV5 8EF

www.HoldsworthAccountingServices.co.uk

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Introduction

The trustees present their third Annual Report to cover the period from 1st April 2020 to year ended 31 March 2021. During this period the charity continued to work in partnership with Coventry City Council to operate Earlsdon Library so far as was possible in the circumstances prevailing throughout most of the year.

2020 was a year like no other for all libraries. Inevitably the outbreak of the Covid 19 pandemic and the related restrictions massively affected both the service and usage of the library from March 2020 onwards for the period covered by this Report. In accordance with national and local restrictions the library was closed for three periods during the year. When the library was able to open this was mostly on a reduced hours basis and with a restricted range of services made available. Thorough Risk Assessments were carried out and preventative measures against Covid 19 adopted to keep both volunteers and library users safe during periods of opening.

Despite the restrictions the library continued to provide a valuable service in ways outlined later in this Report. The Trustees wish to record their thanks to all the volunteers for their dedication and commitment in helping the community library to cope with a most difficult year. The trustees also express their appreciation of the invaluable support from local residents and businesses and Coventry City Council Library Services, all of whom helped to keep the library operating for the benefit of the local community.

Structure, Governance and Management

The charity's activities are governed by a Board of Trustees which currently meets on a monthly basis although the frequency of meetings is under review. Other than on initial appointment at the formation of the charity, trustees are appointed for a period of three years.

The Board of Trustees is responsible for making all strategic decisions and overseeing their implementation. Day to day management is delegated to a core group of volunteers who meet weekly and report back to the Trustee Board. An aspect of the delegated management structure is that separate teams have been created for events management and fund-raising, health and safety, communications including social media design and maintenance (website, twitter and Facebook presence), bookshop and library stock management, and volunteer recruitment and management.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

The Board of Trustees and Coventry City Council on 25th September 2019 entered into a non-repairing lease on the library building scheduled to expire on 31st March 2021. The impact of Covid 19 on the overall operation and fund-raising capacity of the library was recognised by the Council and it was agreed to extend the lease on the existing terms for a further 12 months until 31st March 2022. Under the terms of the lease the Council retains overall responsibility for repair, maintenance and insurance of the library building and payment of all utilities' costs. This arrangement is part of the City Council 'Connecting Communities' programme under which Earlsdon Library has transitioned to a fully community led library. It is anticipated that the lease will be renewed on terms to be agreed in due course.

Under a Memorandum of Understanding, also entered into on 25th September 2019, Coventry City Council continue to provide and maintain without charge existing IT equipment including public computers, a broadband link, access to the Council's library management system and inter-library delivery network. Lending from the library is on the same terms and conditions as apply to Council libraries. The Memorandum of Understanding was also extended on the same terms until 31st March 2022.

The trustees have drafted and adopted a range of appropriate codes and policies including:

Trustee Code of Conduct

Volunteer Recruitment, Induction and Training Policy

Volunteer Code of Conduct

Equality and Diversity Policy

Safeguarding Policy

Data Protection and Privacy Policy

Health and Safety Policy

Room Hire Policy

The trustees use the Three Rings volunteer management system for rota and other management purposes.

A Risk Register is maintained and the trustees review this on a bi-annual basis to assess the major risks to which the charity may be exposed and ensure that controls are in place to mitigate exposure to the risks. Regard is had to governance measures, financial risks and

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

operational matters with a particular reference to the critical issue of recruitment and retention of volunteers. Financial risks are also considered both in the context of an annual review of a Reserves Policy (see page 15 below) and the implementation of an annual Financial Controls review.

The charity has insurance cover for public and volunteer liability (£10 million), stock loss and trustee indemnity. The charity's funds are held in an account protected by the Financial Services Compensation Scheme.

The charity has been registered with Virgin Money Giving for donation purposes although this is now under review following Virgin Money's decision to withdraw the facility with effect from November 2021. The charity is recognised by HMRC for Gift Aid purposes and is registered with Coventry City Council to conduct small lotteries under the provisions of the Gambling Act 2005.

Objectives of the charity:

The objects of Earlsdon Carnegie Community Library are:

1. To advance the education of the public of Earlsdon, Chapelfields and surrounding areas in Coventry by the provision of a community Library, to be known as Earlsdon Carnegie Community Library for the benefit of the said residents.
2. To promote, for the benefit of residents of Earlsdon, Chapelfields and surrounding areas in Coventry, the provision of the said library for recreation and or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said residents.

