



# **South Western Regional Library Service**

**Seventy-Seventh  
Annual Report**

**Year ended 31st March 2014**

[www.swrls.org.uk](http://www.swrls.org.uk)

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**SWRLS**

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# **SOUTH WESTERN REGIONAL LIBRARY SERVICE**

## **77th Annual Report**

### **Introduction and Chair's Comments**

The Board was pleased to be able to resolve the various issues around the various options for engagement of a new Director. We are conscious that this took much longer than we anticipated and hoped. However we are confident in the clarity of the new arrangements and believe that this is both in the interests of the charity and the director. The Board was delighted to be able to appoint Shelagh Levett to the role of Director

Looking at the statistics for interlending I was struck by two things. First by the significant contribution that the university and college libraries make to providing books to other SWRLS members. As these items are likely to be of a more specialist nature providing access for readers to these items is likely to be particularly appreciated. The second area was the decline in interlibrary transactions of 14% which is something that we will need to look into further I think over the coming year.

One of the interesting highlights for the year for me was the Open Doors project undertaken by South Gloucestershire and the University of the West of England with support from a SWRLS grant. This project showed that it is possible to facilitate joint membership and access to university library collections for public library users. It showed that the service was greatly appreciated by the people who were able to visit and that there were no major problems from the university library perspective. This is just the sort of initiative that SWRLS can help to enable by bringing librarians together from across the range of libraries and providing some grant support.

I would like to record my thanks and appreciation to all members of the Board for their work and commitment for the year covered by this report. Their voluntary work has been much greater than normal in the gap between the retirement of the previous Director and the appointment of the new Director.

The Board looks forward to working with Shelagh Levett to take forward the priorities we have identified and believes that SWRLS will continue to make a useful contribution to libraries in the South West through fulfilling its charitable objects

Paul Leivers

**Chair**

## **MEMBERS OF REGIONAL COUNCIL as of 31 March 2014**

Steve Alston (University of Bath)  
Jill Barker (Gloucestershire)  
Alexandra Barton (South Devon College)  
Medi Bernard (Bournemouth)  
Michael Brealey (Bristol Baptist College)  
Andy Brisley (North Somerset)  
Julia Burton (Bath and North East Somerset)  
Martin Burton (South Gloucestershire)  
Sheron Burton (Richard Huish College)  
Helen Button (City College Plymouth)  
Jacqueline Chelin (University of the West of England)  
Joan Davis (Wiltshire)  
Pat Davis (Jersey)  
Jayne Downey (Sarum College)  
Ciara Eastell (Devon)  
Kay Ecclestone (Cornwall College)  
David Farley (University of Winchester)  
Karen Foster (Yeovil College)  
Jennifer Foster (Bath Spa University)  
Chris Goddard (Plymouth)  
Carol Gold (Somerset)  
Jane Gosling (University of Plymouth)  
Donna Gundry (Plymouth College of Art)  
Alexandra Hall (University of Exeter)  
Aileen Hamer (St. Luke's Science and Sports College)  
Beth Hammond (South Gloucestershire and Stroud College)  
Lee Hancock (New College Swindon)  
Nicola Healey (North Somerset Healthcare Library)  
Katie Henshaw (Weymouth College)  
Andrew Hobbs/Jolanta Peters (Somerset College)  
Scott Jordan (University of Gloucestershire)  
Liz Kent (Torbay)  
Pat Knight (Farnborough College of Technology)  
Angela Leavens/Mirjam Virkus (Strode College)  
Paul Leivers (Dorset)  
Melanie Maloney (Basingstoke College of Technology)  
Frances Mayor (Bridgwater College)  
Laura Milligan (Guernsey)  
Claire Moore (Weston College)  
Kate Murray (Bristol)  
Catherine Northeast (Cirencester College)  
Nicola Nye / Simon Bowler (Exeter College)  
Sarah Pankiewicz (National Meteorological Library and Archive)  
Doreen Pinfold (Falmouth University)  
Elizabeth Powis (Bournemouth University)  
Sue Pullen (Cornwall)  
Patricia Rogers/James Webley (University of Bristol)  
Helen Smith (Gloucestershire College)  
Marion Stevens (Swindon)  
Janet Waters (Wiltshire College)

Suzanne White (Swindon College)  
Sally Wilkinson (Cranfield University)  
Sue Wills (Poole)  
Charlotte Wilmot (Arts University Bournemouth)  
Sarah Woodcock (Petroc)  
Nick Wyatt (Science Museum, Wroughton)

### **Associate Members (non-voting)**

David Baldwin (Southampton)  
John English (Isle of Wight)  
Linda Thompson (Hampshire)  
Mark Zumpe (Portsmouth)

## Honorary Officers 2013/14

In November 2013 at the Annual General Meeting, the following members of Regional Council were elected as Honorary Officers.

