

Trustees Annual Report
for
ASCEL
(Association of Senior Children's and Education Librarians)

21st September 2022 to 31st March 2023

Report dated 25th January 2024

Trustees' Annual Report for ASCEL

(Association of Senior Children's and Education Librarians)

The Trustees present its report for the period from registration as a charity on 21 September 2022 to the end of the first financial period on 31 March 2023.

Charity name: Association of Senior Children's and Education Librarians
Also known as: ASCEL

Charity registration number: 1200443

Registered Office: Wolverhampton Central Library
(from 1 April 2023) Snow Hill
Wolverhampton
WV1 3AX

ASCEL Board

Annabel Gittins	Chair
Anna Simmons	Treasurer
Christine Myhill	
Krystal Vittles	
Nina Simon	
Sue Ball	

Objectives and Activities

Our charity's purposes as set in the Constitution are: To advance education and promote literacy in young people and families primarily by assisting in the establishment, maintenance, operation and development of libraries and library services for young people and families in the United Kingdom, improving the overall standard of libraries and library services, and by providing education and development for those involved in librarianship.

The organisation completed its first 6 months as a registered charity. Trustees are delighted to report on the progress made in the organisation's first 6 months as a registered charity.

Achievements and Performance

September 2022 saw the major change from being a membership association to becoming a charity, with the promise of Arts Council funding from April 2023. A new Chair of ASCEL stepped into the role at the AGM in November 2022 and took on the role of Chair of the Board of Trustees. This was a rapid culture change led initially by the new charity trustees with the new Chair.

Many steps were put into place by the Chair and supporting trustees, working with an external consultant to ensure that the charity was ready to swing into action with a new CEO and small executive team as soon as the ACE funding was received in April 2023.

Building both the Executive team and Board was the first priority for the charity.

Recruitment of the CEO occurred through December 2022 with interviews being held in Stafford in January 2023. The successful candidate will be starting in early April 2023.

Trustees have been busy pulling together draft policies for discussion and agreeing.

Structure, Governance and Management

The Governing Document

The organisation is a Charitable Incorporated Organisation (CIO), registered as a charity on 21 September 2022, having previously been an Unincorporated Association run by the membership on a voluntary basis.

Trustee Recruitment, Induction and Training

6 trustees have moved from the Management Committee into the role of Trustees, with 4 of them stepping away from their positions within the Management Committee, but continuing as members of ASCEL. The previous Vice Chair of the Association stepping into the role of Chair of the Board.

Trustees undertook the "Being a Trustee" training delivered by the David Saunders, the Not4Profit Wizard.

A Trustees Induction pack, which includes links to "The Essential Trustee" and other key guidance from the Charity Commission is sent to all new trustees.

