

# Keats Community Library

## Annual Report 2013



### A Introduction<sup>1</sup>

Our activities are relatively simple:

***"To run the library in Keats Grove for the long term benefit of the community."***

The Board interprets this as including the following:

- lending books, including Large Print and Audio books
- lending DVDs - the only local source;
- public access computers, with printing and scanning- the only place locally;
- public Wi-Fi;
- a quiet safe place for study;
- courses such as literacy, computing, chess;
- a Reading Group;
- activities for adults and children centred on literacy and the arts;
- providing training and social activities for volunteers;
- providing work place experience for young people, and training apprentices;
- fulfilling Duke of Edinburgh Award volunteer requirements for students;
- cultural events of the highest quality, accessible to all

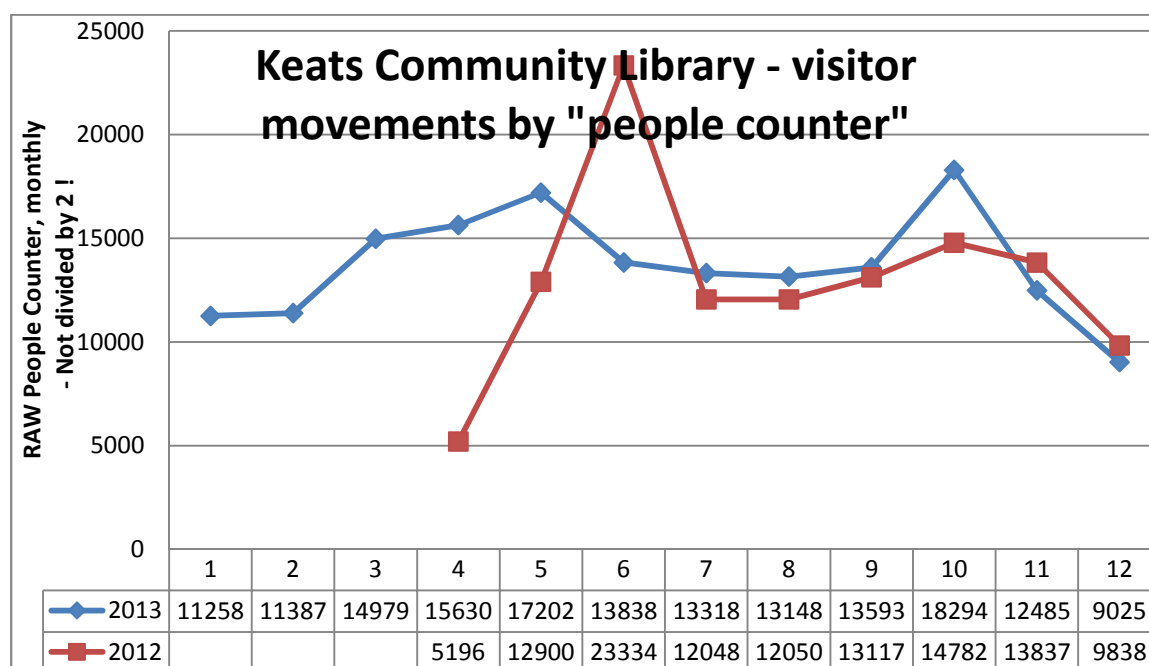
We are open to expanding our range of activities, depending on resources - money and people - becoming available.

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<sup>1</sup> If you would like more information, our website is the most up to date place to see what we are doing: [keatscommunitylibrary.org.uk](http://keatscommunitylibrary.org.uk)

## Some Statistics

- **Over 3,500 Cards Issued:** KCL has been open since April 2012 and has issued over 3,500 library cards (for which a small one-off admin fee is payable). The initial mass enrolment is over and now about 5-15 cards are issued each week to new readers. We also saw a large increase in school visit enrolments in 2013.
- **35,500 Total Movements in stock.** 2013 saw the level of book and DVD movements double over 2012 (which was only 9 months);
- **Visitors,** some of whom who only come to study or read or use the computers, are steady now at about 6,700 a month – the chart below gives the gross figures by month and shows the seasonal trend;



- **33 Events held:** a record 33 events (more details below) were held, which placed considerable strain on the small team. The events were even more varied than in 2012, as we added music to our repertoire. Events are crucial in fundraising to supplement the base of regular donations;
- **Volunteers:** a cohort of about 50 volunteers, including the active Trustee Board, remained stable with few departures, usually due to the volunteer leaving the area.  
**In addition to library shift volunteers, we seek specialist administrative and fundraising help for the charity.**

## Human Resources

In 2013, the Library Manager moved out of London. The Board decided to take stock of the library's needs before considering a replacement. There was debate on whether a full time manager was needed and what type of qualification was relevant. Did KCL need a professional librarian?

For the rest of 2013, the library was run entirely by volunteers. This was feasible due to the increasing experience of our volunteers, their loyalty and willingness to cope.