### **Chair of Regional Council and Management Board**

Paul Leivers (Dorset)

### **Vice-Chair of Regional Council and Management Board**

Medi Bernard (Bournemouth)

### **Honorary Secretary of Regional Council and Management Board**

Jacqueline Chelin (University of West of England)

### **Honorary Treasurer of Regional Council and Management Board**

Andy Brisley (North Somerset)

### **Ordinary Members of Management Board**

The Ordinary Members of the Management Board were elected for the periods shown.

Chris Goddard	Plymouth	2012 - 2015
Scott Jordan	University of Gloucestershire	2013 - 2016
Kate Murray	Bristol	2011 - 2014
Sue Pullen	Cornwall	2013 - 2016

## Director

The post of Director was vacant for the whole of this year. Shelagh Levett was appointed as Director in April 2014 and started on 1 June 2014.

## Representatives on Other Bodies

BBC Libraries Partnership South West Steering Group	Vacant
CILIP South West Members Network	Vacant
CONARLS Working Group	Chris Goddard
Literature Works	Kate Murray
Inspire Management Board	Andy Brisley
SCL SW (formerly SWACL)	Medi Bernard
SWHELs	Vacant
The Combined Regions	Chris Goddard

## **Operation of the Management Board and Regional Council**

The Management Board, all of whom are Trustees, is composed of Officers and Ordinary Board members. The Director is an *ex-officio* member of the Management Board and the Regional Council.

The Officers nominated and elected at the Annual General Meeting on 27 November 2013 to serve for 2013/14 were Paul Leivers (Chair), Medi Bernard (Vice Chair), Jacqueline Chelin (Honorary Secretary), Andy Brisley (Honorary Treasurer).

In addition the Management Board consists of Chris Goddard, Scott Jordan, Kate Murray, and Sue Pullen.

The Regional Council meets twice yearly and delegates responsibility for carrying out its policies to the Management Board, which meets a minimum of four times per year.

## **Member Organisations**

SWRLS is proud of its cross-sectoral membership. In 2013/14 the following organisations were members:

### **Public Libraries: (21)**

Bath and NE Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Jersey, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire, including Associate Members, Hampshire, IOW, Portsmouth and Southampton

### **Higher Education: (12)**

University of Bath, Bath Spa University, Arts University Bournemouth, Bournemouth University, University of Bristol, University of the West of England, Falmouth University, University of Exeter, University of Gloucestershire, University of Winchester, University of Plymouth, Cranfield University.

### **Further Education and Special: (23)**

Basingstoke College of Technology, Bristol Baptist College, Bridgwater College, Cirencester College, City College Plymouth, Cornwall College, Exeter College, Farnborough College of Technology, Gloucestershire College, New College Swindon, North Somerset Healthcare, Petroc, Plymouth College of Art, Sarum College, Somerset College, South Devon College, South Gloucestershire and Stroud College, Strode College, Swindon College, Weston College, Weymouth College, Wiltshire College, Yeovil College.

### **Schools: (2)**

Richard Huish College (Taunton), St. Luke's Science and Sports College (Exeter)

### **National: (2)**

National Meteorological Library and Archive (Met Office), Science Museum Library and Archive, Wroughton

## **Resignations**

Farnborough College of Technology gave the required one year's notice of their intention to leave SWRLS at the end of March 2015.

## **Report of the Honorary Treasurer, 2013/14**

For the financial year 2013/14, expenditure decreased by £1,651 and income decreased by £1,839, with a net result of a decrease in funds of £29,749 (£29,561 decrease in previous year).

