

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

England & Wales · Charity number 1182097

Details

Status	Registered
Legal form	CIO
Registered	2019-02-18
Register	View on the Charity Commission register

Contact

Address	Burgess Road Library Burgess Road Southampton SO16 3HF
Phone	02380586804
Email	burgessroadlibrary@gmail.com
Website	burgessroadlibrary.org.uk

Activities

Objects: THE ADVANCEMENT OF EDUCATION FOR THE BENEFIT OF THE LOCAL COMMUNITY IN SOUTHAMPTON BY THE PROVISION OF A LIBRARY SERVICE INCLUDING:(A)RESOURCES, TRAINING AND CLASSES THAT WILL DEVELOP AND IMPROVE LIFE SKILLS, SUCH AS LITERACY, NUMERACY AND CITIZENSHIP;(B)COMPUTER AND OTHER SUPPORT FACILITIES; (C)ACTIVITIES AIMED AT DEVELOPING CHILDREN'S VOCABULARY AND LITERACY SKILLS.

Activities: Burgess Road Library is a local library and community hub making available books, DVDs, ebooks, toys and other resources on a wide range of topics typical for a general library. There is a range of other activities throughout the week to bring the whole community together. Examples are a "Spanish cafe" and "Rhyme Time" for pre-school children.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Southampton City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31		£884	£763	-
2024-03-31		£669	£2,106	-
2023-03-31		£662	£381	-
2022-03-31		£404	£807	-
2021-03-31		£1,098	£663	-

Trustees

Name	Role	Appointed
Rebekah Elise Margaret Jeffery	Chair	2022-11-21
Aaron James Duke		2019-01-07
Christopher Raymond Beddoe		2019-01-07
Diane Margaret Tindall		2019-01-07
Jennifer Halcrow		2019-07-15

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

England & Wales - Charity number 1182097

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BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Charity registration number: 1182097

Burgess Road Library, Burgess Road, Southampton, SO16 3HF

Objectives and Activities

The advancement of education for the benefit of the local community in Southampton by the provision of a library service including:

(a) resources, training, and classes that will develop and improve life skills, such as literacy, numeracy and citizenship;

(b) computer and other support facilities;

(c) activities aimed at developing children's vocabulary and literacy skills.

Our opening hours and regular activities are:

Monday - 10am-5pm Full library service

Wednesday - 12-5pm Full library service

Friday - 10am-4pm Full library service

- 10.45-11.15am Rhyme Time – *Sing along activity for the children*

Saturday - 11.30am-1.30pm Full library service

- 11.45am-12.45pm Story Time – *Story reading for children of all ages*

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and Performance

Over the course of the year, Burgess Road Library welcomed 24,247 visitors, and facilitated 11,371 issues (loans of library resources), making it the busiest community library in Southampton. Both figures are broadly in line with previous year's performance, showing stabilisation post-Covid.

We have seen a marked increase year on year in demand for public computers within the library, with number of hours used up to 1,002 from 764 in the previous year. There is a spike in the year aligning with the commencement of the new academic term, suggesting this demand is in part driven by our proximity to local schools and the university.

Our team of volunteers continues to work to ensure the library is a welcoming and useful community resource, running weekly Rhyme Time and Story Time sessions, seasonal colouring and craft activities, and participating in The Reading Agency's annual Summer Reading Challenge. We ran 45 sessions over the year, attended by 407 people from the local community.

Financial Review

The Charity is in a healthy financial state with sufficient funds to purchase items against the grants received and cover day-to-day expenses. In the opinion of the Trustees, the Charity needs to hold minimal reserves due to the nature of its funding and its low regular outgoings. £500 in reserves is considered a prudent amount at this time. There are no fund deficits nor any concern about the Charity continuing as a going concern.

Structure, Governance and Management

Burgess Road Library Management Team CIO is a Charitable Incorporated Organisation made up at present by five Trustees (details below), who are the members of the Charity. The governing document is a Foundation Constitution; the Charity was entered onto the Register of Charities on 18 February 2019.

The Charity has a licence agreement with Christ Church Southampton to uphold and carry out their contract with Southampton City Council pertaining to the running of a community library in the Burgess Road Library.

Trustees are appointed by the existing Trustees having regard to the skills, knowledge and experience needed for the effective administration of the Charity.