We have learnt from experience:

- Continuity across the volunteer shifts needed to be addressed. Having a board member present at all times proved demanding and problematic during holidays.
- After a period of training, KCL could be run without a full time professional librarian. The relatively simple "business model" and experience of its volunteers in libraries, book shops and other areas gave the Board confidence that we could continue without a qualified librarian.
- We have moved to presenting our stock by subject, rather than by Dewey Decimal, as used in large libraries, following a more user friendly bookshop model. This has been well received and makes the library tasks easier.
- KCL is a local lending library. Limited by space, we focus on the books local people want to read; we do not aspire to be a research library, given the diverse resources available a bus ride away. We do not provide social services or advice as we are not qualified or resourced to do this.
- Cost is an issue. KCL has high fixed costs for its Licence for premises and can only afford to pay for external resource if funding allows. Grants make a difference but are competitive to obtain and difficult to find for "running costs" as against "projects".

In order to improve continuity and expertise, the Board decided to engage, through an agency, a young postgraduate part-time librarian. This new approach started in November 2013. KCL was able to fund this post with the generous assistance of the Hampstead Wells and Campden Trust (see below). The trial, which lasted 3 months, showed us the challenge of finding a junior librarian who is comfortable with both customer service and proactive management in the volunteer led community library model.

**Work Experience:** We now offer volunteer slots to youngsters for various reasons; such as Duke of Edinburgh's Award or Scout service, and qualification related work experience for local secondary schools. The inter-generational experience has been unexpectedly rewarding as both generations have learnt a great deal from each other.

**The volunteers are, above all, loyal and reliable. Incredibly the library has opened for 42 hours a week without fail.**

**The community owes its thanks to all our volunteers for this and constantly expanding and improving our services.**

**One of the delights of being a volunteer is receiving comments from library users on the helpful and friendly service.**

## **Book and DVD stock**

As last year, we have increased and improved our stock by purchase and donation. Children's books are heavily used and need constant replacement. We are grateful to our many supporters who donate excellent quality books for us to take into stock.

These donations, alongside careful selection of suppliers and even buying second hand allowed us to add a lot more books than our budget alone would allow.

Book buying at £2,654 was therefore a relatively modest part of our expenditure to which needs to be added some £1,500 for providing library jackets and labels for new and donated books.

However, we will do what is needed to keep our stock relevant and in good condition.

We continue to respond to reader demands mainly through written requests in our comments book. We acquire books that meet our criteria of reasonable price and of interest beyond one person. We try to do this quickly, often on the same day, with the help of Daunts, our local book shop.

We also ensure that we have the latest publications such as the Costa and Man Booker long-list for fiction and popular non-fiction books such as the Samuel Johnson prize list, as promptly as possible.

We consider disposing of books which are either in poor condition or have not been borrowed for 2 years or so. Classic books are excluded from this process. Books leaving the library are either sold in one of our regular book sales or sent to an outside company for sale on the internet from which we receive a small amount.

DVDs are taken out steadily. Acquisition of DVDs is ever harder as shops shut and second hand DVDs become scarcer as people go on line instead.

We hire out DVDs authorised for Rental (sadly not the case with many cheaper copies) which reduces choice. It also means that we cannot rent all the DVDs that are donated – these can be sold instead which still helps us enormously. DVD rental income was modest at just under £2000. Sadly DVDs are stolen by thieves who appear to target Art Films.

## Children's Library ("CL")



Nicky White, the Trustee who set up the CL team in 2012 sadly resigned in 2013 due to pressure of other commitments, leaving us with a fantastic foundation. The CL team was able to benefit from this and continue to build up the stock. We are enormously grateful to Nicky and her team for how much was done in setting up a team atmosphere in the CL.

Jana Harrison kindly took over responsibility for the CL, adding this to her existing responsibilities for managing the volunteers. Thanks to Jana's hard work and constant cheerful presence, momentum has been more than maintained with more school visits and increased numbers of work experience students at the library.

A major relabelling operation including colour coding for our non-fiction books allowed much faster stacking of returned books and aids children and adults find books.

Our Licence agreement with the City of London Corporation allows us to share the Nightingale Room where we lay out the dedicated space for children. We have 3 days exclusively and the City has agreed informally to let us use it on any other days on an experimental basis when they do not need it.

The last custom-built library trolleys arrived allowing us to retire the old mobile shelves which were wearing out from the constant movement. These were funded by the City of London Corporation as part of our agreement on use of the Nightingale Room as Camden's wall shelves were removed and replaced.

Loans of children's books went up significantly in 2013 compared to 2012. This was partly due by an increase in the number of visits by local schools whom we are delighted to welcome and partly due to new books and new families taking out KCL cards. Over 50 schoolchildren visit the Children's Library each week with their class during the school term to take up books and many of these families subsequently joined the Library.