Summary of Main Activities and achievements

In setting objectives and planning activities the trustees have given full consideration to general guidance published by the Charity Commission relating to public benefit, and to the specific objects of the charity.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Library Activities

a. Library Building reconfiguration.

Earlsdon Carnegie Library is a much-loved and architecturally distinguished locally listed building. In our 2020 Annual Report we referred to our plan to implement major changes to the library space. The intention was to reconfigure part of the library building in a manner consistent with the architectural heritage of the building so as to create a much-needed venue in the locality for community events and room hire. The resulting major internal refurbishment has created a Reading Room, Art Gallery and events space with décor more redolent of the library's Edwardian origins. To complete the work the library was closed for a 3-week period in March 2020 with the intention of a public re-opening scheduled for early April 2020. This was, of course, not possible although the enforced closure did enable all the necessary work to be completed during the period of closure.

The Trustees wish to re-iterate what was mentioned in the 2020 Report that these developments could not have been achieved without both the input of AWD Restoration combined with the essential generous underpinning financial support from a Coventry City Council Transition Fund provided as part of the Connecting Communities Phase 2 Programme.

b. Library Operations

The library, with its stock of around 10,300 books, has traditionally been very well used. Almost inevitably the direct consequence of intermittent closure through Covid19 restrictions and the indirect effect on the confidence of library users has meant that it is not possible to draw any immediate conclusions about the scope for future growth in library membership and use of the premises. Although Covid has had some impact on the capacity of Coventry Library Services to provide updated information on membership levels and library borrowings, we can report that as at 31st March 2021 the library had 3,940 members including 2,301 adults, 1,278 children (under 15), 254 senior citizens and 60 disabled or housebound members. Remarkably this represented an increase in total membership of 14.9% on the 3,428 figure for the year ending 31st March 2020. The increase in membership is the more surprising given the severe impact of the closure on book borrowing during the year ending 31st March 2021. The number of book issues plummeted from in excess of 36,000 to just 2,225 while personal computer use declined from 6,250 sessions to just 351. The figures on computer usage also reflect the fact that even when it was possible

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

to open the library, reduced opening hours and social distancing requirements severely limited access to the public computers.

As a community library Earlsdon Library no longer receives new book stock from Coventry Library Services (CLS) but the loss is mitigated to some degree by an agreement whereby CLS carries out a quarterly refresh of the current book stock. The refresh does include a significant proportion of recently published – within the previous two years - book stock.

This shortfall in new book stock is further mitigated by a policy introduced by the trustees during the previous reporting year of adding to the library book stock new and recently published books (ECCL Books), either donated to the library or purchased with Library funds. This has enabled us to add 365 new titles to the book stock, including all the short-listed titles for both the Booker and Costa awards and much-needed expansion of the stock of children's titles.

The trustees wish to record their appreciation of the decision by CLS, following a successful six-month trial period from 1st October 2019, to continue to integrate the ECCL book stock within its full range of services. This significantly minimises any administrative hurdles and removes the need for a distinct borrowing system to be established.

The library's location in the heart of Earlsdon makes it a suitable community focal point and in that regard the library has hosted a number of recycling sources and also acts as a collection point for the Coventry Food Bank.

c. Volunteers

The charity is wholly dependent on the unstinting efforts of approximately 60 active volunteers for the operation of the library service and all the other activities which take place in the building. The majority of the volunteers are front-of-house staff dealing directly with customers whilst other volunteers play key roles in communications with customers and the public, in events organisation and in fund-raising. Some of our more experienced volunteers act as shift leaders, at least one of whom will normally be on duty whenever the building is open to the public, to advise and offer support to less experienced and/or less confident volunteers.

In previous years turnover of volunteers had been very low although it is still difficult to predict at the time of writing what the impact of Covid19 will be on the willingness of

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

volunteers, especially those more vulnerable, to continue in their work in the library. This is a matter of particular concern and will be closely monitored by the trustees.

The trustees are mindful of the need more generally to continually review the number of volunteers and also of the importance to recruit and train new volunteers. A significant consideration for the trustees in this regard is the wish to achieve where possible a greater diversity in terms of age and ethnicity amongst the volunteers.

The trustees would like to commend all our volunteers for their dedication and hard work. It is remarkable, and all down to volunteers, that Earlsdon Library is able to offer such wide-ranging services, without paid staff.

d. Public Computers

The 14 public computers and the printer / photocopier are still maintained by Coventry City council and have been very well used by members of the public, using either their city council library cards or being admitted on a 'guest ticket' arrangement. Some people without the use of their own computer or printer facilities use the library computers for very important tasks, such as applying for jobs or benefits online. The interruption in the provision of this facility during the year was a significant blow to many users.