Trustees as at 31 March 2025:

Rebekah Jeffery (Chair)
Diane Tindall (Treasurer)
Chris Beddoe (Volunteer Coordinator)
Aaron Duke
Keith Dennis
Jenny Halcrow

Declarations

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees:



Rebekah Jeffery
Chair & Trustee

31 January 2026



Diane Tindall
Treasurer

31 January 2026

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 3a)	25	-	25	23
Charitable activities (note 3b)	805	-	805	621
Sundry Receipts	54	-	54	25
	<u>884</u>	<u>-</u>	<u>884</u>	<u>669</u>
Payments				
Charitable activities (note 3c)	763	0	763	2,106
Excess of Receipts over payments	121	0	121	(1,437)
Cash funds at start of year	3,930	323	4,253	5,690
Cash funds at end of year	<u>4,051</u>	<u>323</u>	<u>4,374</u>	<u>4,253</u>

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2025

Cash Funds				
Bank current account	3,959	323	4,282	3,981
Cash in hand	92	-	92	272
	<u>4,051</u>	<u>323</u>	<u>4,374</u>	<u>4,253</u>
Other Monetary Assets				
None	-	-	-	-
Assets retained for the charity's own use (note 2)				
Liabilities				
None	-	-	-	-

The attached notes form part of these financial statements

Approved by the Trustees and signed on their behalf



Rebekah Jeffery (Chairman of Trustees)



Diane Tindall (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED TO 31 MARCH 2025

NOTES

1 The financial statements of the charity have been prepared based on the format suggested by the Charity Commission using the Receipts and Payments basis.

2 Assets recognised but not valued in the Statement of Assets and Liabilities include various items used at the Library. Examples include bookcases, tables, chairs, sofas, bean bags, and rugs.

3 Receipts and Payments analysis

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Receipts				
a Donations				
Donations	25	0	25	23
Gift Aid tax recovered	-	-	-	-
	<hr/> 25	<hr/> 0	<hr/> 25	<hr/> 23
b Charitable activities				
Book, drink and other sales	34	0	34	81
Fines	164	0	164	120
Printing	607	0	607	420
	<hr/> 805	<hr/> 0	<hr/> 805	<hr/> 621
Payments				
c Charitable activities				
Furniture and Equipment	0	0	0	1,567
TV Licence	175	0	175	159
Volunteers' expenses	0	0	0	0
Craft materials and activities	0	0	0	83
Admin	553	0	553	249
Sundry	35	0	35	48
	<hr/> 763	<hr/> 0	<hr/> 763	<hr/> 2,106

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

England & Wales - Charity number 1182097

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BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Charity registration number: 1182097

Burgess Road Library, Burgess Road, Southampton, SO16 3HF

Objectives and Activities

The advancement of education for the benefit of the local community in Southampton by the provision of a library service including:

- (a) resources, training, and classes that will develop and improve life skills, such as literacy, numeracy and citizenship;
- (b) computer and other support facilities;
- (c) activities aimed at developing children's vocabulary and literacy skills.

Since the reopening of Library services, following the disruption to the service due to Covid19, we have managed to build up our services and restart most of our provisions. We have reduced the number of operating hours to help manage to bring back volunteers and train new volunteers. The times and activities are listed below;

Monday - 10am-5pm Full library service

Wednesday - 12-5pm Full library service

Friday - 10am-4pm Full library service

- 10.45-11.15am Rhyme Time – *Sing along activity for the children*

Saturday - 11.30am-1.30pm Full library service

- 11.45am-12.45pm Story Time – *Story reading for children of all ages*

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and Performance

Over the course of the year, Burgess Road Library welcomed 31,832 visitors and facilitated 12,341 issues (loans of library resources), making it the busiest community library in Southampton. These visitor figures represent an increase of approximately 43% year on year, even with an extended closure period of two weeks over the Christmas season.

Our team of volunteers continues to work to ensure the library is a welcoming and useful community resource, running weekly Rhyme Time and Story Time sessions, seasonal colouring and craft activities, and participating in The Reading Agency's annual Summer Reading Challenge. This year we have trained additional volunteers in delivering Rhyme Time and Story Time sessions, which has improved our ability to consistently offer sessions. We've seen the number of sessions nearly double year on year, and an increase in the number of overall participants.

