

THE FARNHAM COMMON COMMUNITY LIBRARY

Registered Charity Number 1189181

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE PERIOD 16th May 2020 to 31 March 2021**

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THE FARNHAM COMMON COMMUNITY LIBRARY

FOR THE PERIOD 16th May 2020 to 31 March 2021

Registered Charity Number 1189181

**Trustees:**

| Trustee Name        | Office (if any) | Dates acted if not for whole year |
|---------------------|-----------------|-----------------------------------|
| Michael Mills       | Chairman        |                                   |
| Terry Smart         | Treasurer       |                                   |
| Carol Williams      | Secretary       |                                   |
| Richard Beckingsale |                 | Resigned 29th March 2021          |
| Tamara Dawson       |                 |                                   |
| Pamela Naish        |                 |                                   |
| Maria Hall          |                 |                                   |
| Helen Williams      |                 | Resigned 29th March 2021          |
| Colin Willes        |                 |                                   |
| Nicky Hamblin       |                 |                                   |
| Lesley Morris       |                 |                                   |
| Vivien Hopkirk      |                 |                                   |
| Brian English       |                 | Appointed 29th March 2021         |

**Office Address:**

Farnham Common Community Library  
Victoria Road  
Farnham Common  
SL2 3NL

**Bank:**

HSBC  
9 Penn Road  
Beaconsfield  
HP9 2PT

**Independent Examiner**

Mr Lee Chapman  
42 Crispin Way  
Farnham Common  
Bucks. SL2 3UE

## THE FARNHAM COMMON COMMUNITY LIBRARY

### ANNUAL REPORT FOR 2021

Farnham Common Community Library (the Library) achieved charitable status on 23rd April 2020.

#### The stated objectives of the Library are:-

- a) to advance the education, recreation and enjoyment of the public by the provision of a lending library service for the benefit of residents of Farnham Common and the surrounding area.
- b) to provide that service to the public without discrimination on grounds of sex, age, disability or similar considerations.
- c) to secure the co-ordination of staffing, whether paid or voluntary to enable Object (a).
- d) to operate the Farnham Common Community Library (hereinafter called The Library) in partnership with the Buckinghamshire County Library Service.

#### Structure, Governance and Management

The charity was created as a CIO as a successor to the previously established charity to continue the provision of library services in Farnham Common following negotiations with Bucks County Council's Library Services.

A management group was set up to continue to progress the community library staffed and run by volunteers whilst remaining a functioning element of the county library system.

The charity trustees now form the management committee which meets approximately eight times a year to ensure an adequate rota of volunteers to operate the library and to control the premises, the stock and the finances.

The library also provides facilities for the Farnhams & Hedgerley Community Church and for a Child Development Clinic. Management of the duty rota is run through a data base – 3Rings – which is an efficient system that allows volunteers to select their shifts to suit their own arrangements and for a manager to control the overall provision of sufficient leaders and staff to run the agreed opening hours.

#### Risk Management

The trustees are very aware of the potential risks associated with the running of the library.

There is no requirement for volunteer staff to be CRB checked as contact with vulnerable people is minimal though there is a strict requirement that there will always be at least two volunteers in the library during opening times, primarily for their own protection.

There is a facilities management system that ensures all necessary fire, inspection and safety checks are carried out and recorded.

#### Funding

The charity generates a reasonable income from overdue fines and deleted book sales but relies also on fund raising via outings to Additional income is derived from a Bucks County Council grant and from use of back offices in the premises by F&H Community Church and the Clinic.

#### Finance and Resources

The financial status of the charity is reviewed at each committee meeting.

The committee is aware that the County Council will review the grant policy each year. This may mean an increase in costs that the charity has to bear and to that end it is the charities aim to establish an operating fund that will enable it to continue to provide library and relevant community services without recourse to County Council support. The current balance of £143,077 forms the basis of that fund.

#### Management Committee

The members of the management committee comprise the elected Trustees who are set out at the beginning of this report.

The members are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and for safeguarding the assets of the charity.

#### Independent Examiner

Lee Chapman  
42 Crispin Way  
Farnham Common  
Bucks SL2 3UE

The Trustees of FCCL (No. 1153026) created a new Charitable Incorporated Organisation ('CIO') with the same Trustees and charitable objects to replace and run the operation of FCCL after 15th May 2020. The CIO was registered with the Charity Commission on 23 April 2020 under Charity no. 1189181 and commenced operations on 16th May 2020. The assets and liabilities of the old charity were transferred to the new CIO at the close of business on 15th May 2020 with the approval of the Trustees.