6 Independent Trustees will be recruited once the CEO is in post in April / May 2023.

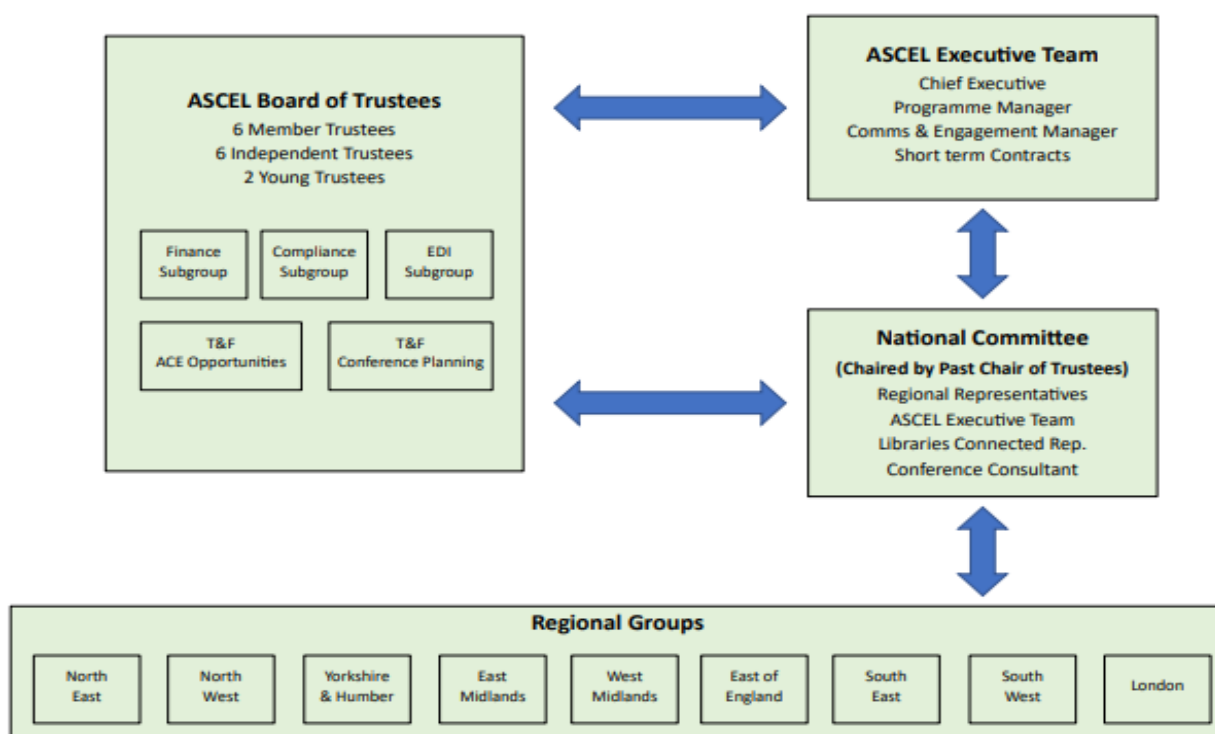
Risk Management

The Board has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is reviewed and updated regularly. Where appropriate, systems or procedures are being established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. This will be updated on the start of the new CEO.

Organisational structure reflecting the recent change

ASCEL is now a Charitable Incorporated Organisation (CIO) with its National and Regional Committees still at its heart and driving force. Now as a charity the Board of Trustees also has a key part to play in the Governance of the Charity.

The relationship between the Board of Trustees, soon to be recruited Executive Team, National Committee and Regional Committees is illustrated clearly in the organogram below.



ASCEL Organogram 2023

Financial Review

The accounts presented cover the period from the registration of the charity on 21 September 2022 to the end of the first financial period on 31 March 2023.

The board opted to prepare receipts and payments accounts in this initial period. Accounts and financial monitoring was primarily undertaken by Anna Simmons (Treasurer). The process of engaging Beyond Profit as ASCEL's accountant began on 10 December 2022, with financial systems set up and support given, for example with setting up Pension, ready for 1 April 2023.

The board had previously set a budget for 2022/23 back in May 2022, prior to forming the Charity, for the Arts Council Grant England grant application. Progress against that budget and bank balances were monitored by the treasurer and reported to the board at all meetings to monitor going concern and cash flow. Significant expenditure on organisational set-up and income was also monitored and discussed.

These accounts have been prepared by Emma Willder, FCMA, CGMA, CG(Affiliate), Managing Director for Beyond Profit Ltd, in accordance with the Charity Commission guidance CC16b for Receipts and Payments accounts.

ASCEL has appointed Jo Roberts, ACMA, ATT, Director of Willow Accountancy to independently examine the accounts and other pertinent information.

An earlier report was presented covering the period from 1 April 2022 in accordance with the established practice for ASCEL as a membership association and its constitution as such.

Financial position on 21 September 2023

In February 2022, Birkets LLP were appointed to "draft a Transfer Agreement or other appropriate document (such as a Deed of Gift) to effect the transfer of the ACSEL's cash assets to the new CIO."

On its registration as a charity, £34,315 was donated from the membership association. At the end of the financial period, ASCEL held £28,728.52 cash, a movement of -£5,586.88.

	21-Sep-22	31-Mar-23
HSBC - Current Account	£17,629.27	£11,790.54
HSBC - Savings Account	£16,683.13	£16,937.98
	£34,315.40	£28,728.52

There were delays in setting up a new current and saving account for the charity with The Co-operative Bank. These included personal factors that affected the Treasurer's capacity, the time taken to seek legal advice and get consensus from Trustees following this, that the Trustees signing the forms were geographically remote, and the time taken to resolve a query relating to a signatory.

The advice sought from Birketts was in anticipation that communicating changes to local authorities and working through their processes would be a challenge and that not all would make the changes quickly: Birketts responded to a question regarding the appropriateness of using a Switch mechanism and the Trustees agreed to keep the HSBC account open, with money transferred periodically.

Forms to open the new accounts were posted on 10 December 2022, The Co-operative Bank accepted in principle on 16 January 2023, and informed ASCEL that their application had been successful on 6 March 2023, with the bank account opened on 10 March 2023. Factors at the HSBC Bank, such as staffing capacity to deal with business enquiries and errors in processing transactions, further delayed the transfer of money to the new current account (6 April 2023) and the closure of the savings accounts (completed 24 April 2023).

As a newly formed charity, ASCEL further invested in organisational change to continue its move from a volunteer-led membership association to one that had the right structure and capacity to meet its objectives, with £8,500 spent before incorporation and a further £7,441 since.