Financial Review

The Charity is in a healthy financial state with sufficient funds to purchase items against the grants received and cover day-to-day expenses. In the opinion of the Trustees, the Charity needs to hold minimal reserves due to the nature of its funding and its low regular outgoings. £500 in reserves is considered a prudent amount at this time. There are no fund deficits nor any concern about the Charity continuing as a going concern.

Structure, Governance and Management

Burgess Road Library Management Team CIO is a Charitable Incorporated Organisation made up at present by five Trustees (details below), who are the members of the Charity. The governing document is a Foundation Constitution; the Charity was entered onto the Register of Charities on 18 February 2019.

The Charity has a licence agreement with Christ Church Southampton to uphold and carry out their contract with Southampton City Council pertaining to the running of a community library in the Burgess Road Library.

Trustees are appointed by the existing Trustees having regard to the skills, knowledge and experience needed for the effective administration of the Charity.

Trustees as of 31 March 2024:

Rebekah Jeffery (chair)
Diane Tindall (Treasurer)
Chris Beddoe (Volunteer Coordinator)
Aaron Duke
Jenny Halcrow

Declarations

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees:



Rebekah Jeffery
Chair & Trustee

24 January 2025



Chris Beddoe
Volunteer Coordinator & Trustee

24 January 2025

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 3a)	23	-	23	13
Charitable activities (note 3b)	621	-	621	635
Sundry Receipts	25	-	25	14
	669	-	669	662
Payments				
Charitable activities (note 3c)	671	1,435	2,106	381
Excess of Receipts over payments	(2)	(1,435)	(1,437)	281
Cash funds at start of year	3,932	1,758	5,690	5,409
Cash funds at end of year	3,930	323	4,253	5,690

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2024

Cash Funds

Bank current account	3,658	323	3,981	5,630
Cash in hand	272	-	272	60
	3,930	323	4,253	5,690

Other Monetary Assets

None	-	-	-	-
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Assets retained for the charity's own use (note 2)

Liabilities

None	-	-	-	-
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The attached notes form part of these financial statements

**Approved by the Trustees on 24 January 2025 and
signed on their behalf**

A handwritten signature in black ink, appearing to be 'R Jeffery', written in a cursive style.

Rebekah Jeffery (Chairman of Trustees)

A handwritten signature in black ink, appearing to be 'D Tindall', written in a cursive style.

Diane Tindall (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED TO 31 MARCH 2024

NOTES

1 The financial statements of the charity have been prepared based on the format suggested by the Charity Commission using the Receipts and Payments basis.

2 Assets recognised but not valued in the Statement of Assets and Liabilities include various items used at the Library. Examples include bookcases, tables, chairs, sofas, bean bags, and rugs.

3 Receipts and Payments analysis

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Receipts				
a				
Donations				
Donations	23	0	23	13
Gift Aid tax recovered	-	-	-	-
	<u>23</u>	<u>0</u>	<u>23</u>	<u>13</u>
b Charitable activities				
Book, drink and other sales	81	0	81	63
Fines	120	0	120	129
Printing	420	0	420	443
	<u>621</u>	<u>0</u>	<u>621</u>	<u>635</u>
Payments				
c Charitable activities				
Furniture and Equipment	132	1,435	1,567	0
TV Licence	159	0	159	159
Volunteers' expenses	0	0	0	0
Craft materials and activities	83	0	83	-
Admin	249	0	249	177
Sundry	48	0	48	45
	<u>671</u>	<u>1,435</u>	<u>2,106</u>	<u>381</u>

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

England & Wales - Charity number 1182097

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BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Charity registration number: 1182097

Burgess Road Library, Burgess Road, Southampton, SO16 3HF

Objectives and Activities

The advancement of education for the benefit of the local community in Southampton by the provision of a library service including:

- (a) resources, training, and classes that will develop and improve life skills, such as literacy, numeracy and citizenship;
- (b) computer and other support facilities;
- (c) activities aimed at developing children's vocabulary and literacy skills.

