

**Earlsdon**  
Carnegie Community Library

**Earlsdon Carnegie Community Library  
Trustees' Report and Accounts  
for the year ended 31 March 2024**

**Charity number: 1180063**

# Earlsdon Carnegie Community Library

## Trustees' Report and Financial Statements for the year ended 31 March 2024

### Contents

	Page
Reference and Administrative Details	3-4
Trustees' Report	5-16
Statement of Trustees' Responsibilities	17

### Appendices:

1. Independent Examiner's Report	18
2. Statement of Financial Activities	19
3. Statement of Financial Position	20
4. Notes to the Financial Statements	20-28

## Earlsdon Carnegie Community Library

### Trustees' Report for the year ended 31 March 2024

#### 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	
Rita Adams	Vice Chair	
Graham Moffat		Retired 25 January 2024
Kim Armstrong		
Perm Ghag		Resigned 30 October 2023
Brian Fawcus		
Zara Turner		
Sandra Shipton		Appointed 25 January 2024

#### 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 76977947

#### Website and Social Media Sites:

[www.earlsdonlibrary.org.uk](http://www.earlsdonlibrary.org.uk)  
[Facebook.com/earlsdoncommunitylibrary](https://Facebook.com/earlsdoncommunitylibrary)  
[Twitter.com/earlsdonL](https://Twitter.com/earlsdonL)  
[Instagram.com/earlsdoncommunitylibrary](https://Instagram.com/earlsdoncommunitylibrary)  
[www.tiktok.com/@earlsdonlibrary](https://www.tiktok.com/@earlsdonlibrary)

#### Emails:

[admin@earlsdonlibrary.org.uk](mailto:admin@earlsdonlibrary.org.uk)  
[events@earlsdonlibrary.org.uk](mailto:events@earlsdonlibrary.org.uk)  
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## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

#### **Bankers**

Lloyds Bank plc  
PO Box 1000  
Andover  
BX1 1LT

Hinckley & Rugby Building Society  
Upper Bond Street,  
Hinckley,  
LE10 1NZ.

#### **Accountants**

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#### **Independent Examiner**

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Finansure Ltd  
2 Sheppard Street  
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## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

#### **Introduction**

Earlsdon library is an Edwardian branch library in a suburb of Coventry, built in 1913 with funding from Andrew Carnegie. It sits in a prominent position at the heart of the Earlsdon community, next to the local primary school. In 2018, when the library was threatened with closure, a group of volunteers formed a charity – Earlsdon Carnegie Community Library (ECCL) – and began managing it as a community library. To secure a lease from Coventry City Council, ECCL needed to reimagine the library layout to provide a multi-use community space and become a cultural hub. ECCL needed the building to operate not only as a library but also host events and rent space to provide an income. In 2020, with the vision of a committed volunteer, the library space was reinvented, uncovering the hidden beauty and symmetry of the Edwardian building and creating a flexible events space. Our lovely library now revels in her Edwardian charms. The symmetry has been revealed, original features rediscovered and brought out of hiding.

With a focus on inclusion and reaching out to the wider community, particularly those suffering both physical and digital exclusion, we offer a wide range of activities, free of charge. From Creative Kindness on Mondays to the Digital skills drop in on Mondays, we try to support people's mental and physical health. Storytime, Rhymetime and Saturday activities such as a reading dog, children's craft workshops<sup>1</sup> and Lego club, offer carers and children a calm yet stimulating place to come and relax and read. We are proud to be a safe space on the high street and are a registered Place of Welcome – offering hot drinks and biscuits free of charge and enabling visitors to stay all day to use our facilities, including access to toilets, computers and books, or the chance to just simply be.

The trustees present their annual report together with the financial statements of Earlsdon Carnegie Community Library (ECCL) for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The trustees wish to record their thanks to all the volunteers for their continued dedication and commitment in helping the community library. The trustees also express their appreciation of the invaluable support from local residents and businesses and Coventry City Council Library Services, all of whom help to keep the library operating for the benefit of the local community.

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<sup>1</sup> a small charge of £2 per family is made to cover the cost of craft materials

## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

#### **Objectives:**

The objectives 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.

ECCL's vision is to ensure the long-term, sustainable provision of library services, educational and social activities for the local community. ECCL aims to work positively with Coventry City Council, library volunteers, the local community and all other stakeholders in a manner that is fair, open, accessible and transparent. Whilst providing a range of services for the diverse needs of our community, ECCL aims to reach out in particular to isolated and vulnerable people and seeks to promote links and activities to support community cohesion and to reduce digital exclusion.

