



**South Western
Regional Library Service**

**Seventy-Ninth
Annual Report**

Year ended 31st March 2016

www.swrls.org.uk

Charity Registration Number: 284072

ISBN 978-0-903888-47-9

SWRLS
University of Gloucestershire
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CHELTENHAM
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South Western Regional Library Service

Year Ended 31 March 2016

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SOUTH WESTERN REGIONAL LIBRARY SERVICE

79th Annual Report



REPORT OF THE TRUSTEES



Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their annual report and financial statements of the charity for the year ending 31 March 2016. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015).

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 2015/16 are highlighted in the Annual Review in this report.

 **Chair's Comments**

I was extremely pleased and privileged to have taken over from Paul Leivers as chair of SWRLS at the November 2015 meeting - a very tough act to follow. I have been on the Board since Paul took over as chair five years ago and watched in admiration how he led the reinvigoration of the strategic plan, the contribution of SWRLS' funds to the Reading Passport scheme, the introduction of the grant scheme, the recruitment of a second Director and the commissioning of a new web site.

As the first SWRLS chair from the academic sector I am particularly interested in further enhancing and realising the benefits of the co-operation and collaboration between libraries and library staff across library sectors within the South West. I am proud of the distinctiveness of SWRLS as an organisation which is now the only truly cross sector library organisation in the UK - arguably a "unique selling point".

However, we have to acknowledge that these are testing times within libraries and that changes in the political, economic, social and technological environment seem to be escalating ever faster. We cannot be complacent about the value and place of SWRLS within member organisations' changing priorities and constraints.

In view of this, in March 2016, we appointed researchers from Loughborough University to undertake a fundamental review of SWRLS, the outcomes of which will be reported during the 2016/17 year.

In terms of personnel, I'd like to acknowledge the success of Shelagh Levett's first full year as Director of SWRLS and celebrate the fact that all positions on the Board are occupied. The expertise, enthusiasm and commitment of Board members means my role is proving to be a joy to undertake. We continue to discuss ways of increasing attendance at Council meetings through inviting innovative guest speakers and (potentially) using technology to help members to communicate more effectively across the large distances that characterise the region.

Other key achievements and activities are outlined more fully in this annual report. These include the revised grant scheme which continues to attract extremely interesting and useful projects and, along with the introduction of individual grants for people to attend training, means that the learning (both individual and collective) is shared with other SWRLS members. In addition, the revamped Web site is offering us the potential to promote SWRLS to a wider audience and also to engage our members further through a membership area for sharing resources, expertise and ideas. Finally, this year, the increased number of training events, both initiated and sponsored by SWRLS, have proved successful for members across the region.

My key aim is to ensure that SWRLS can continue to enthuse and meet the expectations of its current and future members for the benefit of all their library users.

Jackie Chelin
Chair

Achievements and Performance, 2015/16

Introduction

The annual review below is arranged using the Strategic Plan headings. Notable activities include the fourth year of the Reading Passport following a successful bid to Arts Council England, the new website going live and the relaunch of the SWRLS Grant Scheme.

The Strategic Plan, covering 2014 - 17, was revised and updated at the AGM in November 2015. 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

1. Governance:

- **Board membership:**
 - Paul Leivers stood down as Chair of SWRLS and the Management Board after over ten years involvement with the Board and five years as Chair. He was presented with a gift at the AGM and was thanked for his hard work and commitment. Jackie Chelin was welcomed as the new Chair.
 - Julie Zessimedes resigned from the Board in July 2015. She was thanked for her contribution to SWRLS activities. Two new members were welcomed to the Board in August 2015 - Merryn Kent and Marie Weinel, both representing public libraries. They were formally elected to the Board at the AGM along with the two other co-options from January 2015, Donna Gundry and Chris Moore. The election at the AGM of Patricia Rogers, representing academic and other libraries, and the co-option of Jill Barker, representing public libraries, in January 2016, brought the Board up to full strength for the first time in many years. This is very welcome. The Board met four times during the year in June, September, December and March, with Council meetings in April and November.
- A **Fundamental Review** of the organisation was agreed. This is needed to ensure the Service is fit for purpose and members' needs are being met. One of the drivers is the declining role of inter lending across the country and cross sector. To remain relevant, the Service needs to review its objects and constitution. The financial model will also be reviewed. The Management Board appointed LISU (Library and Information Statistics Unit) at Loughborough University in March 2016 to carry out the initial research to inform the Review. Research with members and non-members will be carried out over the spring with the report expected in July 2016. The Board will then develop recommendations on the future of the Service to be presented at the AGM in November 2016.