**We constantly need new children's books and welcome donations from parents as their children outgrow their books**

We have increased the number of events for children to include Chinese New Year Troupe, Puppet Shows. Story times (with expert narrators) and Art Classes. We run these events on Saturdays when many children have other organised activities so attendance is modest, weather dependent, but increasing as word gets around.

In 2013, we participated in The Reading Agency's Summer Reading Challenge and engaged over 100 local children in the reading scheme during the summer months. We anticipate even greater participation in 2014 and beyond as we continue to extend our schools outreach programme.



### **Community Activities**

We would like to thank Susan Brandt, Avril Nakouzi and Paula Dupont for the wonderful work they do in providing weekly literacy classes which are held discreetly in a corner during the lunch period.

Thank you too to Joan Bruggen for leading our Reading Group.

These are important services for our community, which we provide free of charge.

### **Computers and technology**

The 6 public computers are a key part of our public offer and are frequently fully occupied with people waiting. Use is free to all.

We try to limit computer time to one hour when we are busy but this can be hard to implement and some users can be reluctant to move. We are therefore planning to introduce software to do this impartially and allow only the one hour.

Many of our computer users only visit the library for that purpose so we do not yet require a library card from them.

The associated printers are also much used as the only place in the area where you can print off the internet and even in colour. They provide a modest income for us with prices generally below those of Camden libraries.

Our Library system, Heritage, is also run off the internet and is a key part of our daily operations. We decided on the best available system in 2012 and while it is not the cheapest, it has proved reliable and easy for volunteers to use at the day to day level. It provides an extensive range of features which we are still learning about, when time allows.

Jonathan Nakouzi is the Trustee who has taken on the IT responsibility for us and, with his team, worked hard to keep us running.

With their skilled support, our services include:

- Free Classes for basic computer skills in the library.
- Free Lap-top Surgeries in the library

### **Relationships with other parties**

**Other Libraries:** KCL keeps in touch with the other libraries that were transferred to community use in 2012. Each has a different model so not all comparisons are valid. For example, KCL is the only one in Camden which has to pay for the building use and is not part of a larger organisation. KCL has also been contacted by several libraries around the country at various stages of transfer from the full public sector run model. KCL has been able to share its experiences to try and help others succeed.

**Public bodies:** We continue to try and contact many other bodies who present themselves as championing reading in general. But we have had some difficulties accessing services from those who do not consider KCL to be a proper "public library". See below for more on this.

**Camden Council :** On a day to day basis, KCL is totally independent and Camden Council provides neither funds nor resource after the last part of the transition funding was paid in January 2013. Informal friendly contact is maintained at officer and councillor level and information freely exchanged. Camden officers have been keen to help bridge the gap when organisations fail to recognise KCL as a "public library".

**City of London Corporation and Keats House:** Helped by an internal reorganisation and a new Principal Curator at Keats House, relations have continued to develop towards a common goal of mutual trust and cooperation.

We have held some joint events and plan more.

As a result, the negotiations on the extension of the Licence for using the building were amicable as we bring a strong community presence and manage the library effectively.

A three year extension with a potential further two year period was agreed in principle in November 2013.

## **Campaigning for Fair Treatment for Community Libraries**

In 2013, it became clear that despite being, at least in our own eyes, a “public library” open to all, this view of independent libraries is not shared by some public bodies – such as the Arts Council of England (ACE) and charities supported by government grants.

As a result, KCL has been pushed aside when applying for grants, free support and other material on offer to “public libraries” and told to “contact your local authority, Camden”. Given that Camden cut us off from accessing their services, this is not practical for Camden or KCL.

Camden has been helpful in offering help to resolve specific issues but this is not a longer term solution.

Part of the problem is that there are many different models of a “community library” ranging from a few volunteers organising coffee mornings in a Council run library to raise extra funds for books, to our model of *total financial and resource independence*, without any local authority support. The Government has been strongly encouraging the growth of volunteer-run social enterprises.

Accordingly, after one more frustrating brush off, we contacted Ed Vaisey, the Parliamentary Under-Secretary of State for Culture, Communications and Creative Industries, to request help in dealing with this inconsistency. The Minister responded to our briefing note by making an informal private visit to the library where he discussed the matter with the Board and offered to help. We were greatly encouraged by his understanding of the issues and indeed have seen some change. Sadly this has not yet reached ACE and we have since found other library sector support bodies still ignoring the existence of volunteer libraries. The Board will continue to campaign for fair treatment in 2014.



## **B 2013 Financial Commentary**

### **1 Introduction**

The financial report for 2013 leaves KCL with a healthy cash balance and reserves as fundraising was highly successful, mainly from our busy events programme, more details of which are below.

However, this creates the illusion that all is set fair for the future. 2013 had a number of one-off celebrity benefits, again shown below, which raised nearly half of the income.

These are sadly not predictable which means that 2014 at least will show considerably less income but similar expense.