Since the reopening of Library services, following the disruption to the service due to Covid19, we have managed to build up our services and restart most of our provisions. We have reduced the number of operating hours to help manage to bring back volunteers and train new volunteers. The times and activities are listed below;

Monday - 10am-5pm Full library service

Wednesday - 12-5pm Full library service

Friday - 10am-4pm Full library service

- 10.45-11.15am Rhyme Time – *Sing along activity for the children*

Saturday - 11.30am-1.30pm Full library service

- 11.45am-12.45pm Story Time – *Story reading for children of all ages*

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and Performance

Over the course of the year, Burgess Road Library welcomed 22,168 visitors, and facilitated 12,933 issues (loans of library resources), making it the busiest community library in Southampton. Both reporting figures show a year-on-year increase, marking the continued recovery from the steep drop off in engagement seen at the height of the pandemic.

Over 1,000 new books were added into stock at the Library throughout the year, including large-print and dementia-friendly publications, which have proven popular with borrowers.

Our team of volunteers continues to work to ensure the Library is a welcoming and useful community resource, running weekly Rhyme Time and Story Time sessions, seasonal colouring and craft activities, and participating in The Reading Agency's annual Summer Reading Challenge.

Financial Review

The Charity is in a healthy financial state with sufficient funds to purchase items against the grants received and cover day-to-day expenses. In the opinion of the Trustees, the Charity needs to hold minimal reserves due to the nature of its funding and its low regular outgoings. £500 in reserves is considered a prudent amount at this time. There are no fund deficits nor any concern about the Charity continuing as a going concern.

Structure, Governance and Management

Burgess Road Library Management Team CIO is a Charitable Incorporated Organisation made up at present by six Trustees (details below), who are the members of the Charity. The governing document is a Foundation Constitution; the Charity was entered onto the Register of Charities on 18 February 2019 and so this is the third Annual Report.

The Charity has a licence agreement with Christ Church Southampton to uphold and carry out their contract with Southampton City Council pertaining to the running of a community library in the Burgess Road Library.

Trustees are appointed by the existing Trustees having regard to the skills, knowledge and experience needed for the effective administration of the Charity.

Trustees as at 31 March 2023:

Rebekah Jeffery (Chair)
Diane Tindall (Treasurer)
Chris Beddoe (Volunteer Coordinator)
Aaron Duke
Keith Dennis
Jenny Halcrow

Declarations

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees



Rebekah Jeffery
Chair & Trustee



Chris Beddoe
Volunteer Coordinator & Trustee

12 September 2023

12 September 2023

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 3a)	13	-	13	38
Charitable activities (note 3b)	635	-	635	360
Sundry Receipts	14	-	14	6
	<u>662</u>	<u>-</u>	<u>662</u>	<u>404</u>
Payments				
Charitable activities (note 3c)	<u>381</u>	<u>-</u>	<u>381</u>	<u>807</u>
Excess of Payments over Receipts	281	-	281	(403)
Cash funds at start of year	3,651	1,758	5,409	5,812
Cash funds at end of year	<u>3,932</u>	<u>1,758</u>	<u>5,690</u>	<u>5,409</u>

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2023

Cash Funds				
Bank current account	3,872	1,758	5,630	5,379
Cash in hand	60	-	60	30
	<u>3,932</u>	<u>1,758</u>	<u>5,690</u>	<u>5,409</u>
Other Monetary Assets				
None	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Assets retained for the charity's own use (note 2)				
Liabilities				
None	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The attached notes form part of these financial statements

Approved by the Trustees on 12 September 2023 and signed on their behalf



Rebekah Jeffery (Chair of Trustees)



Diane Tindall (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

NOTES

1 The financial statements of the charity have been prepared based on the format suggested by the Charity Commission using the Receipts and Payments basis.

2 Assets recognised but not valued in the Statement of Assets and Liabilities include various items used at the Library. Examples include bookcases, tables, chairs, sofas, bean bags, and rugs.

3 Receipts and Payments analysis

	Unrestricted Funds £	Total 2023 £	Total 2022 £
Receipts			
a Donations			
Donations	13	13	38
Gift Aid tax recovered	-	-	-
	<u>13</u>	<u>13</u>	<u>38</u>
b Charitable activities			
Book, drink and other sales	63	63	50
Fines	129	129	102
Printing	443	443	208
	<u>635</u>	<u>635</u>	<u>360</u>
Payments			
c Charitable activities			
TV Licence	159	159	159
Volunteers' expenses	0	0	192
Craft materials	0	0	108
Admin	177	177	263
Sundry	45	45	85
	<u>381</u>	<u>381</u>	<u>807</u>

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

England & Wales - Charity number 1182097

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BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Charity registration number: 1182097

Burgess Road Library, Burgess Road, Southampton, SO16 3HF

Objectives and Activities

The advancement of education for the benefit of the local community in Southampton by the provision of a library service including:

- (a) resources, training, and classes that will develop and improve life skills, such as literacy, numeracy and citizenship;
- (b) computer and other support facilities;
- (c) activities aimed at developing children's vocabulary and literacy skills.