2. Advocacy:

- **Membership** levels remained stable with one member, Farnborough College, resigning and two members joining. The North Bristol NHS Trust joined in August 2015 and Ribston Hall High School, Gloucester in September 2015. It is good to see library services from the health and school sectors joining SWRLS and the hope is that more will be attracted to membership.

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- A major achievement of the year was the launch of the new **website**. The Board appointed and worked with a developer to produce a brighter, easier to use and functional site which went live in December 2015. The new site has a members' only section, adding value to being a member of SWRLS. Content is continuing to develop and evaluation will take place during the latter part of 2016.

3. Value for money:

- The **SWRLS Grant Scheme** was relaunched at the Council meeting in April 2015. The new Scheme has the added benefit of being available for feasibility studies and matched funding for larger projects. A new funding stream within the Scheme, to support personal development called Individual Training Bids, provides grants of between £200 - £1,000 for individuals to attend external training courses and conferences. Unfortunately it remains a challenge for members to submit bids due to pressure of work. Two bids were awarded during the year - £6,000 to support the development of Conversation Cafes, led by Somerset College and involving the local public library service in Somerset, and £720 to provide specialist copyright training for the regional Local Studies Librarians Group. Both will report in 2016/17.
- A **Unity UK User Group** was held in April 2015 which attracted 12 attendees representing 9 services. OCLC provided an update on latest developments. The User group was followed by the **Southern Interlending Forum (SIL)**. This is open to all members and the meeting attracted 17 attendees from 13 services across the public and academic sectors. The Forum reviewed the role of the group, was updated on SWRLS activities and received feedback on the Transport Survey carried out in 2014/15.
- A comparative review of fees and charges of SWRLS public library service members was produced and circulated.

4. Co-operation and Partnership:

- SWRLS continues to support the **CILIP SW Members Network** by attending meetings and supporting training. Sponsorship was provided for a joint course on marketing called Snap, Crackle and Flop held in Bristol and Bournemouth on consecutive days to attract as wide an audience as possible. The two events attracted 19 attendees, with the majority stating that the workshop was useful and interesting.

The Reading Passport - 2015/16 was the fourth year of this reader development initiative and the second and final year of the Arts Council England grant which provided significant funding for the project. With the Rugby World Cup being held in England, the theme of rugby was chosen. A second bid to Arts Council England, led by Gloucestershire, enabled 30,000 Passports to be produced and distributed via all members' library services, ensuring the project was cross sector. The Passport was also distributed via bookshops, sports venues, rugby clubs and a wide range of community venues with events and displays being held in libraries, community venues and local rugby clubs to attract hard to reach groups, such as young men. This link, to a video clip about an event held at Bristol Rugby Club, demonstrates the reach of the project:

https://www.youtube.com/watch?v=za_Ok4Mna7s

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286 displays were put on, including 21 in academic libraries and 9 in various community venues. The photograph shows the display in Yeovil College.

17 events were held including book signings, creative writing workshops and rugby coaching sessions. The photograph shows a promotional event with local rugby players in North Somerset.



- The project has been evaluated and a report sent to Arts Council England.
- At its March meeting, the Management Board agreed £10,000 funding to support the production, distribution and promotion of the Reading Passport for a further year.