In 2013, the success of events took the pressure of funding from our community base. We now have to go back to that community base and push harder for financial support, particularly in the form of monthly standing orders, which we hope can build up to pay our base costs.

Our biggest cost is the £25,000 licence fee that we pay to Keats House on behalf of the City of London Corporation. This makes our base costs much higher than many other community libraries. This high base cost is one reason that we need to rely more on volunteers than those libraries and have to work harder to raise money from the community by donation and from events.

We also need to raise Grant funds which is difficult as most funders are keen to finance a new capital "project" and reluctant to support any of the on-going expenses, which is our need.

### **2 Library Operations Income**

Day to day activities and charges in the library provide a steady predictable stream of funds. Increasing sales of coffee and greater use of our two laser printers help this source. We also sell cards, our lovely Helen Oxenbury designed book bags and booklets e.g. local walking guides.

This heading includes our £5 administration charge from issuing new library cards. While this raised £2800 in 2013, this will decline as we enrol more replacement readers rather than people newly discovering the wonders of the library – of which there were many in 2013.

Rhyme Time for children covers its costs from donations made by some, but noticeably not all, attendees.

### **3 Donations**

We are steadily building up the number of regular donors. Our aim is to have our fixed costs covered by library operations and predictable donations, preferably by standing order. This has proved to be a slow process as people respond best to a personal appeal rather than general requests or leaflets.

We also have several generous annual donors who we hope will continue for many more years. Gift Aid is a great help in increasing the benefit to each individual donation.

#### **4 Hampstead Wells and Campden Trust (HWCT)**

We received a £5,000 grant from the HWCT towards the costs of a contract librarian. This was our only new grant in 2013.

#### **5 Hampstead Summer Festival**

We were delighted to become a beneficiary (along with Age UK Henderson Court Resource Centre) of the wonderful Hampstead Summer Festival.

2013 was its third year and it was bigger and better than ever. KCL organised the raffle and many of our volunteers helped on the day.

Aside from being tremendous fun for the 10,000 or so people who came to Hampstead, the Festival raised £10,000 net for the library, the single largest contribution to our funding in 2013. We are honoured to be a beneficiary again in 2014.

#### **6 Book Sales**

We now run two books fairs a year, in Spring and Autumn. We rely on high quality donations from local people and in October, we had a large donation of review copies from Richard Madeley and Judy Finnegan.

The two fairs, along with ongoing sales in the library of excess stock, made £5,500 for KCL in 2013.

#### **7 The KCL Art Fair**

Because we made many friends at the Affordable Art Fair in 2012, we were encouraged to stage our own little fair. Hampstead School of Art lent us display panels and exhibited work. Elena Anikst painted a picture specially for us and thanks to the generosity of Shuey Delaney (who gave us 24 pictures of her mother Hanna Weil's preparatory watercolours to sell), and Marion Wesel Henrion (who persuaded Milein Cosman to give us 10 original limited edition prints), we had a wonderful show which raised around £10,000 for the library. Sadly, this is not likely to be repeated unless we have more donations of outstanding work.

#### **8 Income from Events**

We had terrific support from so many artists – listed below – who freely gave their time to help the library. They made a huge contribution to our fund-raising in 2013. Each event in the Library makes from £200 to £1200, depending on audience and ticket price. We have to pay room hire charges.

We would like to mention two artists who allowed us to put on large shows at the Royal Free Hospital Theatre. Simon Callow and Michael Palin each sold out the 380 seat theatre to rapt audiences.

## 9 Spamalot

Our Patron, Simon Callow also very generously donated his fee for playing God in Spamalot; the Ambassador Theatre Group also arranged for a bucket collection and gave us tickets to the show. This surprise bonus event was a great boost to our morale!

## 10 Sponsors and other supporters

- A. **T-K International** and **Bluebird Care** co- sponsored the Michael Palin Evening at the Royal Free Theatre (Peter Samuel Hall)
- B. **Olivers** sponsored the first library Art Fair
- C. **Tanza Trust** paid the room hire costs for Ricardo Curbelo and **Gaicho** provided the wine.
- D. **West End Lane Books** made donations following book sales at events.
- E. **St Stephens , Pond Street** generously provided a venue free of charge for our Catherine Hopper concert.
- F. **Many local traders** provided raffle prizes for the Hampstead Summer Festival Raffle, (proceeds shared with Age UK Camden).
- G. Two generous supporters who lent their homes, one for an evening with Daniel Cainer and one for a wine tasting evening supported by **Jeroboams**, both of which were highly enjoyable and raised valuable funds.

## 11 Conclusion

2013 was a year when we built on the great start in 2012, improved our knowledge and discovered new areas to expand our community reach. This report inevitably omits some important developments which we shall report on when they reach their goals.

As can be seen from the financial report attached, we made a strong surplus in 2013 due to a number of reasons. Some of these, such as the last instalment of the Camden Grant and the Art Fair are not repeatable in the future and so we are increasing our efforts to raise donations to compensate.