Since the reopening of Library services, following the disruption to the service due to Covid19, we have managed to build up our services and restart most of our provisions. We have reduced the number of operating hours to help manage to bring back volunteers and train new volunteers. The times and activities are listed below;

Monday - 10am-5pm Full library service

- 3.30-5pm Toy Library – *High-quality toys, play equipment and sports equipment are available to borrow*

Wednesday - 12-5pm Full library service

Friday - 10am-4pm Full library service

- 10-11am Toy Library – *High-quality toys, play equipment and sports equipment are available to borrow*
- 10.45-11.15am Rhyme Time – *Sing along activity for the children*

Saturday - 11.30am-1.30pm Full library service

- 11.45am-12.45pm Story Time – *Story reading, crafts and activities for children of all ages*

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and Performance

The last two years have been an obvious challenge with an emphasis on operating a safe environment for both our customers and volunteers. Having said that we have seen great support from our volunteers and had a very welcome response from our customers.

We made the decision to stop all charges during the pandemic and no late fees were taken, even when we were open. We also stopped the photocopying service but with an allowed reduced computer service later in the year, we were able to make some revenue through printing. However, this year we have been able to offer a full computer service and opened up the use of the photocopying service. We have also returned to charging for late fees and photocopying. The use of computers remains free.

The biggest challenge has been trying to recruit new volunteers, as some did not return after the extended lockdowns when we reopened. Our volunteer coordinator has been working hard to keep all volunteers engaged and we have put in new systems to help streamline the application process and track applications and volunteers' progress and training. Many volunteers were not in a position to volunteer at the beginning of the pandemic but many have now re-engaged when possible, some however still do not feel comfortable in a public environment with Covid cases still prevalent.

Financial Review

The Charity is in a healthy financial state with sufficient funds to purchase items against the grants received and cover day-to-day expenses.

In the opinion of the Trustees, the Charity needs to hold minimal reserves due to the nature of its funding and its low regular outgoings. £500 in reserves is considered a prudent amount at this time.

There are no fund deficits nor any concern about the Charity continuing as a going concern.

Structure, Governance and Management

Burgess Road Library Management Team CIO is a Charitable Incorporated Organisation made up at present by five Trustees (details below), who are the members of the Charity. The governing document is a Foundation Constitution; the Charity was entered onto the Register of Charities on 18 February 2019 and so this is the second Annual Report.

The Charity has a licence agreement with Christ Church Southampton to uphold and carry out their contract with Southampton City Council pertaining to the running of a community library in the Burgess Road Library.

Trustees are appointed by the existing Trustees having regard to the skills, knowledge and experience needed for the effective administration of the Charity.

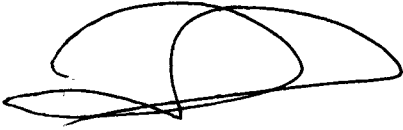
Trustees as at 31 March 2022:

Aaron Duke (Chair)
Chris Beddoe (Volunteer Coordinator)
Keith Dennis (Treasurer)
Jenny Halcrow
Diane Tindall

Declarations

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

**Aaron Duke
Chair & Trustee**

21 November 2022

A handwritten signature in black ink, appearing to be the name 'Chris Beddoe' in a cursive style.

**Chris Beddoe
Volunteer Coordinator & Trustee**

21 November 2022

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

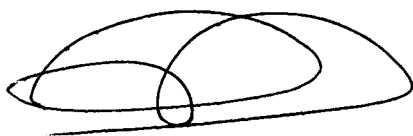
	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 4a)	38	-	38	546
Charitable activities (note 4b)	360	-	360	460
Sundry Receipts	6	-	6	92
	404	-	404	1,098
Payments				
Charitable activities (note 4c)	807	-	807	663
Excess of Payments over Receipts	(403)	-	(403)	435
Cash funds at start of year	4,054	1,758	5,812	5,377
Cash funds at end of year	3,651	1,758	5,409	5,812