At the end of the financial year, the balance on the general fund had decreased to £54,904 and the designated fund to £57,058. Total balances for the year ending 31 March 2014 were £111,962.

Unrestricted reserves at the end of the year equated to around 13 months trading of the budgeted trading expenditure, a reduction from the previous year. The reduction in funds is the continuing result of the use of reserves for the SWRLS grant scheme and implementation payments for the OCLC Worldcat Local project. The delay in recruitment to the post of Director, did however allow some savings to be made.

SWRLS remains in a good financial position, allowing it to continue to support a wide range of development activity across all sectors of the profession within the region.

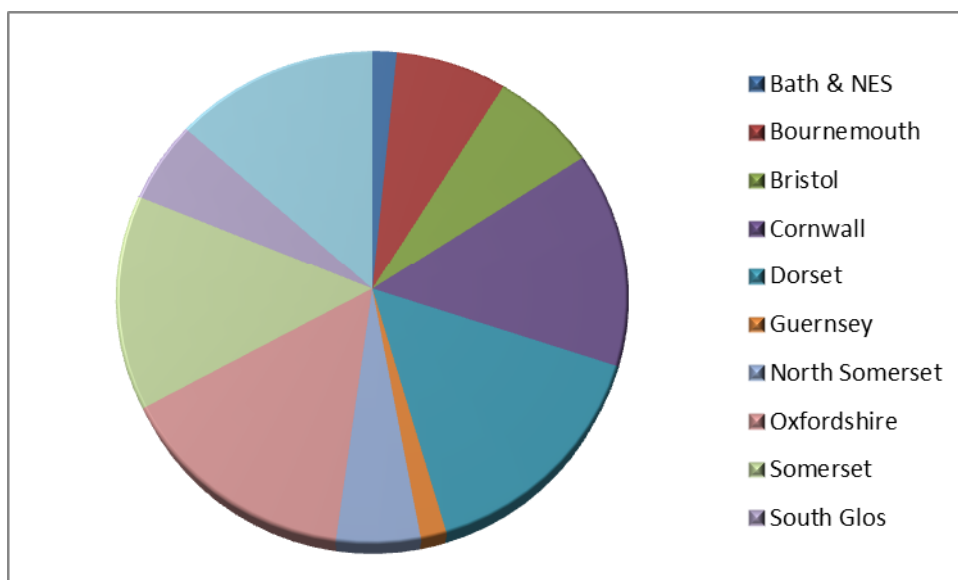
I confirm that the accounts comply with the current statutory requirements, and with the constitution.

Andy Brisley  
**Honorary Treasurer**



## Plymouth Music Service 2013/14

	2013/2014			2012/2013	
	SETS	COPIES	Change	SETS	COPIES
<b>Bath &amp; NES</b>	15	446	-12%	17	506
<b>Bournemouth</b>	69	1,839	-8%	67	1,993
<b>Bristol</b>	66	1,811	6%	62	1,711
<b>Cornwall</b>	135	3,566	-30%	203	5,124
<b>Dorset</b>	146	3,395	-19%	165	4,192
<b>Guernsey</b>	15	632	-51%	39	1,278
<b>North Somerset</b>	49	1,028	41%	34	730
<b>Oxfordshire</b>	141	4,192	-8%	166	4,555
<b>Somerset</b>	134	3,906	-3%	148	4,035
<b>South Glos</b>	51	1,187	-2%	51	1,215
<b>Wiltshire</b>	127	3,578	-8%	139	3,883
	<b>948</b>	<b>25,580</b>	<b>-12%</b>	<b>1,088</b>	<b>29,221</b>



The big event of 2013/14 was the retirement of Andrew Laycock, Plymouth's Music Librarian for thirty years. Andrew began his music library career as the Senior Assistant Librarian at Exeter's Music and Drama Library and moved to Plymouth on the retirement of Harry Barnard. It was under Andrew's tenure that Plymouth was awarded a IAML (UK and Ireland) Excellence Award in 2012.

Andrew's former colleague Tony Hollick has taken on the running of the service. Tony has for many years been a familiar and reassuring voice at the end of the phone to many people across the region and beyond.