ECCL's community library activities include:

- maintaining free access to an appropriate range of books and materials
- maintaining access to public computers and seeking ways to help people in the community who may be digitally excluded.
- training and supporting volunteers to manage library services and events.
- operating a second-hand bookshop, selling donated books that have not been added to the lending stock.
- ensuring the library can be safely opened and operated.
- offering a range of free activities to encourage and support particular user groups to access this library (e.g. Storytime and Rhymetime for preschool children, primary school visits).
- communicating with the local community about what the library offers, what activities and events they would like to see, and seeking to engage with vulnerable groups.

ECCL's recreation and social welfare activities include:

- events organised by ECCL that serve the dual purpose of enriching the lives of the community and providing sources of income to sustain the library (e.g. music events, 'Behind the Books' author events, Earlsdon festival day event)
- allowing local groups to use the library in opening hours (e.g. language groups, Knit and Natter)
- renting out the library space outside of opening hours for recreational and educational activities (e.g. Earlsdon Film Club, Coventry German Circle, Community Choir).



## Earlsdon Carnegie Community Library

### Trustees' Report for the year ended 31 March 2024

## 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.

### Library Activities

#### Library Building reconfiguration.

Earlsdon Carnegie Library is a much-loved and architecturally distinguished locally listed building. In 2020, a major internal refurbishment created a Reading Room and events space with décor that acknowledged the library's Edwardian origins, creating a much-needed venue in the locality for community events and room hire. Financial support for this project came from the Coventry City Council Transition Fund provided as part of the Connecting Communities Phase 2 Programme. In April 2023, Coventry City Council's Education and Children's Services Scrutiny Board considered Coventry's community led libraries. The Briefing Note to the board from the Head of Library Services highlighted the success of the reconfiguration:

*"The grant provided to support the transition of Earlsdon library has resulted in an impressive re-configuration of a large section of the space to create a multi-use area facilitating events and other related activities. The library has a large cohort of volunteers which has needed to be constantly refreshed and has good connections into the Earlsdon community."*<sup>2</sup> Peter Barnett, Head of Service Libraries and Migration.

#### Library Operations

The library, with its stock of around 10,500 books, has traditionally been very well used and library membership continues to grow. In March 2023 we were able to extend our opening hours, opening until 7pm in the evening on Mondays. As at 31 March 2024, the library had 5371 members (2022-23: 4,860), demonstrating continued growth from the pre-pandemic figure (3,940). While the number of book issues declined, at 22,778 (2022-23: 34,809) it was still higher than the year ending 31 March 2022 (17,945). Computer usage continued to grow rapidly with 9810 user sessions representing a nearly 50% increase on the previous year (2022-23: 6,607).

As a community library Earlsdon Library no longer receives new book stock from Coventry Library Services (CLS). However, CLS carries out a quarterly refresh of the current book stock which includes a proportion of book stock published within the previous two years. The

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<sup>2</sup> Coventry City Council (2023) Education and Children's Services Scrutiny Board, Public Document Pack, 20<sup>th</sup> April 2023 (p.12), <https://edemocracy.coventry.gov.uk/documents/g12882/Public%20reports%20pack%2020th-Apr-2023%2015.00%20Education%20and%20Childrens%20Services%20Scrutiny%20Board%202.pdf?T=10>

## Earlsdon Carnegie Community Library

### Trustees' Report for the year ended 31 March 2024

charity has a policy of adding to the library book stock new and recently published books (ECCL Books), either donated to the library or purchased with charity funds.

In this regard, the trustees wish to record their appreciation of the decision by CLS 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. A further illustration of this support is their agreement to purchase books on our behalf at commercially discounted rates where we are able to provide funds for this purpose. Trustees had set aside a designated fund of £6,000 for book purchases during the 2023-24 financial year. The combination of book purchases and donations meant that 1,333 books were added to the total book stock during the year (2022-23: 968). Of these, 882 were purchased (2022-23: 637) and 451 donated (2022-23: 331). Purchases included Ukrainian language children's books and 94 children's graphic novels; meeting needs identified by our community.

#### Volunteers

The charity is wholly dependent on the unstinting efforts of its volunteers for the operation of the library service and all the other activities which take place in the building. At the end of March 2024, we had 74 active volunteers. 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 be on duty whenever the building is open to the public, to advise and offer support to less experienced and/or less confident volunteers. The charity provides comprehensive training on all aspects of Library systems and management. The average number of volunteer hours worked per month is between 600 – 700, depending on the range of activities offered at the library.

The trustees are mindful of the need more generally to continually review the number of volunteers and also of the importance of recruiting and training 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 and an active volunteer recruitment policy is in place. In 2023-24, we recruited several volunteers who were new to the UK and were volunteering before they were able to begin work. We have received positive feedback from them on the importance of their time volunteering, including:

*"I have truly enjoyed being part of the library team and contributing to our community's learning and literacy efforts. Volunteering at Earlsdon Carnegie Community Library has been an incredibly rewarding experience. I've valued the opportunity to support patrons, assist with events, and work alongside such dedicated and passionate colleagues.... I am grateful for the skills I have developed and the wonderful connections I have made."*



## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

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.