5. Resource Sharing:

The Director joined the Management Board of **The Combined Regions (TCR)**, as well as attending TCR Council and **Conarls Working group** meetings to represent the region. The Director was involved in the research commissioned by TCR into the current state and view of inter library lending, [Investigating Interlending](#), carried out by the University of Sheffield. The research helped inform the decision to carry out the SWRLS Fundamental Review.

6. Workforce Development:

- As reported in section 4 above, SWRLS provided sponsorship for a joint course with CILIP SW. The director has also been working on a major training course on hidden disabilities in co-operation with The Network and the Community, Equalities and Diversity Group of CILIP. Called 'Overcoming Invisible Barriers', the course will be run in May, 2016 and will be reported on in the 2016/17 Annual Report.
- Two delegates, [Saskia van Elburg](#) and [Jolanta Peters](#), were sponsored to attend the Forum for Interlending (FIL) Annual Interlending Conference. Their reports can also be accessed on the SWRLS website www.swrls.org.uk.

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Regional Interlending Statistics 2015/16

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 statistics 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 reduce the cost of their next annual subscription.

*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 members	SWRLS	To members	SWRLS	Net Credit
Bath and NE Somerset*	19		11		0
Bournemouth	177		260		83
Bristol*	182		194		12
Cornwall	156		260		104
Devon	256		548		292
Dorset	223		266		43
Gloucestershire	300		195		0
Guernsey	15		19		4
Jersey	12		18		6
North Somerset*	50		6		0
Plymouth	343		72		0
Poole	15		61		46
Somerset*	255		246		0
South Gloucestershire*	95		9		0
Swindon	47		68		21
Torbay	56		89		33
Wiltshire	343		273		0
TOTAL	2544		2595		

*It should be noted that Libraries West developed an issue with their LMS which prevented full inter lending statistics from being provided.

Two other services reported a sharp decline in borrowing due to increased customer fees.

These issues result in a larger decline in inter lending than could have been expected.

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Academic and Special Libraries

Library	From members	SWRLS	To members	SWRLS	Net Credit
Arts University Bournemouth	37		4		0
Basingstoke College of Technology	0		1		1
Bath Spa University	0		1		1
Bournemouth University	5		5		0
Bridgwater College	7		8		1
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
The Lenkiewicz Foundation	0		0		0
National Meteorological Library	0		0		0
New College Swindon	2		9		7
North Bristol NHS Trust	0		0		0
North Somerset Healthcare	0		0		0
Petroc	0		0		0
Plymouth College of Art	0		0		0
Ribston High School	3		0		0
St. Luke's Science and Sports College	0		0		0
Sarum College	2		8		6
Science Museum at Wroughton	0		0		0
Somerset College	3		3		0
South Devon College	0		0		0
South Glos and Stroud College	3		2		0
Strode College	1		0		0
Swindon College	0		0		0
University of Bath	44		7		0

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University of Bristol	64	637	573
University of Exeter	42	241	199
University of Gloucestershire	6	6	0
University of Plymouth	0	0	0
University of the West of England	4	142	138
University of Winchester	78	387	309
Weston College	0	0	0
Weymouth College	1	0	0
Wiltshire College	5	0	0
Yeovil College	0	0	0
TOTAL	307	1462	

Associate Members

Library	From members	SWRLS	To members	SWRLS
Hampshire	1691		1111	
Isle of Wight	45		20	
Portsmouth	126		155	
Southampton	491		279	
TOTAL	2353		1565	

Comparison of 2014/15 against 2015/16, excluding Associate Members

From SWRLS Members

	2014/15	2015/16	Items	%
Public	3567	2544	-1023	-29
Academic	358	307	-51	-14
Total	3925	2851	-1074	-27

To SWRLS Members

	2014/15	2015/16	Items	%
Public	3758	2595	-1163	-31
Academic	1495	1462	-33	-2
Total	5253	4057	-1196	-23

Total SWRLS transactions (from + to)

	2014/15	2015/16	Items	%
Public	7325	5139	-2186	-30
Academic	1853	1769	-84	-5
Total	9178	6908	-2270	-25

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Report of the Honorary Treasurer, 2015/16

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.

