



# **South Western Regional Library Service**

**Seventy-Eighth  
Annual Report**

**Year ended 31st March 2015**

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

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**SWRLS**

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## Contents

<b>Introduction and Chair's Comments</b>	<b>3</b>
<b>SWRLS Regional Council 2014/15</b>	<b>4</b>
<b>Honorary Officers and Management Board/Trustees 2014/15</b>	<b>5</b>
<b>Operation of the Board and Regional Council</b>	<b>6</b>
<b>SWRLS Member Organisations</b>	<b>6</b>
<b>Report of the Honorary Treasurer</b>	<b>7</b>
<b>Plymouth Music Service Report</b>	<b>8</b>
<b>SWRLS Review of 2014/15</b>	<b>9</b>
<b>SWRLS Interlending Statistics</b>	<b>11</b>
<b>Objectives and Public Benefit Statement</b>	<b>14</b>
<b>Financial Statements</b>	<b>15</b>

## **78th Annual Report**

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

Highlights for this year include continued development of the Reading Passport, showing collaboration with Arts Council England, Literature Works, the Royal Literary Fund and the members of SWRLS. A new website for SWRLS has been commissioned and Board members are pleased with how that is developing - watch this space. A refreshed approach for grants to support individuals for training and professional development and for collaboration between libraries across the sectors has been publicised. We have also held discussion with the Council about refreshing the strategic plan and for a clear steer on future priorities. Changes in the volume of regional interlibrary loans and national consideration of inter library lending together with changes in libraries and yet further budget pressures means that further work is needed to look at how SWRLS can most appropriately respond within its charitable objects.

As ever the charity has relied on the commitment, experience and energy of many people. The Board wishes to thank members of SWRLS and the many partners who have worked with us to explore potential areas for work and to translate thinking into action. The time and commitment needed to achieve this cannot be underestimated and is greatly valued.

I also want to highlight and put on record an appreciation for the work of the Board who, collectively, respond to questions and steer work. Having a dedicated group is vital, giving a critical mass and resilience which enables us all to deal with the demands of the day job and input to SWRLS work too. So far we have not all had simultaneous day job demands which have frozen work for SWRLS. The insight, thought and care evident in the Board's regular communications by e-mail is, in my view, noteworthy and gives me heart for the vitality and drive within the libraries community inspired by finding ways to deliver the very best service for readers and customers. Thanks to board members who have resigned during the year and welcome to those who have joined. Lastly an appreciation for Shelagh's contribution as Director: juggling the work that the Board requests and supporting the governance standards required of a charity within the hours is no mean feat.

There are a number of challenges ahead and continued challenges for the libraries sector. SWRLS has done a lot of work over the last year in housekeeping while also developing the offer for members. This gives us a firmer foundation for the future to respond to the challenges.

Paul Leivers

**Chair**

## Members of Regional Council, April 2014 - March 2015

Steve Alston (University of Bath)	Allyson Jordan (Swindon)
Jill Barker (Gloucestershire)	Scott Jordan (University of Gloucestershire)
Alexandra Barton (South Devon College)	Liz Kent/Nick Niles (Torbay)
Medi Bernard (Bournemouth)	Pat Knight (Farnborough College of Technology)*
Simon Bowler (Exeter College)	Angela Leavens/Mirjam Virkus (Strode College)
Michael Brealey (Bristol Baptist College)	Paul Leivers (Dorset)
Andy Brisley (North Somerset)	Amanda Macdonald (Plymouth)
Julia Burton (Bath and North East Somerset)	Melanie Maloney (Basingstoke College of Technology)
Martin Burton (South Gloucestershire)	Frances Mayor (Bridgwater College)
Helen Button (City College Plymouth)	Laura Milligan (Guernsey)
Jacqueline Chelin (University of the West of England)	Claire Moore (Weston College)
Joan Davis (Wiltshire)	Kate Murray (Bristol)
Jayne Downey (Sarum College)	Catherine Northeast (Cirencester College)
Ciara Eastell (Devon)	Sarah Pankiewicz (National Meteorological Library and Archive)
Kay Ecclestone (Cornwall College)	Doreen Pinfold (Falmouth University)
David Farley (University of Winchester)	Patricia Rogers (University of Bristol)
Karen Foster (Yeovil College)	Ann Siswell (Bath Spa University)
Carol Gold (Somerset)	Helen Smith (Gloucestershire College)
Jane Gosling (University of Plymouth)	Chris Spencer (Bournemouth University)
Donna Gundry (Plymouth College of Art)	John-Paul Somerville (The Lenkiewicz Foundation) from September 2014
Alexandra Hall (University of Exeter)	Janet Waters (Wiltshire College)
Aileen Hamer (St. Luke's Science and Sports College)	Suzanne White (Swindon College)
Beth Hammond (South Gloucestershire and Stroud College)	Sally Wilkinson (Cranfield University)
Lee Hancock (New College Swindon)	Sue Wills (Poole)
Nicola Healey (North Somerset Healthcare Library)	Charlotte Wilmot (Arts University Bournemouth)
Katie Henshaw (Weymouth College)	Sarah Woodcock (Petroc)
Andrew Hobbs/Jolanta Peters (Somerset College)	Nick Wyatt (Science Museum, Wroughton)
Ed Jewell (Jersey)	Julie Zessimedes (Cornwall)