#### Public Computers

The 14 public computers and the printer/photocopier are still maintained by Coventry City Council and are very well used by members of the public, either through their city council library cards or by 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 charges for printing and photocopying continue to provide an important source of income for the library. The library has a Wi-fi service available free to users.

#### Library Bookshop

Trustees are grateful to local residents who continue to donate for us either to add to our book stock or to sell. Donated books that cannot be sold within a reasonable timeframe are sold on to online booksellers or sent for recycling, and specialist books have been sold on eBay. Overall book sales and recycling income make up nearly a fifth of the charity's income. In addition to books, a range of greetings cards are sold to raise funds.

#### Communications

The trustees are conscious of the need to maintain regular communication with library users, volunteers and the local community. Funding from an Awards for All grant and ECCL's own fundraising enabled us to continue to contract a Community Engagement Co-ordinator during 2023-24. She worked alongside trustees and volunteers to organise events, network with other local organisations and develop the charity's social media. The Awards for All funding ended in November and the contract was funded by ECCL until March. The contract was not renewed due to financial uncertainty over the terms of renewal of ECCL's lease of the library building and the concurrent need to review the charity's overall strategy and funding. The trustees wish to thank the Community Engagement Coordinator for her input into ECCL's success.

Our communications strategy includes our website, social media, email newsletters and the publication of current library news and a 'library reflections' page by well-known local author Chris Arnot in the monthly Earlsdon Echo. The library's social media presence has continued to grow: as of 31 March 2024 we had 2,397 followers on our Facebook page (2022-23: 2,164) and 675 on Instagram (2022-23: 643). We continued to use Twitter (until November 2025), although follower figures are not available. LinkedIn and TikTok profiles were established in the 2024-25 financial year.

### **Education and social welfare**

#### User Groups

The library provides a venue and facilities for meetings of various groups. These include Knit and Natter, Spanish and French language conversation groups who meet weekly and two 'book club' reading groups who meet monthly. The Coventry German Circle meets monthly

## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

as does the Earlsdon Film Club with its well-supported film showings. The Creative Kindness Group continues to grow in popularity, and the weekly Digital Skills drop-in session sees a steady stream of people looking for help to unlock the mysteries of their electronic devices. We worked with Cov Connects to promote our digital drop in during 2023-24. Our crochet taster sessions in 2023 proved to be extremely popular so we established a regular Tuesday afternoon "Get Hooked On Crochet" session, welcoming everyone from experienced crafters to complete novices.

The library also hosts monthly surgeries for our three local councillors. The library's location in the heart of Earlsdon makes it a suitable community focal point and the library continues to act as a collection point for the Coventry Food Bank.

#### Children's activities

Our popular Storytime/Stay and Play session takes place every Tuesday, and Rhymetime/Stay and Play is held every Thursday, both for pre-school children. For older children, Saturday morning opening enables the library to host a variety of regular monthly events. These include Junior Lego Construction, craft activity workshops and 'Read to Sophie' (our listening dog).

In 2023-24 we offered a variety of other children's activities, including a summer short story writing competition, with prizes for three age groups and regular Saturday afternoon 'Gamezone' gaming events. During the spring and summer terms, we offered a weekly chess club with tuition for 7-11 year olds for a small fee. In October we hosted a free pumpkin party for preschool children with singing and dancing, whilst in the autumn half term holidays, we hosted a free science activity session for ages 7-11 making UV bracelets and lava lamps and learning about density, polarity and hydrogels.

#### Education

The library has continued close links with three local primary schools: All Souls Catholic Primary School, Earlsdon Primary School and Hearsall Community Academy.

Arrangements are in place for regular visits from the schools for educational purposes both during regular opening hours and when the library is closed to the public on Friday mornings. We have established links with local secondary schools, offering year 10 and year 12 work experience and Duke of Edinburgh Award volunteering placements.

#### Community engagement and events

In 2023-24, we continued to offer a number of free cultural events for the community, alongside other ticketed events (see events and fundraising below). As in previous years, we opened the library on the May day bank holiday as part of Earlsdon Festival, with children's activities, family crafting sessions and live music. Festival day is an important fundraising event for the library, but also an opportunity to outreach to the local community, inform them of our work and recruit volunteers. On 6th May 2023, we invited members of the community who might otherwise be alone to come and watch the King's Coronation on our big screen in the reading room, offering tea, cakes donated by a local business and a



## Earlsdon Carnegie Community Library

### Trustees' Report for the year ended 31 March 2024

warm welcome. We also hosted several exhibitions during the year including paintings by artist Jim Redhead, the Rotary Young Photographers competition and Art in Care Homes.