Financial Review

The charity achieved a surplus on unrestricted funds of £2,345. There was a deficit on the Reading Passport SW Restricted fund in 2015/16, as the unspent balance brought forward at 1 April 2015 was fully spent in the current financial year.

The charity aims to hold unrestricted funds sufficient to cover one year's operating costs, currently £60,000. Unrestricted funds at 31 March 2016 amount to £107,031. There are no restricted funds carried forward.

Andy Brisley
Honorary Treasurer

South Western Regional Library Service

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Structure, Governance and Management

SWRLS is governed by the Constitution, amended and agreed in 2011, which sets out the appointment process for the Trustees as follows. The Council, at the AGM, appoints from its members a Chair, a Vice-Chair, an Honorary Secretary and an Honorary Treasurer, to serve for one year. Seven ordinary members are also elected by Council to serve for three years. The charity is a charitable unincorporated association. 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 16 November 2015 to serve for 2015/16 were Jackie Chelin (Chair), Scott Jordan (Honorary Secretary), Andy Brisley (Honorary Treasurer). Medi Bernard was confirmed as Vice Chair at the Management Board Meeting on 7 December 2015. In addition, the Management Board consists of Jill Barker, Donna Gundry, Merryn Kent, Chris Moore, Kate Murray, Patricia Rogers and Marie Weinel

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 2015/16 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, Gloucestershire College, The Lenkiewicz Foundation, New College Swindon, North Bristol NHS Trust (joined August 2015), 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)

Ribston Hall High School (Gloucestershire) joined September 2015, St. Luke's Science and Sports College.

National: (2)

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

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Members of Regional Council, April 2015 - March 2016

Steve Alston (University of Bath)	Scott Jordan (University of Gloucestershire)
Jill Barker (Gloucestershire)	Liz Kent/Nick Niles (Torbay)
Alexandra Barton (South Devon College)	Merryn Kent (Cornwall)
Medi Bernard (Bournemouth)	Angela Leavens/Mirjam Virkus (Strode College)
Simon Bowler (Exeter College)	Paul Leivers (Dorset)
Michael Brealey (Bristol Baptist College)*	Amanda Macdonald (Plymouth)
Andy Brisley (North Somerset)	Melanie Maloney (Basingstoke College of Technology)
Louise Burkett (Ribston Hall High School) from September 2015	Frances Mayor (Bridgwater College)
Julia Burton (Bath and North East Somerset)	Laura Milligan (Guernsey)
Martin Burton (South Gloucestershire)	Claire Moore (Weston College)
Jacqueline Chelin (University of the West of England)	Kate Murray (Bristol)
Joan Davis (Wiltshire)	Catherine Northeast (Cirencester College)
Jayne Downey (Sarum College)	Sarah Pankiewicz (National Meteorological Library and Archive)
Ciara Eastell (Devon)	Jolanta Peters (Somerset College)
Kay Ecclestone (Cornwall College)	Doreen Pinfold (Falmouth University)
David Farley (University of Winchester)	Patricia Rogers (University of Bristol)
Karen Foster (Yeovil College)	Paul Scarsbrook (City College Plymouth)
Carol Gold (Somerset)	Ann Siswell (Bath Spa University)
Jane Gosling (University of Plymouth)	Helen Smith (Gloucestershire College)
Donna Gundry (Plymouth College of Art)	Chris Spencer (Bournemouth University)
Alexandra Hall (University of Exeter)	John-Paul Somerville (The Lenkiewicz Foundation)
Aileen Hamer (St. Luke's Science and Sports College)*	Janet Waters (Wiltshire College)
Beth Hammond (South Gloucestershire and Stroud College)	Suzanne White (Swindon College)
Lee Hancock (New College Swindon)	Sally Wilkinson (Cranfield University)
Nicola Healey (North Somerset Healthcare Library)	Sue Wills (Poole)
Katie Henshaw (Weymouth College)	Charlotte Wilmot (Arts University Bournemouth)
Ed Jewell (Jersey)	Sarah Woodcock (Petroc)
Allyson Jordan (Swindon)	Nick Wyatt (Science Museum, Wroughton)
	Paula Younger (North Bristol NHS Trust) from August 2015