Signed on behalf of the Trustees on

Michael Mills (Chairman)



Terence Smart (Treasurer)



**THE FARNHAM COMMON COMMUNITY LIBRARY**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 16th May 2020 to 31 March 2021**

| <b>Notes</b>                                     |      | <b>Unrestricted<br/>Funds 2020<br/>£</b> |  |
|--|------|--|--|
| <b>INCOMING RESOURCES</b>                        |      |  |  |
| Voluntary income                                 | 2(a) | 34,966                                   |  |
| Activities for generating funds                  | 2(b) | 0  |  |
| Incoming resources from<br>charitable activities | 2(c) | 1,999                                    |  |
| <b>TOTAL INCOMING RESOURCES</b>                  |      | <b>36,965</b>                            |  |
| <b>RESOURCES USED</b>                            |      |  |  |
| Costs of generating funds                        | 3(a) | 0  |  |
| Charitable activities                            | 3(b) | 25,810                                   |  |
| Governance costs                                 | 3(c) | 0  |  |
| <b>TOTAL RESOURCES USED</b>                      |      | <b>25,810</b>                            |  |
| <b>NET INCOMING RESOURCES</b>                    |      | <b>11,155</b>                            |  |
| <b>BALANCES BROUGHT FORWARD</b>                  |      |  |  |
| <b>AT 16 May 2020</b>                            |      | <b>131,922</b>                           |  |
| <b>BALANCES AT CLOSURE</b>                       |      |  |  |
| <b>AT 31 March 2021</b>                          |      | <b>143,077</b>                           |  |

**THE FARNHAM COMMON COMMUNITY LIBRARY**

**BALANCE SHEET AS AT 31st March 2021**

|   | Notes | Unrestricted<br>Funds<br>£ |         |
|---|-------|----------------------------|---------|
| <b>CURRENT ASSETS</b>                                       |       |                            |         |
| Debtors and prepayments                                     | 4     | 0                          |         |
| Cash at bank  |       | 143,077                    |         |
|   |       | <u>143,077</u>             | <u></u> |
| <b>FIXED ASSETS</b>   |       | 0                          |         |
| <b>LIABILITIES: Amounts<br/>falling due within one year</b> | 5     |                            |         |
| Creditors and accruals                                      |       | 0                          |         |
| Deferred income   |       | 0                          |         |
|   |       | <u></u>                    | <u></u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>                |       | 143,077                    |         |
| <b>FUNDS</b>  |       |                            |         |
| Unrestricted  |       | 143,077                    |         |
| Restricted  |       |                            |         |
| Net assets in Charity No. 1189184                           |       | <u>143,077</u>             | <u></u> |

Approved by the Trustees on 11th October 2020 and signed on its behalf by:

 (CHAIRMAN)
  (MEMBER)

*The notes on pages 5 to 8 form part of these accounts*

## **THE FARNHAM COMMON COMMUNITY LIBRARY**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 16th May 2020 to 31 March 2021**

#### **ACCOUNTING POLICIES**

##### **1 Funds**

The Community Library had an income of £36,965 in the year and is eligible for independent examination. As the charity is below the audit threshold it has prepared a simple annual report based upon CC15a Charity Reporting and Accounting: The essentials and the Charities (Accounts & Reports) Regulations 2008.

##### **Unrestricted funds:**

The unrestricted funds at 31st March were £143,077. No funds are currently being held in deposit bonds with the bank.

##### **Restricted funds:**

There are no restricted funds.

##### **Incoming Resources**

All incoming resources have been shown in the accounts.

Voluntary income has been received by Friends subscriptions, donations, grants and recoverable income tax.

Income that has been received but relates to committed expenditure in next year has been treated as deferred income under liabilities on the balance sheet.

Donated services and facilities have all been donated at no charge and have no financial value in the accounts.

Incoming resources from charitable activities were received as cash receipts (fines, counter sales etc.) and sales.

##### **Resources Used**

Costs of generating Library funds by fund-raising activities comprise the actual direct costs of the relevant activities.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its functions and services for the beneficiaries. It includes all premises running costs, administration costs, minor book purchases, costs of running children's activities and publicity and promotional costs.

##### **2 Current Assets**

Current assets are all cash and are held in the charity's bank accounts.