Chris Goddard  
**Library Service Manager, Plymouth**

## **SWRLS Review 2013/4**

Detailed information about activities during 2013/14 is available in the minutes of the Regional Council meetings of 27<sup>th</sup> November 2013 and 26<sup>th</sup> March 2014 published on the SWRLS website.

[Regional Council November 2013](#)

[Regional Council March 2014](#)

The SWRLS membership contributed to the review of the Strategic Plan '2011- 13' and '2014 – 17'.

During 2013 the Management Board focused on maintaining the work of the organisation, recruitment of the new Director and regional reader development initiatives. The Management Board formally met in June 2013, October 2013, December 2013, March 2014 and an Extraordinary Board meeting was held in April 2013 to assign interim responsibilities in the absence of a Director.

[Management Board Minutes June 2013](#)

[Management Board Minutes October 2013](#)

[Management Board Minutes December 2013](#)

[Management Board Minutes March 2014](#)

## **1 Workforce Development**

### **1.1 Forum for Interlending Conference**

Cherry Dishington from Falmouth University and Marie Weinal from Bath Central Library were supported to attend the FIL conference in June 2013. Their reports are published on the SWRLS website.

[Conference reports](#)

## **2 Raising the Profile**

### **2.1 Membership**

Membership levels remained stable, while some organisations went through changes of name.

## **3 Value for Money**

### **3.1 SWRLS Grant Scheme**

The Management Board reviewed the progress of the current projects and made recommendations for future development of the Grant Scheme to be reviewed and actioned by the new Director.

### **3.1.1 Reports on projects**

#### **The South Gloucestershire and University of the West of England Joint Library Membership “Open Doors” project**

The ‘Open Doors’ project aims to investigate, trial and evaluate joint membership between a public library service and an academic library. Geoff Cole and Jacqueline Chelin (University of the West of England) gave a presentation to the membership at the Regional Council March 2014.

[Presentation on 'Open Doors' project](#)

#### **Virtual Reading Room project between Yeovil College and Yeovil public library**

The ‘Reading Room’ project comprises a virtual as well as physical book group and includes students, members of the public and library staff. Karen Foster (Yeovil College) gave a presentation to the membership at the Regional Council March 2014.

[Virtual Reading Room project](#)

#### **Walk in Access for electronic access - Guest Access Directory**

The following documents are published on the SWRLS website:  
Directory of Institutions in the SW offering Walk in (Guest) Access 2013  
Final report of the UWE audit  
Evaluation of the UWE Project – Lessons learned

[Access project documents](#)

#### **South West Academic Management of Periodicals**

The ‘SWAMP’ project aims to increase awareness and use of journals held in member libraries. SWAMP was launched in September 2013.

[SWAMP report](#)

### **3.2 Online meetings**

The view of the Management Board has been that it has been necessary to meet in person to conduct business and coordinate work in the interim period between Directors. The appointment of two new trustees has also meant that this approach has been taken in order to enable Board members to get to know each other.

### **3.3 Resource sharing**

#### **3.3.1 WorldCatLocal**

The arrangements with OCLC have been concluded satisfactorily to both OCLC and SWRLS. Library services wishing to progress with WorldCat Local have been supported in that respect and as originally envisaged.

### **3.3.2 Interlending**

Management Board member Chris Goddard took on an interim watching brief for the Conaris Working Group, SILL and UnityUK meetings.

## **4 Co-operation and Partnership**

### **4.1 Literature Works**

Beneficial partnership work brought together library services and Literature Works across the region. Literature Works is the strategic literature development charity for South West England and a National Portfolio Organisation of Arts Council England

[www.literatureworks.org.uk](http://www.literatureworks.org.uk)

SWRLS supported the second *South West Reading Passport* during 2013 jointly with Read South West and Literature Works.

The SWRLS Regional Council meeting on 26<sup>th</sup> March 2014 received an update from Management Board member Kate Murray on the Reading Passport scheme which will be expanded to FE and HE institutions in 2014. For the first time the scheme will involve Royal Literary Fellows based at universities in the region. A working group is collaborating on a funding bid to the Arts Council.

### **4.2 Society of Chief Librarians South West** (formerly South West Association of Chief Librarians)

Links between SWRLS and SCL SW were maintained throughout the year. SWRLS update is a standing agenda item at the SCL SW regional meetings.