*Gave notice to resign effective 01/04/16

Associate Members (non-voting)

David Baldwin (Southampton)

John English (Isle of Wight)

Linda Thompson (Hampshire)

Mark Zumpe (Portsmouth)

South Western Regional Library Service

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Reference and Administrative Information

Registered Charity	284072
Registered Office	University of Gloucestershire The Park Cheltenham GL50 2RH
Independent Examiner	Neil Hitchings FCA Francis Clark LLP Woodwater Park Pynes Hill Exeter EX2 5FD
Bankers	Royal Bank of Scotland Winchester Branch 67-68, High Street Winchester SO23 9DA

Honorary Officers 2015/16

In November 2015, at the Annual General Meeting, the following members of the Regional Council were elected as Honorary Officers for the Regional Council and Management Board. They also act as Trustees:

Chair: Jacqueline Chelin (University of the West of England)

Vice-Chair: Medi Bernard (Bournemouth) (confirmed at Board Meeting in December 2015)

Honorary Secretary: Scott Jordan (University of Gloucestershire)

Honorary Treasurer: Andy Brisley (North Somerset)

Ordinary Members of the Management Board/Trustees:

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

Donna Gundry, Plymouth College of Art	2015 - 2018
Merryn Kent, Cornwall	2015 - 2018
Chris Moore, Wiltshire	2015 - 2018
Kate Murray, Bristol	2014 - 2017
Patricia Rogers, University of Bristol	2015 - 2018
Marie Weinel, Bath and North East Somerset	2015 - 2018

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Co-options: The following were co-opted as Ordinary Members of the Board until the AGM in November 2016:

Jill Barker, Gloucestershire

Director: Shelagh Levett is ex officio member of the Management Board and Regional Council, but is not a Trustee.

Representatives on Other Bodies

CILIP South West Members Network	Shelagh Levett
CONARLS Working Group	Shelagh Levett
Literature Works	Kate Murray
Read South West Panel	Shelagh Levett
Society of Chief Librarians South West (SCLSW)	Shelagh Levett
South West Higher Education Libraries (SWHELs)	Shelagh Levett
The Combined Regions (TCR)	Shelagh Levett

Signed on behalf of the trustees

.....Trustee

South Western Regional Library Service

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Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in business.

The Trustees are responsible for keeping proper accounting records that 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 the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

South Western Regional Library Service

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Independent Examiner's Report to the Trustees

I report on the accounts of South West Regional Library Service for the year ended 31 March 2016 which are set out on pages 16 to 21.

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.

Neil Hitchings FCA
Francis Clark LLP
Vantage Point
Woodwater Park
Pynes Hill
Exeter
EX2 5FD

2016

South Western Regional Library Service

Year Ended 31 March 2016

Statement of Financial Activities (SOFA)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Income					
<i>Income from Charitable Activities:</i>					
Full Member					
subscriptions		46,551	-	46,551	46,123
Reading Passport SW		-	3,880	3,880	15,920
Share The Vision		3,180	-	3,180	3,180
User Payments		1,897	-	1,897	1,431
Other income		(50)	-	(50)	-
<i>Investment income</i>					
Bank Deposit Interest		420	-	420	401
		-----	-----	-----	-----
Total Income		51,998	3,880	55,878	67,055
		-----	-----	-----	-----
Expenditure					
<i>Expenditure on Charitable Activities:</i>					
Grants payable		5,600	-	5,600	3,183
Director's costs	6	17,820	-	17,820	13,280
Recruitment of director		-	-	-	3,494
Travelling and subsistence		3,203	-	3,203	3,307
Training and conference fees		1,334	-	1,334	120
Hospitality		-	-	-	508
Website / Internet		3,169	-	3,169	-
Postage and stationery		-	-	-	2
Reading Passport SW		-	17,377	17,377	12,973
Subscriptions		459	-	459	803
User Lending Charges					
- Non LAs		2,888	-	2,888	4,051
- LAs		2,176	-	2,176	3,535
Sundry expenses		1,171	-	1,171	1,569
Insurance		466	-	466	466
Open Doors Project		-	-	-	2,500
Share The Vision donation		3,188	-	3,188	3,188
<i>Support and governance costs:</i>					
Office support services		5,300	-	5,300	8,647
Independent Examiner's report		1,079	-	1,079	1,008
		-----	-----	-----	-----
Total Expenditure		47,853	17,377	65,230	62,634
		-----	-----	-----	-----