\*Gave notice to resign effective 01/04/15

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

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

## Honorary Officers 2014/15

In November 2014, at the Annual General Meeting, the following members of the Regional Council were elected as Honorary Officers for the Regional Council and Management Board:

**Chair:** Paul Leivers (Dorset)

**Vice-Chair:** Medi Bernard (Bournemouth)

**Honorary Secretary:** Jacqueline Chelin (University of West of England)

**Honorary Treasurer:** Andy Brisley (North Somerset)

## Ordinary Members of Management Board:

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

Chris Goddard	Plymouth	2012 – 2015*
Scott Jordan	University of Gloucestershire	2013 – 2016
Kate Murray	Bristol	2014 – 2017
Sue Pullen	Cornwall	2013 – 2016*

\*Resigned December 2014

## Co-options

The following were co-opted as Ordinary Members of the Board until the AGM in November 2015:

Donna Gundry, Plymouth College of Art, January 2015

Chris Moore, Wiltshire, March 2015

Julie Zessimedes, Cornwall, January 2015

## Director

Shelagh Levett was appointed as Director in April 2014 and started on 1 June 2014.

## Representatives on Other Bodies

CILIP South West Members Network	Shelagh Levett
CONARLS Working Group	Shelagh Levett
Literature Works	Kate Murray
Inspire Management Board	Shelagh Levett
Society of Chief Librarians South West (SCLSW)	Medi Bernard
South West Higher Education Libraries (SWHELs)	Jackie Chelin
The Combined Regions (TCR)	Shelagh Levett

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

The Management Board, all of whom are Trustees, is composed of the Officers and Ordinary Board members. The Director is an *ex-officio* member of the Management Board and the Regional Council, though is not a Trustee.

The Officers nominated and elected at the Annual General Meeting on 20 November 2014 to serve for 2014/15 were Paul Leivers (Chair), Medi Bernard (Vice Chair), Jacqueline Chelin (Honorary Secretary), Andy Brisley (Honorary Treasurer).

In addition, the Management Board consists of Donna Gundry, Scott Jordan, Chris Moore, Kate Murray, and Julie Zessimedes.

The Regional Council meets twice yearly, one of the meetings being designated the AGM, 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 2014/15 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, the Isle of Wight, 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: (24)**

Basingstoke College of Technology, Bristol Baptist College, Bridgwater College, Cirencester College, City College Plymouth, Cornwall College, Exeter College, Farnborough College of Technology, Gloucestershire College, The Lenkiewicz Foundation (joined September, 2014), 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: (1)**

St. Luke's Science and Sports College (Exeter)

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

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

## Report of the Honorary Treasurer, 2014/15

For the financial year 2014/15, expenditure decreased by £16,848 and income increased by £17,322, with a net result of an increase in funds of £4421 (£29,749 decrease in previous year).

At the end of the financial year, the balance on the general (Unrestricted) fund had decreased to £104,686. Total balances for the year ending 31 March 2015 were £116,383.

Unrestricted reserves at the end of the year equated to around 13 months trading of the budgeted trading expenditure, similar to the previous year.

A restricted fund has been created to hold monies associated with the Reading Passport SW project. This fund stands at £11,697 at year end.