This is so much a community undertaking that it is difficult to single out people to thank here. Reference above shows where there has been help on some specific areas especially from sponsors and local businesses who have been supportive.

I would like to record here the deep debt of thanks owed to the many volunteers, which includes the Trustees, each of whom made an important contribution to the community and its library.

Only with this team can KCL open 6 days a week for a total of 42 hours.



S Bobasch  
Chair of Trustees

## Events organised in 2013<sup>2</sup>



Michael Palin



Richard Madeley



Simon Callow

We owe huge debt of thanks to all the authors, musicians and performers who gave their time to make our events fun and raise funds for KCL:

Jan 17 <sup>th</sup>	Richard Fitzwilliams - Mutiny on the Bounty
Jan 31 <sup>st</sup>	Pip Utton - Churchill
Feb 21 <sup>st</sup>	Debbie Moggach – Heartbreak Hotel
<b>March 2<sup>nd</sup></b>	<b>Chinese New Year celebration with a Chinese Dance Troupe</b>
March 7 <sup>th</sup>	Daniel Cainer (private house event)
<b>March 9<sup>th</sup></b>	<b>Debs Newbold: storyteller– Children’s library</b>
March 15/16 <sup>th</sup>	Art Exhibition Private View/ Public Day
April 11 <sup>th</sup>	Sara Wheeler - O My America
April 20 <sup>th</sup>	Spring Book Sale
April 25 <sup>th</sup>	John Hegley - Poetry
April 29 <sup>th</sup>	Simon Callow @ Royal Free Theatre
May 16 <sup>th</sup>	Prof Mark White – Cuban Missile Crisis
June 6 <sup>th</sup>	Antony Penrose – Lee Miller
June 30 <sup>th</sup>	Hampstead Summer Festival
July 3 <sup>rd</sup>	Summer Literary Quiz
July 6 <sup>th</sup>	Raffle Draw/Balloon Race @ Henderson Court
<b>July 13<sup>th</sup></b>	<b>Chinese Kite making – Children’s Library</b>
Aug 12 <sup>th</sup>	Spamalot at Playhouse Theatre
Aug 22 <sup>nd</sup>	Catherine Hopper Recital @ St Stephens, Pond Street
<b>Sept 13<sup>th</sup></b>	<b>Rose Sawkins: Roald Dahl story time</b>
Sept 15 <sup>th</sup>	Gayton Road Festival
Sept	Wine tasting (private house event)
<b>Sept 28<sup>th</sup></b>	<b>Chinese Calligraphy – Children’s Library</b>
<b>Oct 5<sup>th</sup></b>	<b>Art Class with Orly Orbach– Children’s Library</b>
<b>Oct 12<sup>th</sup></b>	<b>Drama Workshop – Children’s Library</b>
<b>Oct 19<sup>th</sup></b>	<b>Art Class with Orly Orbach– Children’s Library</b>
Oct 22 <sup>nd</sup>	Michael Palin @ Royal Free Theatre
Oct 26 <sup>th</sup>	Autumn Book Sale
<b>Nov 9<sup>th</sup></b>	<b>Puppet Show – Children’s Library</b>
Nov 21 <sup>st</sup>	Ricardo Curbelo – Latin American Harpist
Nov 28 <sup>th</sup>	Max Arthur OBE - First World War
Dec 5 <sup>th</sup>	Miriam Margolyes – “talks, sings, outrages”
Dec 12 <sup>th</sup>	Poetry Open Mic with Paul Birtill
Dec 19 <sup>th</sup>	Festive Literary Quiz

<sup>2</sup> Children’s Events shown in bold

## **Trustees and their Responsibilities:**

- Steven Bobasch                      Chair of Board
- David Burns                         Treasurer
- Jana Harrison                        Operations, Volunteers & Children's Library
- Tony Hillier                         Heath and Hampstead Society
- Vicky Joel                            Events, Book Buying & Corporate Sponsorship
- Lee Montague                        Events
- Jonathan Nakouzi                    Information Technology
- Nigel Steward                        Company Secretary

## **Patrons:**

- David Baddiel
- Lord Bragg
- Simon Callow
- Dame Margaret Drabble
- Alan Hollinghurst
- Anthony Horowitz
- Jeremy Karpel
- Sir Andrew Motion
- Deborah Moggach
- Michael Palin
- Sue Perkins
- Dame Janet Suzman



**REGISTERED COMPANY NUMBER: 07889559 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1146702**

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2013  
FOR  
KEATS COMMUNITY LIBRARY

KEATS COMMUNITY LIBRARY

CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2013

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KEATS COMMUNITY LIBRARY  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2013

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The Trustees of the Charity, who are also directors of the Company for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2013. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCES AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
**07889559 (England and Wales)**