We continued to offer a variety of wellbeing events for the community. ECCL was awarded funding from Think Active! to host free weekly physical activity sessions from April to July 2023 for individuals who were experiencing isolation, vulnerability or loneliness as a result of the pandemic or cost of living crisis. The hour-long sessions involved gentle exercise for any age or ability including elements of yoga, T'ai Chi and gentle breathing exercises. In Spring 2024, we started weekly Mind, Body, Breath classes involving gentle stretches, meditation and breathwork to support both physical and mental wellbeing and monthly relaxation sessions to teach practical techniques for managing mental health. Finally in September 2023, we launched a new monthly free friendship group for people living with memory loss and their carers called 'Earlsdon Library Memory Cafe'

#### **Events and fund-raising**

##### Cultural events

In 2023-24 we continued to run music gigs and other cultural events, which fulfil the dual purpose of raising funds for the library whilst providing an important outlet for local singers, writers, poets and bands. Funds are raised through ticket sales and a licensed bar, whilst the events promote the library as a community venue and bring new people through our doors. We started the year by welcoming back renowned Coventry peace poet Antony Owen along with Zsofia Hacsek for an evening of poetry and discussion to celebrate Autism Awareness Week. The event on Saturday 1st April, featured some of Antony's experiences after his recent diagnosis.

Music events included: a gentle folk, poetry and spoken word Hush! Gig; Paul Cowley's "blues soaked guitar and vocal work" as part of his national tour; The Mechanicals, a five piece folk-classical music ensemble putting poetic verse into song alongside readings from the poet, Bohdan Piasecki; Chrissie Dux's launch of her new album, Justify; and 'Silence! At The Library', a family friendly 'live silent gig' where audience members were provided with special wireless headphones to listen to a band, who played through special 'noiseless' equipment. In September 2023, we started a new type of music event - an original song night featuring local, up and coming artists. The first event was a success and original song nights have become a regular feature of our events programme; further original song nights were held in October, November and March

In 2023-24, we continued to organise 'Behind the Book' events: Saturday afternoon events where authors introduce their work to readers. Bestselling author, Kit de Waal, was the author at our July event. She discussed everything from the care sector and the invaluable role of social workers to Christmas traditions and answered many of the audience's questions. For remembrance day, we held a special Behind The Books event focused on The Remembrance Trees Of Coventry's War Memorial Park, a book which features the personal stories behind the trees planted in the park to commemorate the sacrifices of citizens of the city who lost their lives in conflict. Another event featured Mabel Hewitt, who

## Earlsdon Carnegie Community Library

### Trustees' Report for the year ended 31 March 2024

relived her extraordinary childhood in the shadow of two world wars. Her account of the Second World War, including Coventry's Blitz, mixes with her everyday memories of a child in wartime in her book, *Mabel's War*.

#### Fundraising

ECCL's strategy is to raise funds from a diverse range of sources including grants, individual and corporate donations, trading, and events. We raised over £1,000 from activities, food and drink at book sales on Earlsdon Festival day in May whilst in December, we organised a Christmas Fair raising over £1400. In recognition that for many children the busy environment of the Christmas Fair can be overwhelming, we opened the fair early specifically for SEND children and their families to come and see Santa in a quieter environment. Grants were received from Awards for All and 'Think Active!', whilst individuals and local companies continued to make generous donations. Book sales and room hire also remained important sources of income in 2023-24.

#### **Links with other Community Managed Libraries**

ECCL has continued to be an active member of the Community Managed Libraries Peer Network, enabling enable us to learn from the experience of other community-managed and volunteer led libraries across the country. In December 2023, we hosted a Community Managed Libraries Network Mini Conference - *Health and Wellbeing in the Digital Age - the vital role played by Community Managed Libraries* – which brought together members of the Community Managed Libraries Network, other voluntary sector and statutory sector organisations.<sup>3</sup> Discussions focused on digital inclusion and social prescribing.

### **Structure, Governance and Management**

The charity's activities are governed by a Board of Trustees which currently meets on a quarterly basis, although the frequency and timing of meetings is kept under regular review. Other than those trustees appointed at the formation of the charity, trustees are appointed initially for a period of three years. One of the original trustee board members, Graham Moffat, retired at the AGM, whilst maintaining his important roles in the management and bookshop teams. Perm Ghag also resigned from the board during the year for health reasons. Sandra Shipton was appointed as a Trustee at the AGM, bringing experience of senior management in education and local government, participation and inclusion, and of chairing a local community organisation. The membership of the Trustee Board is reviewed annually.