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2022

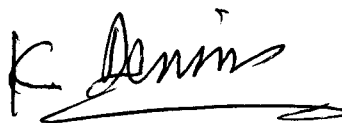
Cash Funds				
Bank current account	3,621	1,758	5,379	5,782
Cash in hand	30	-	30	30
	3,651	1,758	5,409	5,812
Other Monetary Assets				
None	-	-	-	-
Assets retained for the charity's own use (note 2)				
Liabilities				
None	-	-	-	-

The attached notes form part of these financial statements

Approved by the Trustees on 21 November 2022 and signed on their behalf



Aaron Duke (Chairman of Trustees)



Keith Dennis (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE YEAR ENDED TO 31 MARCH 2022

NOTES

1 The financial statements of the charity have been prepared based on the format suggested by the Charity Commission using the Receipts and Payments basis.

2 Assets recognised but not valued in the Statement of Assets and Liabilities include various items used at the Library. Examples include bookcases, tables, chairs, sofas, bean bags, and rugs.

3 The figures for 2021 cover a 15-month period: 1 January 2020 to 31 March 2021.

4 Receipts and Payments analysis

	Unrestricted Funds £	Total 2022 £	Total 2021 £
Receipts			
a Donations			
Donations	38	38	174
Gift Aid tax recovered	-	-	372
	<u>38</u>	<u>38</u>	<u>546</u>
b Charitable activities			
Book, drink and other sales	50	50	220
Fines	102	102	56
Printing	208	208	184
	<u>360</u>	<u>360</u>	<u>460</u>
Payments			
c Charitable activities			
Equipment	-	-	139
TV Licence	159	159	198
Volunteers' expenses	192	192	114
Craft materials	108	108	4
Admin (website domain and hosting)	263	263	137
Sundry	85	85	71
	<u>807</u>	<u>807</u>	<u>663</u>

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

England & Wales - Charity number 1182097

Accounts



BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD 1 January 2020 TO 31 March 2021

Charity registration number: 1182097

Burgess Road Library, Burgess Road, Southampton, SO16 3HF

Objectives and Activities

The advancement of education for the benefit of the local community in Southampton by the provision of a library service including:

- (a) resources, training, and classes that will develop and improve life skills, such as literacy, numeracy and citizenship;
- (b) computer and other support facilities;
- (c) activities aimed at developing children's vocabulary and literacy skills.

Burgess Road Library operated a fully functioning library until the first lockdown due to the Covid19 outbreak, with activities for the local community. The times and activities are listed below;

Monday - 10am-7pm Full library service

- 1-3pm SO:LINKED – *A free service for adults who would like free help connecting with activities, groups and support in their local community*
- 3.30-5pm Toy Library – *High-quality toys, play equipment and sports equipment are available to borrow*
- 5.30-6.30pm Spanish Cafe – *Medium to intermediate Spanish speaking group*

Wednesday - 12-7pm Full library service

- 4.30-7pm One-to-one IT support – *Free help from an experienced volunteer with the most common IT needs*

Friday - 10am-5pm Full library service

- 10-11am Toy Library – *High-quality toys, play equipment and sports equipment are available to borrow*
- 10.45-11.15am Rhyme Time – *Sing along activity for the children*

Saturday - 11.30am-2.30pm Full library service

- 11.45am-12.45pm Story Time – *Story reading, crafts and activities for children of all ages*

During the Covid19 crisis we initially had a period where the library was not able to open. Following council central library guidelines we opened up to the public for a limited service on 27 July. We were able to operate a click and collect service on Mondays & Fridays 10:00 - 12:30 and on Wednesdays and Fridays we also operated a 14:00 - 16:30 click and collect service.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and Performance

The last year has been an obvious challenge with an emphasis on operating a safe environment for both our customers and volunteers. Having said that we have seen great support from our volunteers and had a very welcome response from our customers.

We made the decision to stop all charges during the pandemic and no late fees were taken, even when we were open. We also stopped the photocopying service but with an allowed reduced computer service later in the year, we were able to make some revenue through printing.

The biggest challenge has been the retention of volunteers and our volunteer coordinator has been working hard to keep all volunteers engaged. Many volunteers were not in a position to volunteer at the beginning of the pandemic but many have now re-engaged when possible.

Financial Review

The Charity is in a healthy financial state with sufficient funds to purchase items against the grants received and cover day-to-day expenses.