SCL SW agreed to provide support and promote regional reader development initiatives including the SW Reader Development Strategy and the Reading Passport scheme.

## **5 Advocacy**

### **5.1 Attendance at regional events**

Due to the absence of a Director, there were fewer visits to events than last year. However the Management Board members maintained contacts and promoted SWRLS via regional groups such as SCL SW, and discussed regional activities, reports and minutes at the Board meetings.

### **5.2 SWRLS website**

News of events, documents and reports were added to the website during the year. Recommendations for the development of the website were collated to be given to the new Director as a priority task.

## Regional interlending statistics 2013/14

SWRLS continues to support interlibrary loans between members and monitors the various email lists, offering advice and help when members seek help in identifying locations for material unavailable through the usual channels.

Since 2008/9 SWRLS has only collected interlibrary loans traffic between SWRLS members under four categories of material, identified as monographs (which includes fiction), Play Sets, Music Sets\* and Alternative formats. These are all materials for which, if a member lends more items than they borrow, they will receive a net lending credit allowance, which will show on their next annual subscription invoice.

\* These exclude items borrowed from Plymouth, which continue to be counted and reported separately through the Plymouth Music Service.

### Public Libraries

Library	From SWRLS members	To SWRLS members	Net Credit
Bath and NE Somerset	18	51	33
Bournemouth	189	445	256
Bristol	187	374	187
Cornwall	260	371	111
Devon	1155	428	0
Dorset	421	361	0
Gloucestershire	492	354	0
Guernsey	18	29	11
Jersey	14	28	14
North Somerset	33	32	0
Plymouth	596	146	0
Poole	248	103	0
Somerset	429	817	388
South Gloucestershire	115	30	0
Swindon	36	31	0
Torbay	86	147	61
Wiltshire	411	494	83
<b>TOTAL</b>	<b>4708</b>	<b>4241</b>	

## Academic Libraries

Library	From SWRLS members	To SWRLS members	Net Credit
Arts University Bournemouth	107	16	0
Basingstoke College of Technology	0	0	0
Bath Spa University	0	3	3
Bournemouth University	1	3	2
Bridgwater College	22	17	0
Bristol Baptist College	0	0	0
Cirencester College	0	0	0
City College Plymouth	0	0	0
Cornwall College	0	0	0
Cranfield University	0	0	0
Exeter College	0	0	0
Falmouth University	0	1	1
Gloucestershire College	0	0	0
National Meteorological Library	0	0	0
New College Swindon	0	13	13
Petroc	5	0	0
Plymouth College of Art	0	0	0
Richard Huish College	0	0	0
St. Luke's Science and Sports College	0	0	0
Sarum College	12	25	13
Somerset College	4	4	0
South Devon College	37	0	0
South Glos and Stroud College	0	0	0
Strode College	0	0	0
Swindon College	0	6	6
University of Bath	67	127	60
University of Bristol	35	957	922
University of Exeter	95	404	309
University of Gloucestershire	10	23	13
University of Plymouth	0	0	0
University of the West of England	4	85	81
University of Winchester	51	442	391
Weston College	0	0	0
Weymouth College	3	1	0
Wiltshire College	0	0	0
Yeovil College	0	0	0
<b>TOTAL</b>	<b>453</b>	<b>2127</b>	

## Associate Members

Library	To SWRLS members	From SWRLS members
Farnborough College of Technology	0	0
Hampshire	1992	1680
Isle of Wight	138	51
Portsmouth	Not available	
Southampton		

## Summary comparison of 2012/13 against 2013/14, excluding Associate Members

	From SWRLS members			
	2012/13	2013/14	Items	%
<b>Public</b>	5047	4708	-339	-7%
<b>Academic</b>	503	453	-50	-10%
<b>TOTAL</b>	5550	5161	-389	-7%

	To SWRLS members			
	2012/13	2013/14	Items	%
<b>Public</b>	5321	4241	-1080	-20%
<b>Academic</b>	1871	2127	256	14%
<b>TOTAL</b>	7192	6368	-824	-11%

	SWRLS transactions (from + to)			
	2012/13	2013/14	Items	%
<b>Public</b>	10368	8949	-1419	-14%
<b>Academic</b>	2374	2580	206	9%
<b>TOTAL</b>	12742	11529	-1213	-10%

## Objectives and Public Benefit Statement

The Charity's objects are:

- to promote co-operation between libraries in the area of Bath and North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Jersey, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay and Wiltshire
- to arrange loans between constituent libraries
- maintain access to a unified catalogue of resources as required

which, in general terms, promote the principle of community education.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Examples of the work carried out in 2013/14 are highlighted in the Annual Review in this report.