The investment included working with a consultant to secure Arts Council funding from April 2023 to March 2026 as a new Investment Principle Support Organisation.

Total expenditure to date includes consultancy fees (£9,149) to lead the application writing process and to work alongside the new Trustees, and with an HR company (£1,020) to put in place the required policies and procedures before recruiting ASCEL's first CEO, and legal fees (£5,343) to underpin the transformation of ASCEL from a membership organisation to a charity, including writing a new constitution and appointing trustees.

Reserves policy and position

A reserves policy was adopted in February 2023 and sets out that reserves are needed to ensure the continued operation of ASCEL, specifically to protect its day-to-day operation and to protect the charity in periods of uncertainty.

It is the aim of ASCEL to maintain an unrestricted reserve of two months of essential running costs.

For the period 21 September 2022 to 31 March 2023 the reserves target was £5,000 in total and reflect that ASCEL was volunteer-led at this time. With over £16,000 in savings throughout this period, the target of unrestricted reserves was met.

From April 2023, the reserves target increased to £30,000 with the first employee, the new CEO, set to start on 3 April 2023. This target represents two months' liabilities on operating costs and staff salaries.

The charity continued to use the existing HSBC savings bank account. A new savings account with The Co-operative Bank opened on 10 March 2023 and, following a processing error, funds were transferred from the closed account to the new account on 24 April 2023. As of 31 March 2023 cash held in the HSBC savings account had increased by £254.85 from £16,683.13 on 21 September 2022 to £16,937.98 on 31 March 2023.

The increase in the savings account included £56.63 in interest and £201.22 from a publisher based in Canada. With consideration to charges and exchange rates, £100 was agreed as an advance for exhibiting as a publisher at the conference to be held in November 2023.

Principal sources of funds

The 2022 Conference included income and expenditure before and after the Charity was incorporated. In total against expenditure of £18,894, the ASCEL conference held in November 2022, brought income of £18,549 comprising £13,448 in delegate fees and £5,101 from publishers exhibiting.

Membership fees totalled £8000, with £7400 paid for the subscription year 2022 –23 and £600 for the subscription year 2021-2022.

Fewer members paid for their subscription than anticipated and will be chased for their membership fees for 2022-23 along with their fees for 2023-24. The take up was affected by how members were asked to renew, with many missing the information about this on Updates, and personal circumstances affecting the Treasurer's ability to contact members individually.

Going concern

£200,000 has been secured in funding per year from April 2023 to March 2026, payable in quarterly amounts of £50,000. Clear targets have been set in ASCEL's 2023/24 budgets to increase income further: to increase and stabilise conference income to £21,000 per year, to increase the number of membership subscriptions, and to secure short-term project funding, including by applying for grant funding from The Arts Council and by working with partners, such as with The Reading Agency, to support their projects.

With the successful appointment of a CEO in the financial year 2022 – 2023, ready to start on 3 April 2023, and a commitment in the budget from April 2023 onwards for roles to support members and the annual conference, ASCEL will have the capacity in place to achieve this and begin looking at longer-term funding options, building on the successes of the membership association.

Having set up new systems with support from Beyond Profit, the treasurer, CEO and other staff, when appointed, will have access to current financial information through QuickBooks, with Beyond Profit preparing management accounts to be presented at Board meetings, with more detailed and regular review by the new CEO and Treasurer, specifically to produce quarterly financial reports required by The Arts Council as ASCEL's primary funder.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<u>Annabel Gittins</u> signed on 27/01/2024, 11:40:57 GMT	<u>Asimmons</u> signed on 26/01/2024, 10:09:50 GMT
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Full name(s)	Annabel Gittins	Anna Simmons
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Position (eg Secretary, Chair, etc)	Chair	Treasurer
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Date	
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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

ASCEL (Association of Senior Children's and Education Librarians)

On accounts for the period

21st September 2022 to 31st March 2023

**Charity no
(if any)**

1200443

Set out on

Trustees report pages 1-9 and the Receipts and Payments accounts attached

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31/03/2023.

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").