The charges for use of the printing / photocopier facility would normally have provided an important source of income for the library.

The library has a Wi-fi service available free to users.

e. Financial Support

The trustees are grateful that during the pandemic individual donors continued their financial commitment via Virgin Money Giving and Standing Orders. We are also particularly grateful for support from the Heart of England Co-operative Society who gave £2,500 to the library under the Society's Helping Hearts Award Scheme. The gift was to unrestricted funds and will help the trustees support, in particular, the enhancement of the children's library. In addition, the Earlsdon branch of Coventry Building Society (CBS) had nominated the library as its local charity for the year commencing 1st January 2020. As with so much else, the proposed events that would have taken place had to be put on hold as a result of Covid19 restrictions. The trustees are delighted that CBS has stated that it intends to carry its support forward for the current year (2021-22).

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

f. Library Bookshop

A continuing feature of the operation of the library has been the support offered by local residents in the form of many donations of books for us either to add to our book stock or to sell. This provides the charity with an important source of income, albeit significantly reduced during the current year, due to the Covid restrictions on opening. In an extension of the Bookshop activity, donated books that could not be sold within a reasonable time-frame were sold on to one of the companies specialising in this area of economic activity.

In addition to books, a range of cards, seasonal and otherwise, are sold to raise funds.

g. Communications

The trustees are conscious of the need to maintain regular communication with library users and the local community more generally. In addition to the library website, Facebook and Twitter, the communications strategy has involved occasional local radio interviews and the publication of both current news and a 'library reflections' page by well-known local author Chris Arnott in the monthly Earlsdon Echo.

A significant boost to our efforts in this area came with the implementation of the plans envisaged in our successful bid in early 2020 to the National Lottery Awards for All fund. The library had been awarded just under £10,000 to fund a project, the Carnegie Connections Project, with the aim of developing further the library's role as a community hub, with a focus on social, cultural, learning and digital inclusion activities and initiatives. The award had enabled us to appoint in January 2020 a Community Engagement Co-Ordinator, Lucy Winter, to play a key role in ensuring that the library is a welcoming and inclusive space for all sectors of the local community.

A number of innovative and ambitious plans were prepared but, as with other activities, progress was hampered by the consequences of Covid19. However, the benefits can already be seen both in the significant extension of our social media presence and in the work that was done by Lucy, in the teeth of considerable difficulty, to develop links and plans despite the closure of the library (see (c) below p. 12).

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

As mentioned above, the library has a Facebook presence and since April 2020 our reach has extended to Twitter. At 31st March 2021 we had 1,254 followers of our Facebook page and 409 Twitter followers.

Education and social welfare purposes

a User Groups and children's activities

Many of the activities listed here could not take place during the reporting period or could only do so in a much-reduced manner. The trustees, though, consider it important to provide a rounded picture of the sort of community involvement that it is anticipated will recommence once prevailing restrictions are lifted.

The library provides a venue and facilities for meetings of various groups. These include Age UK, Knit and Natter, Spanish and French language conversation groups who meet weekly and a 'book club reading group' who meet monthly.

The library also hosts monthly surgeries for our three local councillors.

During school term times a weekly Rhymetime session is held on Tuesdays and a Stay and Play session every Thursday morning from 9.00am-11.00am, both for pre-school children.

For older children, the introduction of Saturday morning opening during 2020 enabled the library to host a variety of events. Here again it is hoped to be able to recommence important sessions such as Junior Lego Construction and Craft activity workshops as soon as possible.

b. Education

Prior to the interruption caused by Covid19, we were developing close links with our three local primary schools: Hearsall Community Primary School, All Souls Catholic Primary School and Earlsdon Primary School. Discussions were at an advanced stage to extend the arrangement to include more regular visits from the schools for educational purpose when the library is closed to the public on Friday mornings.

c. Community Developments

As mentioned above, a significant development during the current year was the appointment of the Community Engagement Co-Ordinator, Lucy Winter. An important aspect of the work, as envisaged under the terms of the Carnegie Connection Project, is to build links with other

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

charities and individuals in our community. Links have been established, for instance, with The Carer's Trust – to provide private Library space for individual 'drop-in' sessions - and with the charity Grapevine to tackle loneliness and isolation.

In addition to building the ECCL social media presence and using social media for our own purposes, Lucy was instrumental in engaging with other support organisations and local businesses 'to spread the word' digitally about services and facilities offered by other providers. This was often for the benefit of disadvantaged or marginalised groups, and thereby helped develop our role as a community hub.