Signed on behalf of the Trustees

.....Trustee



**South Western Regional Library Service**

**Financial Statements**

**Year Ended 31 March 2014**

Registered Charity: 284072

**Independent Examiner**

Sharon Austen F.C.C.A.  
Francis Clark LLP  
Woodwater Park  
Pynes Hill  
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Devon  
EX2 5FD

**Bankers**

Royal Bank of Scotland  
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67-68, High Street  
Winchester  
Hampshire  
SO23 9DA

**South Western Regional Library Service  
Year ended 31 March 2014**

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## **South Western Regional Library Service**

**Year ended 31 March 2014**

### **Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate Statement of Recommended Practice (SORP) on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under s154 of the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Risk Management**

The trustees have considered the major risks to which the charity is exposed, have identified areas that need ongoing work, and are confident that review services have been established to mitigate those risks.

## **South Western Regional Library Service**

### **Independent Examiner's Report to the Trustees**

#### **Year ended 31 March 2014**

I report on the accounts of South West Regional Library Service for the year ended 31 March 2014 which are set out on pages 23 to 28.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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 needed.

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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

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

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

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

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

Sharon Austen FCCA  
Francis Clark LLP  
Exeter

2014

## South Western Regional Library Service

### Statement of Financial Activities (SOFA)

For the year ended 31 March 2014

	Note	Unrestricted Funds £	Designated Funds £	Total 2014 £	Total 2013 £
<b>Incoming Resources</b>					
<i>Incoming Resources from Charitable Activities</i>					
Full Member					
Subscriptions		42,439	-	<b>42,439</b>	43,363
Share The Vision		2,380	-	<b>2,380</b>	3,180
User Payments		2,605	-	<b>2,605</b>	-
Other income		1,841	-	<b>1,841</b>	4,127
<i>Incoming Resources from Generated Funds</i>					
Bank Deposit Interest		468	-	<b>468</b>	902
<b>Total Incoming Resources</b>		<b>49,733</b>	<b>-</b>	<b>49,733</b>	<b>51,572</b>
<b>Resources Expended</b>					
<i>Charitable Activities</i>					
Grants payable		3,183	-	<b>3,183</b>	10,250
Unity / OCLC		55,864	-	<b>55,864</b>	8,250
WorldCat Local		-	-	-	5,500
Consultancy fees	6	-	-	-	24,124
Training and conferences		-	-	-	1,902
Travelling and subsistence		609	-	<b>609</b>	2,687
Hospitality		89	-	<b>89</b>	-
Internet		-	-	-	186
Postage and stationery		-	-	-	2,180
Reading passports		-	-	-	5,912
Subscriptions		434	-	<b>434</b>	434
User Lending Charges					
- Non LAs		5,384	-	<b>5,384</b>	(1,101)
- LAs		-	-	-	5,751
Sundry expenses		553	-	<b>553</b>	236
Insurance		466	-	<b>466</b>	-
Catalogue course		-	-	-	1,129
The Network		-	-	-	1,600
Devon Colleges Serials Group Bid		1,000	-	<b>1,000</b>	-
Blue Sky Thinking Event		422	-	<b>422</b>	-
Open Doors Project		2,500	-	<b>2,500</b>	-
Share The Vision donation		3,188	-	<b>3,188</b>	3,188
Financial services		4,800	-	<b>4,800</b>	4,900
Legal and professional		-	-	-	3,000
<i>Governance Costs</i>					
Independent Examiner's report		990	-	<b>990</b>	1,005
<b>Total Resources Expended</b>		<b>79,482</b>	<b>-</b>	<b>79,482</b>	<b>81,133</b>