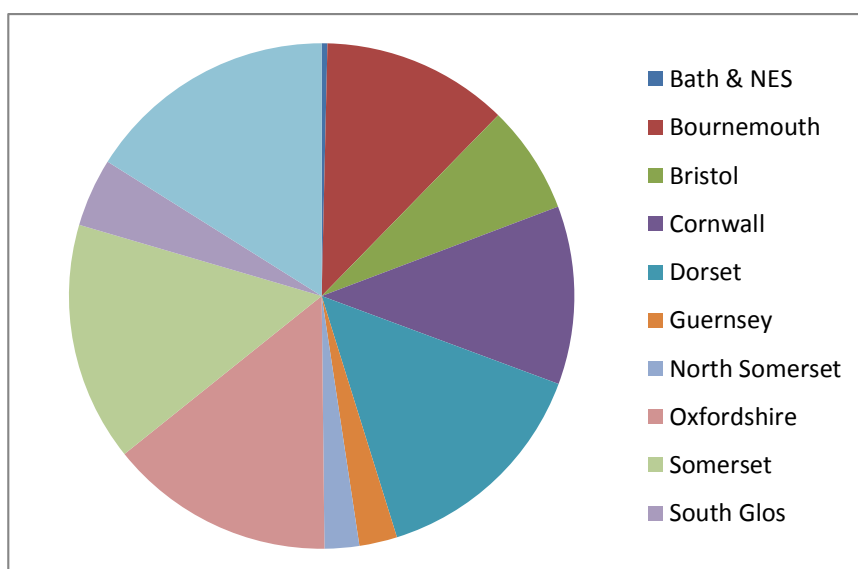
SWRLS remains in a stable financial position, allowing it to continue to support a wide range of development activity across all sectors of the profession within the region. In 2014/15, considerable preparatory activity with partners has taken place to support the 2015 Reading Passport initiative, focussing on the Rugby Union World Cup, and the re-launch of the SWRLS Grant scheme.

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

Andy Brisley  
**Honorary Treasurer**

## Plymouth Music Service 2014/15

	2014/2015		Change	2013/2014	
	SETS	COPIES		SETS	COPIES
Bath & NES	4	90	-80%	15	446
Bournemouth	108	2942	60%	69	1839
Bristol	73	1709	-6%	66	1811
Cornwall	122	2809	-21%	135	3566
Dorset	151	3578	5%	146	3395
Guernsey	15	598	-5%	15	632
North Somerset	25	545	-47%	49	1028
Oxfordshire	125	3553	-15%	141	4192
Somerset	171	3767	-4%	134	3906
South Glos	47	1077	-9%	51	1187
Wiltshire	131	3961	11%	127	3578
	972	24629	-4%	948	25580



Chris Goddard left Plymouth Library Service at the end of 2014 taking with him a wealth of knowledge regarding the Plymouth Music Scheme. Tony Hollick is still running the service day to day supported by our Support Services team.

As part of a library service review, work has begun to analyse the costs and income for the Plymouth Music Scheme; this will enable us to make informed decisions about the future of the service. A full report will be available before the end of the calendar year.

Mandy Macdonald  
Library Service Manager - Plymouth



## SWRLS Review of 2014/15

### Introduction

Following the appointment of the new Director, Shelagh Levett, in June 2014, there has been a period of review. With a vacancy for over a year, a number of activities had lapsed, but there is now an opportunity to reinvigorate the Service. The new Director works two days a week, compared to the three of the previous, with the aim of being more strategic. Activities have therefore been reviewed and, where necessary, reprioritised.

The annual review below is arranged using the Strategic Plan headings. Notable activities over the year include the third year of the Reading Passport following a successful bid to Arts Council England; a member survey of the website and development of a specification for its redevelopment; a member survey of interlending transport and a review and revision of the Grant Scheme.

The Strategic Plan, first introduced in 2008 and revised in 2011, was reviewed and revised again in March 2014 to provide a three year Plan covering 2014 to 2017. It continues to provide a useful template for directing and reporting on the activity of SWRLS. Updates are provided for Management Board meetings and reviews are carried out by Regional Council. The latest Plan can be seen on the SWRLS website [www.swrls.org.uk](http://www.swrls.org.uk)

### 1. Governance:

- A number of documents relating to the role and responsibilities of Trustees were circulated to Management Board members to help clarify their role;
- Chris Goddard and Sue Pullen resigned as Management Board members due to early retirement from their respective posts. Both were thanked for their contribution to SWRLS activities;
- Three new members were welcomed to the Management Board – Donna Gundry, Chris Moore and Julie Zessimides. However, the Board remains under capacity.