The Board of Trustees is responsible for making all strategic decisions and overseeing their implementation. Day to day management is delegated to a management team comprising a core group of volunteers who meet monthly 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, financial administration, legal monitoring and compliance, communications including social media design and maintenance (website,

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<sup>3</sup> <https://www.tickettailor.com/events/communitymanagedlibrariesnationalpeernetwork/1039767>



## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

Twitter, Instagram and Facebook presence), children's library, bookshop and library stock management, volunteer recruitment and management.

The Board of Trustees and Coventry City Council originally entered into a non-repairing lease on the library building on 25 September 2019 scheduled to expire on 31 March 2021. In part reflecting the impact of Covid 19 on ECCL's plans, the Council readily agreed to extend the lease on the then existing terms for a further 12 months until 31 March 2022. In March 2022, the Council and ECCL agreed the terms of a new lease to last until 31 March 2025. This gave ECCL both a greater degree of certainty over its medium-term future and enabled our focus to turn more towards ensuring the longer-term sustainability of the organisation. This arrangement is part of the City Council 'Connecting Communities' programme under which Earlsdon Library has transitioned to a fully community led library and community hub. Under the terms of the lease the Council still retains overall responsibility for repair, maintenance and insurance of the library building whilst ECCL takes responsibility for a portion of the utilities' costs and, where applicable, Business Rates.

Under a Memorandum of Understanding, also originally entered into on 25 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 31 March 2025.

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
- Complaints 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 operational matters with a particular reference to the critical issues of recruitment and retention of volunteers and, of an effective communications strategy. 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. Given the budgetary

## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

pressures faced by Coventry City Council, Trustees are mindful of the financial risk of the lease being renewed on less favourable terms from 1<sup>st</sup> April 2025. With this in mind, Trustees decided to cut back on expenditure on contractors in 2024-25 and to build on events and fundraising to date with volunteer resources.

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

## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

## **Finance**

### **Financial Review**

The Charity's gross income for the reporting year ending 31 March 2024 was £46,102, with expenditure amounting to £52,089. Expenditure exceeded income in the 2023-24 financial year due to the expenditure of restricted funds received in 2022-23 and of funds designated by the trustees in 2022-23 on contracting a community engagement coordinator, diversifying the book stock and business rates and utilities. The charity's total net assets after deduction of current liabilities currently stand at £43,439. The allocation between restricted, unrestricted and designated funds is shown in the notes to the attached accounts.

The Statement of Financial Position on page 19 shows that at 31 March 2024, the charity was holding £56,810 of which £3,867 was restricted funds and £52,943 unrestricted funds. Of the unrestricted funds, £11,879 had been designated by the Trustees for future expenditure on: book purchases to improve and diversify the library's book stock, contracting a social media contractor in 2024-25, business rates and utility costs.

The charity's financial position on 31 March 2024 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 which expires on 31 March 2025. ECCL has taken on responsibility for any due proportion of Business Rates and a share of the utilities' costs rising to £1,500 in the final year of the lease. Trustees are conscious that the terms of any future lease will be different and may require increased expenditure by ECCL.

The trustees receive quarterly financial reports and, in compliance with Charity Commission guidance on Internal Financial Control for charities (CC8), conduct an annual review of financial controls. As mentioned on page 14 of the Report and as an additional financial control, a Risk Register is maintained and fully reviewed half-yearly. The charity does not currently have an investment policy other than, where appropriate, to retain unrestricted funds in a secure interest-bearing account.

### **Reserves Policy**

In March 2024, trustees reviewed ECCL's reserves policy, taking into account the risks the charity faces including uncertain income and unforeseen operational costs. Given the uncertainty around the terms of ECCL's lease renewal and therefore what the charity's future operating costs might be, trustees agreed an interim policy to hold between two and six months' operating costs in reserve to guard against risks identified. The policy would be reviewed once the lease and the strategy are in place. At 31st March 2024, ECCL was holding £27,693 in free reserves. With expected 2024-25 operating costs, the recommended reserves range of two to six months would be £5,000 to £15,000. However, Trustees have estimated that the new lease could entail the charity taking on more than £18,400 in annual costs currently paid by the council. Two to six months operating costs under the new lease in 2025-26 would therefore be at least £8,067 to £24,200. Trustees decided not to take immediate action to bring the reserves level back within the current



## **Earlsdon Carnegie Community Library**

### **Trustees' Report for the year ended 31 March 2024**

operating costs range because it is likely that range will rise sharply from 1<sup>st</sup> April 2025 with a new lease. Trustees continue to regularly review reserves levels.