**Responsibilities and basis of
report**

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



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's statement

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

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

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

Signed:

Jo Roberts

signed on 26/01/2024, 09:31:21 GMT

Date:

Name:

Mrs Joanne Roberts, Willow Accountancy Ltd

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

ACMA (Associate of Chartered Management Accountants)

Address:

Willow Cottage, Valley Road, Wotton under Edge, Glos GL12 7NP

Section B

Disclosure

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

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

Signatures' technical details

Signatures

jo@willowaccountancy.co.uk	Fingerprint
26/01/2024, 09:31:21 GMT	555fc3d9ad559bf9a7888427b252f2c762100063
anna.simmons@ascel.org.uk	Fingerprint
26/01/2024, 10:09:50 GMT	decc2e33f48ead3dae235640897a7af31d9007bf
annabel.gittins@ascel.org.uk	Fingerprint
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Summary

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Final stamp:	27/01/2024, 11:41:00 GMT



Trustees Annual Report
for
ASCEL
(Association of Senior Children's and Education Librarians)

21st September 2022 to 31st March 2023

Report dated 25th January 2024

Verification QR Code



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CHARITY COMMISSION
FOR ENGLAND AND WALES

Association of Senior Children and
Education Librarians

1200443

Receipts and payments accounts

CC16a

For the period
from

21/09/2022

To

31/03/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Conference Income	13,448	-	-	13,448	-
Membership Subscriptions	8,000	-	-	8,000	-
Bank Interest	57	-	-	57	-
Publisher	5,101	-	-	5,101	-
Donation from previous entity	34,315	-	-	34,315	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	60,921	-	-	60,921	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	60,921	-	-	60,921	-
A3 Payments					
Conference Expenditure	18,894	-	-	18,894	-
Committee Accom, Travel & Subs	1,133	-	-	1,133	-
IT, Accountancy, Stationery, Charges, Misc	434	-	-	434	-
Information Consultant salary	3,750	-	-	3,750	-
Training & Regional Groups	280	-	-	280	-
Libraries Connected Seminar	-	-	-	-	-
Organisational change and IPSOs bid	7,441	-	-	7,441	-
IFLA	356	-	-	356	-
Sub total	32,288	-	-	32,288	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	32,288	-	-	32,288	-
Net of receipts/(payments)	28,634	-	-	28,634	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	28,634	-	-	28,634	-

Jo Roberts

signed on 26/01/2024, 09:34:34 GMT

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC - Current Account		-	-
	HSBC - Savings Account		-	-
		-	-	-
	Total cash funds	-	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Owed by ASCEL (cash in bank)	28,729	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-


	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Supplier overpayment to be refunded	-95	-	
			-	
			-	
			-	
			-	

Net Assets 28,634 - -

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

Signature	Print Name	Date of approval
		
signed on 26/01/2024, 10:11:27 GMT		
Annabel Gittins		
signed on 27/01/2024, 11:39:16 GMT		25/01/2024
	Jo Roberts	
	signed on 26/01/2024, 09:34:34 GMT	

Signatures' technical details

Signatures

jo@willowaccountancy.co.uk	Fingerprint
26/01/2024, 09:34:34 GMT	57c1a7781328a374098cedd79fb111b793828cc7
anna.simmons@ascel.org.uk	Fingerprint
26/01/2024, 10:11:27 GMT	0163c89d09b2edea9ce63ac88a1c5f1c43631220
annabel.gittins@ascel.org.uk	Fingerprint
27/01/2024, 11:39:16 GMT	8480e27eef1da8d0143bc7a658feee6432f822b4

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Summary

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Final stamp:	27/01/2024, 11:39:18 GMT

	CHARITY COMMISSION Association of Senior Children and Education Librarians	1200443	
Receipts and payments accounts			CC16a
For the period from	21/03/2022	To	31/03/2023

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Conference income	11,443	-	-	11,443	-
Membership Subscriptions	8,000	-	-	8,000	-
Bank Interest	57	-	-	57	-
Donor	5,181	-	-	5,181	-
Donation from previous entity	34,313	-	-	34,313	-
	-	-	-	-	-
Sub total (Gross income for AP)	60,921	-	-	60,921	-
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Committee Room, Travel & Subs	1,123	-	-	1,123	-
IT, Accountancy, Stationery, Charges, etc.	434	-	-	434	-
Information Consultant salary	3,750	-	-	3,750	-
Training & Regional Groups	280	-	-	280	-
Library Connected Services	-	-	-	-	-
Organisational change and IPSCs Ltd	7,441	-	-	7,441	-
PLA	356	-	-	356	-
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A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	28,634	-	-	28,634	-





CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
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On accounts for the period

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**Charity no
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**Responsibilities and basis of
report**

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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's statement

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- the accounts do not accord with the accounting records

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Signed:

Jo Roberts

signed on 26/01/2024, 09:31:21 GMT

Date:

Name:

Mrs Joanne Roberts, Willow Accountancy Ltd

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

ACMA (Associate of Chartered Management Accountants)

Address:

Willow Cottage, Valley Road, Wotton under Edge, Glos GL12 7NP

Section B

Disclosure

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items that the examiner
wishes to disclose.