### 2. Advocacy:

- **Membership** levels remained stable with one new member, The Lenkiewicz Foundation (TLF), joining in September 2014. The Foundation is a registered educational charity created to preserve and disseminate the library, paintings and other original works of the artist Robert Lenkiewicz. Access to its collections will enhance the available resources within the region.
- **Website** – a member survey was conducted to ascertain views on the current site and ideas for improvement. The results helped inform the development of a specification for a new website. The new site will be live in autumn 2015.

### 3. Value for money:

- **SWRLS Grant Scheme** – due to limited capacity, the Grant Scheme was in abeyance during the year. This provided an opportunity for the new Director to review the Scheme and a revised Scheme was approved by the Management Board in March 2014 and launched at the Regional Council meeting in April. Progress will be reported in next year's Annual Report. The projects supported by grants in 2013 [Open Doors](#) and the [Yeovil Reading Room](#) presented their final reports.

#### 4. Co-operation and Partnership:

- **Reading Passport** – a successful bid for £13,800 from Arts Council England provided funding to expand the reach of the Reading Passport, now in its third year. The initiative is a partnership with Literature Works and also receives support from the Royal Literary Fund:
  - 20,000 Passports were distributed to all SWRLS members in autumn 2014. This was the first time that non public libraries had been involved in the initiative.
  - The Passport was themed around four worlds – Darkness (horror), Passion (romance), Lyric (poetry) and Future (sci-fi) with four authors reflecting the four genres – respectively Adam Nevill, Patrick Gale, Julia Copus and Gareth L. Powell.
  - Six author events were held - in Bridgwater, Saltash, Trowbridge and Gloucester libraries and the Winter Gardens, Weston-super-Mare and, for the first time, an event was held in an academic venue – Yeovil College.
- **Reference on-line** – on behalf of the Society of Chief Librarians (SCL), the Director worked with the Relationship Manager Libraries, Arts Council England SW to co-ordinate a roadshow to promote the Framework Agreement signed on behalf of SCL by JISC. Several suppliers attended the roadshow to showcase their range of online reference material. The event was attended by 20 delegates representing 13 public library services.
- **CILIP** – SWRLS continues to support the CILIP Membership Network SW by attendance at meetings. Throughout the year, the Director liaised with representatives of the Network offering support for events to be held in 2015/16.

#### 5. Resource Sharing:

The Director joined the Committee of The Combined Regions (TCR) and CONARLS and represented the region at Inspire Management Board meetings.

#### 6. Workforce Development:

Due to limited capacity, no training courses or visits were arranged during the year. Following the review of the Grant Scheme, a new category of Individual Training Bids has been introduced. Individuals of member organisations may apply for grants of up to £1,000 to support external training courses and conference attendance, with the requirement to disseminate the learning across the region.

## Regional interlending statistics 2014/15

SWRLS continues to support and monitor interlibrary loans between members, offering advice when members seek help.

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 loans between Libraries West members.

\*\* 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	50	36	0
Bournemouth	208	372	164
Bristol	194	223	29
Cornwall	156	302	146
Devon	602	556	0
Dorset	292	282	0
Gloucestershire	308	281	0
Guernsey	21	20	0
Jersey	8	16	8
North Somerset	101	29	0
Plymouth	347	111	0
Poole	203	72	0
Somerset	418	969	551
South Gloucestershire	152	28	0
Swindon	44	22	0
Torbay	74	102	28
Wiltshire	389	337	0
<b>TOTAL</b>	<b>3567</b>	<b>3758</b>	