**South Western Regional Library Service**

**Statement of Financial Activities (SOFA) *continued***

**For the year ended 31 March 2014**

	Note	Unrestricted Funds £	Designated Funds £	Total 2014 £	Total 2013 £
<b>Net Outgoing Resources before transfers</b>		(29,749)	-	<b>(29,749)</b>	(29,561)
Gross transfers between funds		-	-	-	-
<b>Net Movement in Funds</b>		(29,749)	-	<b>(29,749)</b>	(29,561)
Total Funds brought forward		84,653	57,058	<b>141,711</b>	171,272
<b>Total Funds carried forward</b>		<b>54,904</b>	<b>57,058</b>	<b>111,962</b>	141,711

## South Western Regional Library Service

### Balance Sheet

At 31 March 2014

	Note	£	2014 £	£	2013 £
<b>Current assets</b>					
Debtors	2	6,138		4,769	
Cash at bank and in hand					
Bank Deposit Accounts		105,814		144,454	
Bank Current Account		1,000		1,000	
		<u>112,952</u>		<u>150,223</u>	
<b>Creditors: amounts falling due within one year</b>					
Trade creditors		-		7,522	
Accruals and deferred income		990		990	
		<u>990</u>		<u>8,512</u>	
<b>Net current assets</b>			<b>111,962</b>		<b>141,711</b>
<b>Net assets</b>			<b><u>111,962</u></b>		<b><u>141,711</u></b>
<b>The funds of the charity:</b>					
General fund	3		54,904		84,653
Designated fund	3		57,058		57,058
Total unrestricted funds			<u>111,962</u>		<u>141,711</u>
<b>Total charity funds</b>			<b><u>111,962</u></b>		<b><u>141,711</u></b>

Approved by the Board of Trustees on behalf by

2014, and signed on its

P Leivers

## **South Western Regional Library Service**

### **Notes forming part of the financial statements**

**Year ended 31 March 2014**

#### **1. Accounting Policies**

##### **a) Scope and Basis of the Financial Statements**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

##### **b) Grants receivable**

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

##### **c) Income: Deposit Interest and Investment Income**

Deposit interest is recognised in the accounts when receivable.

##### **d) Other Income**

Income represents the amount invoiced by the charity for the services provided.

##### **e) Resources expended and allocation of costs**

Expenditure is recognised on an accruals basis when a liability is incurred and is inclusive of VAT.

Charitable expenditure comprises those costs incurred by the charity in order to meet its charitable activities. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.



## South Western Regional Library Service

### Notes forming part of the financial statements (continued)

Year ended 31 March 2014

#### 2. Debtors

	2014 £	2013 £
Trade debtors	2,950	4,769
Prepayments	3,188	-
	<u>6,138</u>	<u>4,769</u>

#### 3. Fund Balances

	General Fund £	Designated Fund £	Total 2014 £	Total 2013 £
At 1 April 2013	84,653	57,058	141,711	171,272
Income	49,733	-	49,733	51,572
Expenditure	(79,482)	-	(79,482)	(81,133)
Net transfers between funds	-	-	-	-
<b>At 31 March 2014</b>	<u><b>54,904</b></u>	<u><b>57,058</b></u>	<u><b>111,962</b></u>	<u><b>141,711</b></u>

A designated fund titled 'Libraries ICT Strategic Development Fund' has been established by the trustees to set aside funds to support the establishment of WorldCat Local.

#### 4. Analysis of net assets between funds

	General Funds £	Designated Funds £	Total £
Current assets	55,894	57,058	112,952
Current liabilities	(990)	-	(990)
<b>Total net assets</b>	<u><b>54,904</b></u>	<u><b>57,058</b></u>	<u><b>111,962</b></u>

## South Western Regional Library Service

### Notes forming part of the financial statements (continued)

Year ended 31 March 2014

#### 5. Transactions with Trustees

The following trustees had travel and subsistence expenses reimbursed during the year as follows:

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Treasurer	-	-
Chairman	<b>131</b>	-
Secretary	-	-
Other trustees	<b>393</b>	-
	<u><b>524</b></u>	<u>-</u>

No remuneration was paid to trustees, or persons connected to trustees, in the year.

#### 6. Consultancy

Consultancy fees of £nil (2013: £24,124) were paid to L Osborne, who was a member of the board of management (not a trustee).