In the opinion of the Trustees the Charity needs to hold minimal reserves due to the nature of its funding and its low regular outgoings. £500 in reserves is considered a prudent amount at this time.

There are no fund deficits nor any concern about the Charity continuing as a going concern.

Structure, Governance and Management

Burgess Road Library Management Team CIO is a Charitable Incorporated Organisation made up at present by six Trustees (details below), who are the members of the Charity. The governing document is a Foundation Constitution; the Charity was entered onto the Register of Charities on 18 February 2019 and so this is the first Annual Report.

The Charity has a licence agreement with Christ Church Southampton to uphold and carry out their contract with Southampton County Council pertaining to the running of a community library in the Burgess Road Library.

Trustees are appointed by the existing Trustees having regard to the skills, knowledge and experience needed for the effective administration of the Charity.

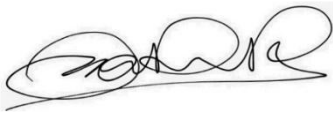
Trustees as at 31 March 2021:

Aaron Duke (Chair)
Chris Beddoe (Volunteer Coordinator)
Keith Dennis (Treasurer)
Jenny Halcrow
Diane Tindall
Brian Anderson

Declarations

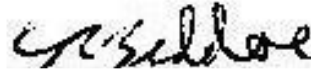
The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees



Aaron Duke
Chair & Trustee

06 November 2021



Chris Beddoe
Volunteer Coordinator & Trustee

06 November 2021

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE PERIOD 1 JANUARY 2020 TO 31 MARCH 2021

	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019 £
RECEIPTS AND PAYMENTS ACCOUNT				
Receipts				
Donations (note 3a)	546	-	546	2,153
Charitable activities (note 3b)	460	-	460	599
Grant from Southampton City Council	-	-	-	2,459
Sundry Receipts	92	-	92	892
	<u>1,098</u>	<u>-</u>	<u>1,098</u>	<u>6,103</u>
Payments				
Charitable activities (note 3c)	524	139	663	726
Excess of Receipts over Payments				
	574	(139)	435	5,377
Cash funds at start of period	3,480	1,897	5,377	-
Cash funds at end of period	<u>4,054</u>	<u>1,758</u>	<u>5,812</u>	<u>5,377</u>

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

Cash Funds

Bank current account	4,024	1,758	5,782	5,347
Cash in hand	30	-	30	30
	<u>4,054</u>	<u>1,758</u>	<u>5,812</u>	<u>5,377</u>

Other Monetary Assets

Income tax recoverable	-	-	-	334
	<u>-</u>	<u>-</u>	<u>-</u>	<u>334</u>

Assets retained for the charity's own use (note 2)

Liabilities

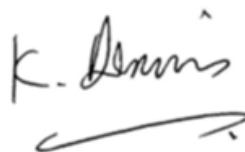
None	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The attached notes form part of these financial statements

Approved by the Trustees on 06 November 2021 and signed on their behalf



Aaron Duke (Chairman of Trustees)



Keith Dennis (Treasurer and Trustee)

BURGESS ROAD LIBRARY MANAGEMENT TEAM CIO

FINANCIAL STATEMENTS FOR THE PERIOD 1 JANUARY 2020 TO 31 MARCH 2021

NOTES

1 The financial statements of the charity have been prepared based on the format suggested by the Charity Commission using the Receipts and Payments basis.

2 Assets recognised but not valued in the Statement of Assets and Liabilities include various items used at the Library. Examples include bookcases, tables, chairs, sofas, bean bags, and rugs.

3 Receipts and Payments analysis

	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019 £
Receipts				
a Donations				
Donations	174	-	174	2,153
Gift Aid tax recovered	372	-	372	-
	<u>546</u>	<u>-</u>	<u>546</u>	<u>2,153</u>
b Charitable activities				
Book, drink and other sales	220	-	220	315
Fines	56	-	56	82
Printing	184	-	184	202
	<u>460</u>	<u>-</u>	<u>460</u>	<u>599</u>
Payments				
c Charitable activities				
Equipment	-	139	139	562
TV Licence	198	-	198	13
Volunteers' expenses	114	-	114	24
Admin (website domain and hosting)	137	-	137	-
Sundry	75	-	75	127
	<u>524</u>	<u>139</u>	<u>663</u>	<u>726</u>