## Academic Libraries

<b>Library</b>	<b>From SWRLS members</b>	<b>To SWRLS members</b>	<b>Net Credit</b>
Arts University Bournemouth	59	4	<b>0</b>
Basingstoke College of Technology	0	0	<b>0</b>
Bath Spa University	0	3	<b>3</b>
Bournemouth University	0	9	<b>9</b>
Bridgwater College	24	17	<b>0</b>
Bristol Baptist College	0	0	<b>0</b>
Cirencester College	0	0	<b>0</b>
City College Plymouth	0	0	<b>0</b>
Cornwall College	0	0	<b>0</b>
Cranfield University	0	0	<b>0</b>
Exeter College	0	0	<b>0</b>
Falmouth University	1	1	<b>0</b>
Farnborough College of Technology	0	0	<b>0</b>
Gloucestershire College	0	0	<b>0</b>
The Lenkiewicz Foundation	0	0	<b>0</b>
National Meteorological Library	0	0	<b>0</b>
New College Swindon	1	2	<b>1</b>
Petroc	6	0	<b>0</b>
Plymouth College of Art	0	0	<b>0</b>
St. Luke's Science and Sports College	0	0	<b>0</b>
Sarum College	12	18	<b>6</b>
Somerset College	1	3	<b>2</b>
South Devon College	0	0	<b>0</b>
South Glos and Stroud College	16	1	<b>0</b>
Strode College	0	0	<b>0</b>
Swindon College	0	0	<b>0</b>
University of Bath	58	61	<b>3</b>
University of Bristol	50	513	<b>463</b>
University of Exeter	44	358	<b>314</b>
University of Gloucestershire	0	23	<b>23</b>
University of Plymouth	0	0	<b>0</b>
University of the West of England	5	79	<b>74</b>
University of Winchester	70	400	<b>330</b>
Weston College	0	0	<b>0</b>
Weymouth College	2	3	<b>1</b>
Wiltshire College	9	0	<b>0</b>

Library	From SWRLS members	To SWRLS members	Net Credit
Yeovil College	0	0	0
<b>TOTAL</b>	<b>358</b>	<b>1495</b>	

## Associate Members

Library	From SWRLS members	To SWRLS members
Hampshire	1954	1442
Isle of Wight	46	20
Portsmouth	223	181
Southampton	475	370
<b>TOTAL</b>	<b>2698</b>	<b>2013</b>

It should be noted that the figures given for Hampshire in the Annual Report for 2013/14 were misquoted. They should read:

From SWRLS members: 1992. To SWRLS members: 1680.

## Comparison of 2013/14 against 2014/15, excluding Associate Members

### From SWRLS Members

	2013/14	2014/15	Items	%
<b>Public</b>	4708	3567	-1141	-24
<b>Academic</b>	453	358	-95	-21
<b>Total</b>	5161	3925	-1236	<b>-24</b>

### To SWRLS Members

	2013/14	2014/15	Items	%
<b>Public</b>	4241	3758	-483	-11
<b>Academic</b>	2127	1495	-632	-30
<b>Total</b>	6368	5253	-1115	<b>-18</b>

### Total SWRLS transactions (from + to)

	2013/14	2014/15	Items	%
<b>Public</b>	8949	7325	-1624	-18
<b>Academic</b>	2580	1853	-727	-28
<b>Total</b>	11529	9178	-2351	<b>-20</b>

## 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;
- and to 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 2014/15 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 2015**

Registered Charity: 284072

**Independent Examiner**

Sharon Austen F.C.C.A.  
Francis Clark LLP  
Woodwater Park  
Pynes Hill  
Exeter  
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 2015**

**Contents**

	<b>Page</b>
Statement of Trustees' Responsibilities	17
Risk Management	17
Independent Examiner's Report	18
Statement of Financial Activities (SOFA)	19
Balance Sheet	21
Notes forming part of the financial statements	22



## **South Western Regional Library Service**

**Year ended 31 March 2015**

### **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 2015**

I report on the accounts of South West Regional Library Service for the year ended 31 March 2015 which are set out on pages 21 to 26.