Information being provided included: -

- regularly sharing reputable advice and support about COVID-19
- assistance and guidance for anyone in a vulnerable situation (everything from initiatives tackling loneliness to mental health crises and domestic violence support)
- safe activities to keep our followers both informed and entertained

This outreach activity will be valuable in strengthening our client base for the future and help to cement us as a virtual provider of useful, reliable information.

Another key area of outreach activity under our charitable Advancement of Education heading has been the development of strong cultural links with the organisers of the Coventry City of Culture and other potential partners. The library is able to offer a newly refurbished events space, suitable for smaller scale events. Inclusivity is a key focus for both the City of Culture and ECCL and this partnership should provide important benefits for both parties. The library will be one of the host venues for "Theatre Next Door" - a series of events in collaboration with 2021 City of Culture and Black Country Touring to showcase live theatre, storytelling, circus skills and more in "unconventional" venues, with the aim of engaging local people who may not normally attend such events in more traditional spaces. It is also hoped that the library will host 'Contains Strong Language' - a festival of poetry and spoken word which is being showcased by the BBC.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Despite the challenges of engaging with our community during the pandemic (and often whilst the library was closed) it was possible to hold some events during 2020.

- For Libraries Week we had a virtual “teddy bear takeover” where we posted photographs on Twitter every day about what some rogue teddy bears had been getting up to whilst our doors were closed, which generated lots of activity and gained us over 100 followers.
- We held an outdoor book sale to celebrate the, unfortunately, temporary and limited reopening of the library with our “select and collect” scheme,
- We relaunched our “full” (somewhat restricted) reopening with our #StayingSafeWithECCL campaign and joined many others in the community when we decorated the library and raised funds for a local charity, the “Go Gold for Ben” charitable fund.
- ECCL also collaborated with the City of Culture to help to organise and take part in “Window Wanderland” during February and March 2021, an event where local people and businesses created window displays which could then be viewed by walking around the neighbourhood. The event received a huge amount of positive feedback and was picked up by the local press, including a feature which showcased the library on BBC Midlands Today.

d. Links with other Community Managed Libraries

The trustees maintain regular contact with the two other community managed libraries in Coventry. The library has drawn on the experience of some of the earliest community-managed libraries and has joined the Community Managed Libraries Peer Network as an active participant.

Financial Review

The Charity's gross income for the reporting year ending 31st March 2021 was £22,449 with expenditure amounting to £17,993. It is important to note that the income and expenditure figures reflect to a large degree the funding for and costs of the major reconfiguration and

Earlsdon Carnegie Community Library

Trustees report (continued) for the year ended 31 March 2021

refurbishment of the library building (see p 8 above). The charity's total funds currently stand at £30,884, of which £22,040 are unrestricted and £8,844 are restricted.

A further important feature of the charity's financial position on 31st March 2021 is that to a significant degree it reflects the commitment of Coventry City Council to cover most of the library's running costs for the term of the non-repairing lease on the building i.e., until 31st March 2022.

The trustees receive quarterly financial reports and, in compliance with Charity Commission guidance on Internal Financial Controls for charities (CC8), conduct an annual review of financial controls

Reserves Policy

In keeping with good business practice and in order to meet the expectations of the Charities Commission (Charity Commission Guidance - CC19) that the charity will act with reasonable care and skill and ensure that it is accountable to its beneficiaries, it is the policy of Earlsdon Carnegie Community Library (ECCL) to maintain a reserves fund.

The trustees have made an assessment of ECCL's financial risks and reviewed the stability of our sources of income and our future expenditure commitments. When considering the financial impact of risks, we have based our assessment on the amount of reserves required to provide short term cover until long term solutions could be found.

It is ECCL policy to hold reserves comprising unrestricted cash funds to enable it to cover any unforeseen operational costs and to provide the trustees with time to take action if income should fall below expectations, so that ECCL can continue to provide an effective library service and community hub. The trustees' current policy is to build, over an appropriate operational period, sufficient reserves to support the day-to-day operation of ECCL for a period of 6 months. This policy and the appropriate level of reserves are currently reviewed half-yearly.

At the time of the completion of this Report the trustees are confident that the Reserves Policy is adequate to cope with any additional unanticipated financial and operational risks arising from the response to Covid19. The position will, however, be kept under regular review.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Earlsdon Library: Plans for the Future

The trustees' main aim for the future is to maintain and, wherever possible, improve the range of library services and educational and social activities available for the local community. The provision will continue to include free access to an expanding book stock and public access to computers, supplemented by a range of other activities that will serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library in the future.