**Registered Charity number**  
**1146702**

**Registered office**  
Keats Grove  
London NW3 2RR

<b>Trustees</b>	<b>appointed:</b>	<b>retired:</b>
Lionel Aitman (Treasurer)	25/01/12	28/01/13
Steven Bobasch (Chairman)	19/01/12	
David Burns (Treasurer)	05/03/13	
Carol Goldblatt	19/01/12	31/12/13
Jana Harrison	29/01/13	
Anthony Hillier	21/12/11	
Victoria Joel	19/01/12	
Lee Montague	19/01/12	
Jonathan Nakouzi	19/01/12	
Nigel Steward	21/12/11	
Nicola White	26/01/12	31/08/13

**Company Secretary**  
Nigel Steward

**Independent Examiner**  
Anthony Ghilchik FCA  
6 Morland Close  
London NW11 7JG

**Bankers**  
Barclays Bank,  
28, Hampstead High Street,  
London NW3 1QB



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

Keats Community Library ("the Charity") is incorporated as a company limited by guarantee under the Companies Act 2006. It is also a registered charity. The Directors of the Company are also charity trustees as defined by section 97 of the Charities Act 1993. In this document they are referred to as Trustees.

The Charity is governed by the terms of its Memorandum of Association and its Articles of Association.

### **Management**

The Trustees have not delegated their powers to any one Trustee or other person, although from time to time in accordance with the Articles they delegate their powers to a sub-committee of more than one Trustee. The Trustees manage the day-to-day affairs of the Charity; there is no executive management. The Trustees meet regularly and take note of the acts of individual Trustees on behalf of the Company.

### **Risk and Internal Controls**

The Trustees have a duty to identify and review the risks to which the company is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk and controls are reviewed regularly by the Board.

The Trustees have identified three main areas of risk:

- Staffing: a reliance on volunteers for all aspects of operation
- Security of Tenure: the licence for use of the building is only for 2 years until April 2014. The Licensor, the City of London Corporation has agreed in principle to grant a further 3 years with an option to extend this to 5 years, subject to documentation.
- Funding: the Charity is partially reliant on grants and donations of various kinds.

The organisation derives its strength from the work of volunteers. The principal internal controls which apply to staff and volunteers, including segregation of duties, cash management controls including double signature etc., are set out in the office manual.

Further discussion of the main areas of risk may be found in the Annual Report.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The object of the Charity (as stated in the Articles) is the promotion of education, by way of providing education in the form of literary activity and learning through the facilities of a community centre based around a library. The activities include charitable services provided either gratuitously or for reasonable and proper remuneration which support this object. These charitable services are designed to respond to the various and changing needs of the community, and are not limited by the Charity's constitution.

## **ACHIEVEMENT AND PERFORMANCE**

### **First Accounting Period**

The library having opened under the Charity's management in April 2012, the comparative information for 2012 in the Statement of Financial Activities corresponds to approximately 9 months of normal operations.

### **Results**

The Charity spent £50,489 (2012: £78,511) on its charitable objects during the year. Expenditure on these charitable activities was offset by directly related incoming resources of £54,186 (£39,310). The surplus on charitable activities thus amounted to £3,697 (2012: deficit of £39,201).

The Charity generated unrestricted funds of £48,300 (2012: £157,576), excluding investment interest. Fundraising activities in this reporting period were conducted by trustees and volunteers who are not remunerated. As a result in this period there were no identifiable costs of generating voluntary income.

Net incoming resources for the year amounted to £52,950 (2012: £118,471). After deduction of amounts classed as start-up funding (see discussion in the section on Reserves Policy below) the surplus on ongoing activities amounted to £42,950 (2012: £4,471). The Trustees are grateful to all those who have contributed in any way to the achievement of these results.

## FINANCIAL REVIEW

### Reserves policy

The Trustees have examined the Charity's requirements for free reserves, i.e. those funds which are not invested in fixed assets, nor designated for specific purposes nor otherwise committed. In making their assessment, Trustees have taken into consideration that at the date of approval of these statements the Charity does not have commitments to employees, although this position may change. As a result, at present the costs of cessation, should cessation become necessary, relate to fulfilment of conditions under the Licence with the City of London, leasing and similar agreements. No material costs of this nature are currently foreseen. Given the nature of the Charity's activities and its reliance on donations and community support, the Trustees however consider that it is prudent to maintain as far and for as long as possible a level of general funds corresponding to the total start-up funding received from the Council of the London Borough of Camden (£124,000). This is particularly the case since the Trustees have been informed that this funding is of a non-repeating nature. The level of cash reserves at year-end was adequate to meet that purpose. All reserves held are unrestricted and available for furtherance of the objects of the charity.

## FORMAT OF FINANCIAL STATEMENTS

The company is a registered charity and so achievements cannot be measured by normal commercial criteria. Accordingly, the Trustees consider it would be inappropriate to present the financial statements in either of the formats set out in the Companies Act 2006. Therefore, as permitted by the Companies Act, in order to reflect the special nature of the company's activities, the Trustees are of the opinion that it would be more appropriate to present a Statement of Financial Activities (incorporating income and expenditure account) rather than a Profit and Loss Account.