#### **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

2015

## South Western Regional Library Service

### Statement of Financial Activities (SOFA)

For the year ended 31 March 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Incoming Resources</b>					
<i>Incoming Resources from Charitable Activities</i>					
Full Member Subscriptions		46,123	-	46,123	42,439
Reading Passport SW			15,920	15,920	-
Share The Vision		3,180	-	3,180	2,380
User Payments		1,431	-	1,431	2,605
Other income		-	-	-	1,841
<i>Incoming Resources from Generated Funds</i>					
Bank Deposit Interest		401	-	401	468
<b>Total Incoming Resources</b>		<u>51,135</u>	<u>15,920</u>	<u>67,055</u>	<u>49,733</u>
<b>Resources Expended</b>					
<i>Charitable Activities</i>					
Grants payable		3,183	-	3,183	3,183
Unity / OCLC		-	-	-	55,864
Director's costs	6	13,280	-	13,280	-
Recruitment of director		3,494	-	3,494	-
Travelling and subsistence		3,307	-	3,307	609
Hospitality		508	-	508	89
Website maintenance		120	-	120	-
Postage and stationery		2	-	2	-
Reading Passport SW		-	12,973	12,973	-
Subscriptions		803	-	803	434
User Lending Charges					
- Non LAs		4,051	-	4,051	5,384
- LAs		3,535	-	3,535	-
Sundry expenses		1,569	-	1,569	553
Insurance		466	-	466	466
Devon Colleges Serials Group Bid		-	-	-	1,000
Blue Sky Thinking Event		-	-	-	422
Open Doors Project		2,500	-	2,500	2,500
Share The Vision donation		3,188	-	3,188	3,188
Financial services		8,647	-	8,647	4,800
<i>Governance Costs</i>					
Independent Examiner's report		1,008	-	1,008	990
<b>Total Resources Expended</b>		<u>49,661</u>	<u>12,973</u>	<u>62,634</u>	<u>79,482</u>

**South Western Regional Library Service**

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

**For the year ended 31 March 2015**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Net Incoming / (Outgoing) Resources before transfers</b>		1,474	2,947	<b>4,421</b>	(29,749)
Gross transfers between funds	3	(8,750)	8,750	-	-
<b>Net Movement in Funds</b>		(7,276)	11,697	<b>4,421</b>	(29,749)
Total Funds brought forward		111,962	-	<b>111,962</b>	141,711
<b>Total Funds carried forward</b>		<b>104,686</b>	<b>11,697</b>	<b>116,383</b>	111,962

**South Western Regional Library Service**

**Balance Sheet**

**At 31 March 2015**

	Note	£	2015 £	£	2014 £
<b>Current assets</b>					
Debtors	2	279		6,138	
Cash at bank and in hand					
Bank Deposit Accounts		126,171		105,814	
Bank Current Account		1,000		1,000	
		<u>127,450</u>		<u>112,952</u>	
<b>Creditors: amounts falling due within one year</b>					
Trade creditors		10,059		-	
Accruals and deferred income		1,008		990	
		<u>11,067</u>		<u>990</u>	
<b>Net current assets</b>			<b>116,383</b>		111,962
<b>Net assets</b>			<b>116,383</b>		<b>111,962</b>
<b>The funds of the charity:</b>					
General fund	3		104,686		54,904
Designated fund	3		-		57,058
Total unrestricted funds			<u>104,686</u>		<u>111,962</u>
Restricted Fund	3		11,697		-
<b>Total charity funds</b>			<b>116,383</b>		<b>111,962</b>

Approved by the Board of Trustees on behalf by

2015, and signed on its

P Leivers

**South Western Regional Library Service**

**Notes forming part of the financial statements**

**Year ended 31 March 2015**

**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 2015**

**2. Debtors**

	2015	2014
	£	£
Trade debtors	135	2,950
Prepayments	144	3,188
	<u>279</u>	<u>6,138</u>

**3. Fund Balances**

	General Fund	Designated Fund	Restricted Fund	Total
	£	£	£	£
At 1 April 2014	54,904	57,058	-	111,962
Income	51,135	-	15,920	67,055
Expenditure	(49,661)	-	(12,973)	(62,634)
Net transfers between funds	48,308	(57,058)	8,750	-
<b>At 31 March 2015</b>	<u><b>104,686</b></u>	<u><b>-</b></u>	<u><b>11,697</b></u>	<u><b>116,383</b></u>

The designated fund titled 'Libraries ICT Strategic Development Fund' is no longer required and has been therefore released by the trustees.

The restricted fund is in respect of the Reading Passport project, a reader development initiative across libraries in the South West.

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

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Current assets	115,753	11,697	127,450
Current liabilities	(11,067)	-	(11,067)
<b>Total net assets</b>	<u><b>104,686</b></u>	<u><b>11,697</b></u>	<u><b>116,383</b></u>

## South Western Regional Library Service

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

Year ended 31 March 2015

#### 2. Transactions with Trustees

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

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Treasurer	-	-
Chairman	<b>232</b>	131
Secretary	-	-
Other trustees	<b>364</b>	393
	<u><b>596</b></u>	<u>524</u>

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

#### 3. Consultancy

Consultancy fees of £13,280 (2014: £nil) were paid to S Levett, who was a member of the board of management (not a trustee).