There are no fixed assets

##### **Unrestricted Reserves**

Are all held as cash in the charity's bank accounts

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THE FARNHAM COMMON COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 16th May 2020 to 31 March 2021 (continued)

| 2 INCOMING RESOURCES                                  | Unrestricted<br>Funds 2021<br>£ |  |
|---|---------------------------------|--|
| 2(a) Voluntary income                                 |                                 |  |
| Membership subscriptions                              | 4,255                           |  |
| Income tax recovered                                  | 952                             |  |
| Additional income tax recovered for<br>previous years | 0                               |  |
| Interest on funds                                     | 0                               |  |
| Grants  | 29,099                          |  |
| Donations   | 660                             |  |
|   | <u>34,966</u>                   |  |
| 2(b) Activities for generating funds                  |                                 |  |
| Fund raising  | 0                               |  |
| Lunch Group   | 0                               |  |
| Children's Activities                                 | 0                               |  |
|   | <u>0</u>                        |  |
| 2(c) Incoming resources from charitable<br>activities |                                 |  |
| Sales   | 18                              |  |
| Cash receipts – fines, sales, etc.                    | 167                             |  |
| Rates rebate  | 128                             |  |
| Room hire   | 1,660                           |  |
| Miscellaneous   | 26                              |  |
|   | <u>1,999</u>                    |  |
| <b>TOTAL INCOMING RESOURCES</b>                       | <u>36,965</u>                   |  |

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THE FARNHAM COMMON COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 16th May 2020 to 31 March 2021 (continued)

| 3 RESOURCES USED |                                      | Unrestricted<br>Funds 2020<br>£ |         |
|------------------|--------------------------------------|---------------------------------|---------|
| 3 (a)            | <b>Fund raising costs</b>            |                                 |         |
|                  | Fund raising costs                   | 0                               |         |
|                  | Lunch Group costs                    | 0                               |         |
|                  |                                      | <u>0</u>                        | <u></u> |
| 3(b)             | <b>Charitable Activities</b>         |                                 |         |
|                  | <b>Premises</b>                      |                                 |         |
|                  | Light and heat                       | 4,242                           |         |
|                  | Insurance                            | 590                             |         |
|                  | Business rates                       | 467                             |         |
|                  | Water charges                        | 245                             |         |
|                  | <b>Running costs</b>                 |                                 |         |
|                  | General cleaning                     | 3,360                           |         |
|                  | Consumables                          | 1,079                           |         |
|                  | Volunteer costs                      | 672                             |         |
|                  | Maintenance costs                    | 193                             |         |
|                  | Annual safety costs                  | 137                             |         |
|                  | Display costs                        | 992                             |         |
|                  | BCC costs                            | 332                             |         |
|                  | Garden maintenance                   | 150                             |         |
|                  | <b>Administration costs</b>          |                                 |         |
|                  | Postage                              | 8                               |         |
|                  | Stationery                           | 14                              |         |
|                  | AGM                                  | 0                               |         |
|                  | Financial Advisor                    | 1,423                           |         |
|                  | WiFi & Broadband                     | 723                             |         |
|                  | <b>Book stock</b>                    |                                 |         |
|                  | FCCL purchased stock                 | 1,163                           |         |
|                  | <b>Publicity and promotion costs</b> |                                 |         |
|                  | Newsletter                           | 0                               |         |
|                  | Children's activities                | 0                               |         |
|                  | Publicity                            | 0                               |         |
|                  | <b>Capital Project costs</b>         | 10,000                          |         |
|                  | <b>Sundry items</b>                  | 20                              |         |
|                  |                                      | <u>25,810</u>                   | <u></u> |
| 3( c)            | <b>Governance Costs</b>              |                                 |         |
|                  | Governance Costs                     | 0                               |         |
|                  |                                      | <u>0</u>                        | <u></u> |
|                  | <b>TOTAL RESOURCES USED</b>          | <u>25,810</u>                   | <u></u> |

THE FARNHAM COMMON COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 16th May 2020 to 31 March 2021 (continued)

4 DEBTORS AND PREPAYMENTS

|                     | 2021  |       |
|---------------------|-------|-------|
|                     | £     |       |
| Prepaid expenditure | 0     |       |
|                     | <hr/> | <hr/> |
|                     | 0     |       |
|                     | <hr/> | <hr/> |

5 LIABILITIES: Amounts falling  
due within one year

|                        |       |       |
|------------------------|-------|-------|
| Creditors and accruals | 0     |       |
| Deferred income        | 0     |       |
|                        | <hr/> | <hr/> |
|                        | 0     |       |



**THE FARNHAM COMMON COMMUNITY LIBRARY**

**INDEPENDENT EXAMINER'S REPORT  
FOR THE PERIOD 16th May 2020 to 31 March 2021**

**Independent examiner's report to the trustees of the Farnham Common Community Library.**

I report to the trustees on my examination of the accounts of the Farnham Common Community Library (the Trust) for the period ended 31st March 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:

A handwritten signature in black ink, appearing to read 'L. S. Chapman', with a long horizontal stroke extending to the right.

Lee Chapman

42 Crispin Way  
Farnham Common  
Bucks  
SL2 3UE

Date:

...