Under the requirements of the guideline on Accounting and Reporting by Charities, the Trustees have assessed the major risks to which the Charity is exposed. They are satisfied that systems are in place to mitigate its exposure to major risks. These procedures will be reviewed annually to ensure that they still meet the needs of the Charity.

### ON BEHALF OF THE BOARD:



.....  
S. Bobasch – Trustee



.....  
D. Burns - Trustee

Date:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
KEATS COMMUNITY LIBRARY

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I report on the accounts for the year ended 31<sup>st</sup> December 2013 set out on pages 7 to 13.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors for the purposes of company law) 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 2011 Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

**Basis of the 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 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 statements 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, and which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.



Anthony Ghilchik, FCA  
6 Morland Close  
London NW11 7JG

Date:

KEATS COMMUNITY LIBRARY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2013

		2013	2012
		Unrestricted funds	
	Notes	£	£
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Activities for generating funds	2	48,300	157,576
Investment income	3	953	96
<b>Incoming resources from charitable activities</b>			
General	4	<u>54,186</u>	<u>39,310</u>
<b>Total incoming resources</b>		<b>103,439</b>	<b>196,982</b>
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income		-	-
<b>Charitable activities</b>			
General	5,6	<u>50,489</u>	<u>78,511</u>
<b>Total resources expended</b>		<b>50,489</b>	<b>78,511</b>
		-----	-----
<b>NET INCOMING RESOURCES</b>		<b>52,950</b>	<b>118,471</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>118,471</b>	-
		-----	-----
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>171,421</u></b>	<b><u>118,471</u></b>

KEATS COMMUNITY LIBRARY

BALANCE SHEET  
AT 31ST DECEMBER 2013

		2013	2012
		Unrestricted Funds	
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible Assets	7	10,247	11,428
		-----	-----
<b>CURRENT ASSETS</b>			
Stocks		-	-
Debtors	8	7,353	4,900
Cash at bank and in hand		<u>164,369</u>	<u>124,130</u>
		<b>171,722</b>	<b>129,030</b>
<b>CREDITORS</b>			
Amounts falling due within one year	9	<b>(10,548)</b>	<b>(21,987)</b>
Loans		-	-
		-----	-----
<b>NET CURRENT ASSETS</b>		<b>161,174</b>	<b>107,043</b>
		-----	-----
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>171,421</b>	<b>118,471</b>
		-----	-----
<b>NET ASSETS</b>		<b><u>171,421</u></b>	<b><u>118,471</u></b>
<b>FUNDS</b>	10		
Unrestricted Funds		171,421	118,471
		-----	-----
<b>TOTAL FUNDS</b>		<b><u>171,421</u></b>	<b><u>118,471</u></b>

For the year ending 31<sup>st</sup> December 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 10<sup>th</sup> June 2014 and were signed on its behalf by:



S. Bobasch – Trustee



D. Burns - Trustee

## 1. ACCOUNTING POLICIES

### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small charitable company.

### Taxation

The Charity is exempt from corporation tax on its charitable activities. It is also exempt from VAT. VAT incurred on purchased goods and services is therefore unrecoverable and is included in expenditure under the cost heading to which it relates.

### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. As a result commitments to donate and to sponsor are usually accounted for on a cash received basis. In the case of donations eligible for Gift Aid, the amounts receivable from HMRC will in principle be accounted for in the year which the relevant donations are recognised (if appropriate, as accrued income).

### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery	20% on cost
Office Equipment	20% on cost

### Stocks

Purchases of library stock are expensed in the year in which they occur.

### Fund accounting

Unrestricted funds may be used in accordance with the charitable objectives at the discretion of the Trustees. Restricted funds may only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. At the present time the Charity has no restricted funds.

### Charitable Activities

Charitable activities are those activities which are included in the objects of the association as set out in the Company's Articles of Association (and summarised in the Report of the Trustees).

### Events

Events fall within the object of the Charity of providing cultural support to the community, and are hence treated as charitable activities, even though they may incidentally generate a surplus and/or attract sponsorship.

### Sponsorship

Sponsorship receipts take several forms, including sponsorship in kind, reductions in amounts invoiced, and cash sponsorship of specific events. All sponsorship in 2013 is treated as Incoming Revenue from Charitable Activities. Cash value of sponsorship in kind is accounted for where information is available.

### Balance Sheet Review

During late 2012 and early 2013 the Charity experienced accounting shortcomings due to an interim bookkeeping arrangement required by the severe illness of the Treasurer. The latter sadly passed away in early 2013. A new accounting process was put in place in the course of the year. The interim arrangements affected bookkeeping only; control over payments and receipts was unaffected.