Prior to the enforced closure under Covid19 restrictions, the trustees had approved plans to use the facilities of the reconfigured library building to support new initiatives such as a Creative Writing Workshop with local author Caz Frear, an Artists' workshop, a film club, as well as hosting events under the auspices of the Coventry City of Culture 2021.

Unfortunately, all such initiatives have had to be deferred. This has also been the position for most of the important library fund-raising activities. The trustees are taking full account of the implications of these circumstances for the future financial security of the library. In that regard, whilst the financial reserve is currently at an appropriate level, it is evident that the library income streams will be significantly depleted in the financial year 2021-2022.

The trustees are very mindful of the significance of this position for the negotiations with Coventry City Council over the renewal terms for the lease on the library building.

As indicated previously, the Trustees are conscious of the importance of keeping the financial and operating position of the charity and its planning under regular review in light of the uncertainties posed by Covid19.

Earlsdon Carnegie Community Library

Trustees' report (continued) for the year ended 31 March 2021

Statement of Trustees' Responsibilities

As charity trustees of Earlsdon Carnegie Community Library we are responsible for the preparation of the accounts of the Charitable Incorporated Organisation (CIO). The accounts have been prepared on a receipts and payments basis in accordance with the requirements of the Charities Act 2011, s 133 and the Charity Commission's guidance for preparing receipts and payments accounts.

So far as each trustee is aware, there is no relevant financial information of which the independent examiner is unaware.

Each trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the CIO's independent examiner in connection with preparing his report and to establish that the CIO's independent examiner is aware of that information.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature:



Full name:

JULIE ELIZABETH RUBIDGE

Position:

CHAIR

Date

29/10/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Earlsdon Carnegie Community Library

**On accounts for the year
ended**

March 2021

**Charity no
(if any)**

1180063

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2021**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

30/09/2021

Name:

Mr James Holdsworth

**Relevant professional
qualification(s) or body
(if any):**

CIMA
Holdsworth Accounting Services Ltd

Address:

30 Abercorn Road

Coventry

CV5 8EF

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Earlsdon Carnegie Community Library

No (if any)
1180063

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2020

To

Period end date
31st March 2021

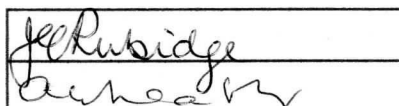

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	4,122	-	-	4,122	10,218
Charitable Activity	190	-	-	190	4,073
Bookshop Trading	1,274	-	-	1,274	6,381
Other Trading	498	-	-	498	3,472
Events	150	-	-	150	2,042
Lottery Grant	-	950	-	950	15,487
Coventry CC Transition Fund	12,765	-	-	12,765	4,019
Heart of England Helping Hearts	2,500	-	-	2,500	224
Sub total (Gross income for AR)	21,499	950		22,449	45,916
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	NIL	NIL	NIL	NIL	NIL
Total receipts	21,499	950	NIL	22,449	45,916
A3 Payments					
Fund Raising	NIL	-	-	NIL	1,019
Charitable Activities	116	-	-	116	3,617
Premises Repair / Refurbishment	10,025	-	-	10,025	7,150
General Administrative Costs	407	-	-	407	1,766
Trading Activities	523	-	-	523	1,532
Legal and employment costs	56	4,083	-	4,139	2,218
Furniture and equipment Purchases	774	-	-	774	2,910
Insurance	597	-	-	597	574
Misc / Covid costs / write off	766	-	-	766	235
Sub total	13,264	4,083	-	17,347	21,021
A4 Asset and investment purchases, (see table)					
Laptop Computer	646	-	-	646	-
	-	-	-	-	-
Sub total	646	-	-	646	-
Total payments	13,910	4,083	-	17,993	21,021
Net of receipts/(payments)	7,589	- 3,133	NIL	4,456	24,895
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,451	11,977	-	26,428	
Cash funds this year end	22,040	8,844	NIL	30,884	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank A/c unrestricted funds	22,040	-	-
	Unspent restricted in Bank A/C	-	8,844	-
		-	-	-
	Total cash funds	22,040	8,844	-
	(agree balances with receipts and payments account(s))	OK	OK	#VALUE!
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	NIL	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	NIL		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Shelving Units		-	-
	14 Computer Desks / Chairs		-	-
	Other Furniture		-	-
	Motorised Ceiling Blinds		-	4,200
	ECCL Book Stock		-	3,500
	Laptop Computer		-	650
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JULIE E. RUBIDGE	29/10/21
	ANN WHEATLEY	29.10.21