### **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. The trustees planned to review the charity's strategy in 2024-25; learning from its first five years of operations, fundraising and undertaking negotiations with the council. The review would consider all areas of the charity's operation: fundraising, communications, volunteer management, succession planning, etc. Whilst reviewing the strategy and awaiting a new lease, trustees agreed to cut back on non-essential spending including by not renewing the community engagement coordinator contract. We planned to continue our regular programme of events - such as Behind the Books author talks, music events, participating in Earlsdon festival and holding a Christmas fair – and to continue operating our library services and bookshop, and promoting the use of the library as a community space.

## Earlsdon Carnegie Community Library

### Trustees' Report for the year ended 31 March 2024

#### Statement of Trustees' Responsibilities

As charity trustees of Earlsdon Carnegie Community Library we are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and best practice advice.

The Trustees are required to prepare financial statements which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper records which disclose at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Provision of information to the independent examiner

Each of the persons who are trustees at the time when this trustees' report is approved have confirmed that:

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 their 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:

*JE Rubidge*

Full name:

JULIE ELIZABETH RUBIDGE

Position:

Chair of Trustees

Date

28/01/25

**EARLSDON CARNEGIE COMMUNITY LIBRARY**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

**YEAR ENDED 31 MARCH 2024**

I report on the financial statements of the charity for the year ended 31 March 2024.

**Respective responsibilities of trustees and examiner**

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
L M Howson MAAT  
Independent Examiner

Dated 29<sup>th</sup> January 2025

Finansure Limited, 2 Sheppard Street, Brymbo, Wrexham, LL11 5FF



**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2024**

		Unrestricted funds	Restricted funds	<b>Totals 2024</b>	Totals 2023 <i>Restated</i>
	<b>Note</b>	£	£	£	£
INCOME FROM					
Donations	<b>2</b>	14,420	500	<b>14,920</b>	19,736
Charitable activities	<b>3</b>	17,767	7,966	<b>25,733</b>	26,249
Other trading activities	<b>4</b>	5,449	-	<b>5,449</b>	5,396
<b>TOTAL INCOMING RESOURCES</b>		<u>37,636</u>	<u>8,466</u>	<u><b>46,102</b></u>	<u>51,381</u>
EXPENDITURE ON					
Charitable activities	<b>5</b>	39,003	8,707	<b>47,710</b>	37,119
Raising funds	<b>7</b>	3,104	1,275	<b>4,379</b>	4,552
<b>TOTAL EXPENDITURE</b>		<u>42,107</u>	<u>9,982</u>	<u><b>52,089</b></u>	<u>41,671</u>
<b>NET INCOME / (EXPENDITURE) FOR THE YEAR</b>		(4,471)	(1,516)	<b>(5,987)</b>	9,710
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>57,414</u>	<u>5,383</u>	<u>62,797</u>	<u>53,087</u>
Total funds carried forward	<b>12</b>	<u>52,943</u>	<u>3,867</u>	<u><b>56,810</b></u>	<u>62,797</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 22 to 28 form part of these financial statements.

STATEMENT OF FINANCIAL POSITION

31 MARCH 2024

		2024	2023 <i>Restated</i>
	Note	£	£
FIXED ASSETS			
Tangible assets	9	13,371	12,173
CURRENT ASSETS			
Debtors	10	2,539	1,261
Stock		134	424
Cash at bank and in hand		42,909	59,751
		45,582	61,436
CREDITORS			
Amounts falling due within one year	11	(2,143)	(10,812)
NET CURRENT ASSETS		43,439	50,624
TOTAL ASSETS LESS CURRENT LIABILITIES		56,810	62,797
NET ASSETS		56,810	62,797
FUNDS			
Unrestricted funds:			
General fund		41,064	32,764
Designated funds		11,879	24,650
		52,943	57,414
Restricted funds:		3,867	5,383
TOTAL FUNDS	12	56,810	62,797

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibility for:

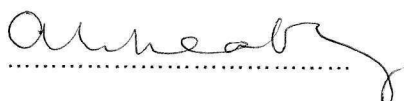
- (i) complying with the requirements of the Act with respect to accounting records and the preparation of accounts;
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its net incoming or outgoing resources for the financial year in accordance with the requirements of the Act relating to financial statements, so far as applicable to the charity.



## **Earlsdon Carnegie Community Library**

These financial statements have been prepared in accordance with the provisions for companies subject to the small companies' regime, and with the Financial Reporting Standard 102.

These financial statements were approved by the Board of Trustees on 28 January 2025 and are signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Ann Wheatley', written over a dotted line.