The present financial statements have therefore been prepared using the Balance Sheet Review method, which has resulted in the writing off of a certain number of debit and credit balances (the principal item being end-year accruals not properly reversed at the start of 2013) which did not conform to the requirements for inclusion in the balance sheet at end-2013. The net effect of these historical adjustments, included in the Statement of Financial Activities for 2013 as a reduction in Resources Expended – Charitable Activities – General, is £7364. These adjustments do not correspond to fundamental errors, nor to significant changes in accounting policy. Some of the amount relates to the prior year: this has not been separately identified, but the impact on the statements for the prior year is not material. In accordance with Financial Reporting Standard FRS3, comparative figures have therefore not been restated.

## 2. ACTIVITIES FOR GENERATING FUNDS

	2013	2012
	£	£
Start-up Funding (London Borough of Camden)	10,000	114,000
Other Grants	5,000	-
Donations including Gift Aid	33,300	40,326
Sponsorship Receipts not classed elsewhere	-	3,250
	<u>48,300</u>	<u>157,576</u>

Registration: Individuals using the Charity's facilities are invited both to register and to donate. Registration fees are accounted for under charitable activities (v. Note 4).

Gift Aid: The Charity made its first Gift Aid claim after year-end, with respect to eligible donations received between commencement in early 2012 and 31<sup>st</sup> December 2013. The claim has been fully successful and exceptionally is recognised in the amount for 2013 above (i.e. comparable information for 2012 has not been adjusted).

Sponsorship: The Charity's current accounting policy (v. Note 1) is to include sponsorship in Incoming Resources from Charitable Activities. In 2012 sponsorship receipts were partially accounted for in Activities for Generating Funds. The comparable information for 2012 has not been adjusted.

KEATS COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2013

<b>3. INVESTMENT INCOME</b>		
	<b>2013</b>	<b>2012</b>
	£	£
Deposit account interest	<u>953</u>	<u>96</u>
<b>4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
	<b>2013</b>	<b>2012</b>
	£	£
Revenue from Cultural Events	<b>37,425</b>	<b>31,076</b>
Revenue from Library Operations	<b>16,761</b>	<b>8,234</b>
	<u>54,186</u>	<u>39,310</u>
<b>5. RESOURCES EXPENDED</b>		
	<b>2013</b>	<b>2012</b>
	£	£
Marketing Expenditure	<b>177</b>	<b>5,025</b>
Books and General Purchases	<b>4,580</b>	<b>11,498</b>
Licence to Occupy and space-related charges	<b>24,455</b>	<b>18,465</b>
Professional and contractor fees	<b>13,381</b>	<b>32,987</b>
Other Overheads	<u>7,896</u>	<u>10,536</u>
	<u>50,489</u>	<u>78,511</u>
<b>Depreciation</b>		
Resources expended are stated after charging/(crediting):		
	<b>2013</b>	<b>2012</b>
	£	£
Depreciation - owned assets	<u>2,844</u>	<u>1,393</u>

**Trustees' Remuneration and Benefits**

There were no trustees' remuneration or other benefits for the year ended 31st December 2013 (2012: nil). Trustees' expenses, which were immaterial, were not accounted for separately from the expenses of volunteers and contractors. Other library costs incurred directly by trustees are accounted for by cost element.



KEATS COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2013

**6. STAFF COSTS**

	2013	2012
	£	£
Wages and salaries	-	-
	<b>2013</b>	<b>2012</b>
Average monthly number of employees	<u>-</u>	<u>-</u>

During the year an amount of £6,135 (2013: £31,319) was incurred as a result of contracts entered into with companies offering the service of (qualified and unqualified) contract librarians.

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1st January 2013	12,821
Additions	1,902
Adjustments	<u>(298)</u>
At 31st December 2013	<u>14,425</u>
<b>DEPRECIATION</b>	
At 1st January 2013	1,392
Charge for year	<u>2,786</u>
At 31st December 2013	<u>4,178</u>
<b>NET BOOK VALUE</b>	
At 31st December 2013	<u>10,247</u>
At 31st December 2012	11,428

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013	2012
	£	£
Prepayments and advances on account	465	4,900
Accrued Income	5,388	-
Other debtors	<u>1,500</u>	<u>-</u>
	<u>7,353</u>	<u>4,900</u>

KEATS COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2013

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Taxation and social security	-	-
Other creditors and accruals	<u>10,548</u>	<u>21,987</u>
	<u>10,548</u>	<u>21,987</u>

**10. MOVEMENT IN FUNDS**

	At 1/1/13 £	Net movement in funds £	At 31/12/13 £
<b>Unrestricted funds</b>			
General fund	118,471	52,950	171,421
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>118,471</u>	<u>52,950</u>	<u>171,421</u>

Net movements in funds included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	103,439	(50,489)	52,950
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>103,439</u>	<u>(50,489)</u>	<u>52,950</u>

**11. RELATED PARTY DISCLOSURES**

There are no related party disclosures.