Ann Wheatley

**The notes on pages 22 to 28 form part of these financial statements.**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICIES**

*Basis of preparation*

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities (effective 1 January 2019)" (FRS 102), the Charities Act, the Companies Act and applicable accounting standards. Under Financial Reporting Standard 102 (FRS 102), the charity is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

The trustees have assessed whether the use of going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

The charity is a public benefit entity. The financial statements are presented in sterling.

The accounts have been prepared using the accruals method of accounting. This method was first adopted in the last financial year, for the year ended 31 March 2023, the charity having previously used the Receipts and Payments method.

*Organisation status*

The charity is a charitable incorporated organisation (CIO), registered on 24 September 2018.

*Fund accounting*

Unrestricted funds are general funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. Investment income and gains are allocated to the appropriate fund.

*Incoming resources*

All income is recognised once the charity has entitlement to the income, it is probable (more likely than not) that the income will be received and the amount of the income receivable can be measured reliably.

There has been no offsetting of assets and liabilities, or income and expenses.

# Earlsdon Carnegie Community Library

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2024

Grants and donations are only included in the SoFA when the general income recognition criteria are met. In the case of performance related grants, income is only to be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

#### *Resources expended*

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### *Tangible fixed assets and depreciation*

Tangible fixed assets are stated at cost less depreciation. Assets are capitalised where they can be used for more than one year and cost over £1,000. Book stock has also been capitalised.

Depreciation is calculated to write off the cost of fixed assets over their expected useful lives, and is provided on the following bases:

- |                             |                   |
|-----------------------------|-------------------|
| - Fixtures & Fittings (F&F) | 20% straight line |
| - Book Stock                | 20% straight line |

# Earlsdon Carnegie Community Library

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

### 2. DONATIONS

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Donations	13,510	500	14,010	18,006
Clubs, Activities and Groups	910	-	910	1,730
	<u>14,420</u>	<u>500</u>	<u>14,920</u>	<u>19,736</u>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Grants – Awards for All	-	6,620	6,620	9,102
Grants – Other	250	1,346	1,596	-
Computer hire, photocopying & printing	3,112	-	3,112	2,705
Library tickets, reservations, fines & talking books	1,447	-	1,447	1,271
Events	6,564	-	6,564	7,906
Library bookshop sales	6,394	-	6,394	5,265
	<u>17,767</u>	<u>7,966</u>	<u>25,733</u>	<u>26,249</u>

### 4. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Sale of merchandise & greetings cards	1,655	-	1,655	1,633
Coffee shop sales	107	-	107	500
Room hire	1,975	-	1,975	1,790
Books sold online or for recycling	1,712	-	1,712	1,473
	<u>5,449</u>	<u>-</u>	<u>5,449</u>	<u>5,396</u>



## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

## 5. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S PURPOSES

Activity or project	Activities undertaken directly		Support costs (note 6)	Total 2024	Total 2023 Restated
	Unrestricted funds	Restricted funds	Unrestricted funds		
	£		£	£	£
Awards for All grant expenditure	-	6,620	-	6,620	9,101
Transition Fund expenditure	-	-	-	-	1,982
Warm bank stock	-	2,087	-	2,087	677
Other expenditure	3,178	-	-	3,178	1,794
Office costs	-	-	9,941	9,941	8,228
ECCL Fundraising & Comms Contractor	17,018	-	-	17,018	6,001
ECCL CEC expenditure	4,310	-	-	4,310	3,640
Depreciation	-	-	4,556	4,556	3,715
<b>TOTAL</b>	<b>24,506</b>	<b>8,707</b>	<b>14,497</b>	<b>47,710</b>	<b>37,119</b>

In the prior year £1,982 training costs were included within office costs, within General Unrestricted Funds. However, this training was funded by the Coventry City Council Bursary for transition fund expenditure. It has therefore been restated as such within the prior year comparatives in note 5 and note 6 and in the notes disclosing the funds.

## 6. ANALYSIS OF SUPPORT COSTS

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 Restated £
Depreciation	4,556	-	4,556	3,715
Office costs	6,333	-	6,333	5,296
Rates and Utilities	2,697	-	2,697	2,113
Insurance	661	-	661	569
Independent examiner's fee	250	-	250	250
	<u>14,497</u>	<u>-</u>	<u>14,497</u>	<u>11,943</u>

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

7. ANALYSIS OF COSTS INCURRED IN RAISING FUNDS

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Advertising/Promotional	564	-	564	281
Bar & coffee shop stock and stock shrinkage	1,672	1,275	2,947	956
Merchandise costs including greeting cards	868	-	868	1,315
ECCL Fundraising & Comms Contractor	-	-	-	2,000
	<u>3,104</u>	<u>1,275</u>	<u>4,379</u>	<u>4,552</u>

8. TRANSACTIONS WITH TRUSTEES

The total donations made to the charity by trustees without conditions during the year was £33 (2023: £240).

No incidental expenses were incurred by trustees in carrying out their trustee duties (2023: £Nil). No expenses were incurred by trustees for services provided to the charity in the year, either by reimbursement of the trustee or by direct payment to a third party (2023: £Nil).

9. FIXED ASSETS

	Fixtures & Fittings £	Book Stock £	Total £
<b>Cost</b>			
At 1 April 2023	11,499	9,977	21,476
Additions	-	5,754	5,754
Disposals	-	-	-
<b>At 31 March 2024</b>	<u>11,499</u>	<u>15,731</u>	<u>27,230</u>
<b>Depreciation</b>			
At 1 April 2023	6,348	2,955	9,303
Charge for year	2,300	2,256	4,556
Disposals	-	-	-
<b>At 31 March 2024</b>	<u>8,648</u>	<u>5,211</u>	<u>13,859</u>
<b>Net book value</b>			
<b>At 31 March 2024</b>	<u>2,851</u>	<u>10,520</u>	<u>13,371</u>
At 31 March 2023	<u>5,151</u>	<u>7,022</u>	<u>12,173</u>

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

## 10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Prepayments	2,464	-	2,464	661
Other debtors	75	-	75	600
	<u>2,539</u>	<u>-</u>	<u>2,539</u>	<u>1,261</u>

## 11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 £
Trade creditors	398	-	398	1,122
Accruals and deferred income	1,050	695	1,745	9,690
	<u>1,448</u>	<u>695</u>	<u>2,143</u>	<u>10,812</u>

Deferred income includes income received in the year ended 31 March 2023 of £695 (2023: £8,590) which relates to services to be provided during the financial year ended 31 March 2025.

## 12. STATEMENT OF FUNDS

	At 1 April 2023 <i>Restated</i> £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
<b>Unrestricted funds:</b>					
General reserve	32,764	37,636	(23,410)	(5,926)	41,064
Designated funds	24,650		(18,697)	5,926	11,879
<b>Total Unrestricted funds</b>	<u>57,414</u>	<u>37,636</u>	<u>(42,107)</u>	<u>-</u>	<u>52,943</u>
<b>Restricted funds:</b>					
Awards for All grant (CEC Role)	-	6,620	(6,620)	-	-
Coventry City Council Bursary	656	-	-	-	656
Think Active	-	1,275	(1,275)	-	-
Warm Bank Donations	4,727	571	(2,087)	-	3,211
<b>Total Restricted funds</b>	<u>5,383</u>	<u>8,466</u>	<u>(9,982)</u>	<u>-</u>	<u>3,867</u>
<b>Total funds</b>	<u>62,797</u>	<u>46,102</u>	<u>(52,089)</u>	<u>-</u>	<u>56,810</u>

# Earlsdon Carnegie Community Library

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

### Comparatives for movement in funds (restated)

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	<i>Restated</i> £	£	<i>Restated</i> £
<b>Unrestricted funds:</b>					
General reserve	33,778	36,875	(19,299)	(18,590)	32,764
Designated funds	16,671		(10,611)	18,590	24,650
<b>Total Unrestricted funds</b>	<b>50,449</b>	<b>36,875</b>	<b>(29,910)</b>	<b>-</b>	<b>57,414</b>
<b>Restricted funds:</b>					
National Lottery Award (CEC Role)	-	5,738	(5,738)	-	-
Awards for All grant (CEC Role)	-	3,364	(3,364)	-	-
Coventry City Council Bursary	2,638	-	(1,982)	-	656
Warm Bank Earmarked Donations	-	5,404	(677)	-	4,727
<b>Total Restricted funds</b>	<b>2,638</b>	<b>14,506</b>	<b>(11,761)</b>	<b>-</b>	<b>5,383</b>
<b>Total funds</b>	<b>53,087</b>	<b>51,381</b>	<b>(41,671)</b>	<b>-</b>	<b>62,797</b>

In the prior year £1,982 training costs were included within office costs, within General Unrestricted Funds. However, this training was funded by the Coventry City Council Bursary for transition fund expenditure. It has therefore been restated as expenditure that came from the Coventry City Council Bursary restricted fund in the opening balances for the year ended 31 March 2024.

The general reserve represents the free funds of the charity which are not designated for particular purposes. Designated funds comprise unrestricted funds which the trustee board have designated at year end for spend in the following financial year as follows:

	2024 £	2023 £
Book purchases	4,000	6,000
Additional support for the Community Engagement Coordinator	-	16,000
Social Media Contractor	4,608	-
Business Rates Provision	1,771	1,650
Utility costs payable to Coventry City Council	1,500	1,000
	<b>11,879</b>	<b>24,650</b>