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Year Ended 31 March 2016

Statement of Financial Activities (SOFA) *continued*

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Net income/(expenditure) before transfers		4,145	(13,497)	(9,352)	4,421
Transfers between funds	3	(1,800)	1,800	-	-
Net Movement in Funds		2,345	(11,697)	(9,352)	4,421
Reconciliation of Funds					
Total Funds Brought forward		104,686	11,697	116,383	111,962
Total funds carried forward		<u>107,031</u>	<u>-</u>	<u>107,031</u>	<u>116,383</u>

South Western Regional Library Service

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Balance Sheet

At 31 March 2016

	Note	£	2016	£	2015	£
Current assets						
Debtors	2	1,420			279	
Cash at bank and in hand						
Bank Deposit Accounts		112,721			126,171	
Bank Current Account		1,000			1,000	
		<u>115,141</u>			<u>127,450</u>	
Creditors falling due within one year						
Trade creditors		7,000			10,059	
Accruals and deferred income		1,110			1,008	
		<u>8,110</u>			<u>11,067</u>	
Net current assets			107,031			116,383
Net assets			<u>107,031</u>			<u>116,383</u>
The funds of the charity:						
General fund	3		107,031			104,686
Total unrestricted funds			<u>107,031</u>			<u>104,686</u>
Restricted Fund	3		-			11,697
Total charity funds			<u>107,031</u>			<u>116,383</u>

Approved by the Board of Trustees on
by

2016, and signed on its behalf

J Chelin

South Western Regional Library Service

Year Ended 31 March 2016

Notes forming part of the financial statements

1. Accounting Policies

a) Scope and Basis of the Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has been withdrawn.

In preparing the financial statements the Trustees have considered whether, in applying the accounting policies required by FRS 102 and Charities SORP FRS 102, the restatement of comparatives was required. The Trustees consider that no restatements are required.

South Western Regional Library Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical or transaction value unless otherwise stated in the accounting policy note.

The financial statements have been prepared on a going concern basis and the Trustees are not aware of any material uncertainties that would cast doubt on the charity's ability to continue as a going concern.

b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Membership subscriptions and grants receivable are credited to the Statement of Financial Activities (SOFA) in the year to which they relate.

Deposit interest is recognised in the accounts when receivable.

Other income represents the amount invoiced by the charity for the services provided.

c) Resources expended and allocation of costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Grants payable are payments made third parties in the furtherance of SWRLS' charitable objects.

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

Year Ended 31 March 2016

Notes forming part of the financial statements (continued)

d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

e) Taxation

The charity is exempt from income and capital gains taxes under the provisions of sections 521 to 536 of the Income Tax Act 2007 and section 256 TCGA 1992 respectively.

2. Debtors

	2016 £	2015 £
Trade debtors	40	135
Arts Council grant	1,380	-
Prepayments	-	144
	<u>1,420</u>	<u>279</u>

3. Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2015	104,686	11,697	116,383
Income	51,998	3,880	55,878
Expenditure	(47,853)	(17,377)	(65,230)
Net transfers between funds	(1,800)	1,800	-
At 31 March 2016	<u>107,031</u>	<u>-</u>	<u>107,031</u>

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

The transfer of £1,800 represents the clearance of an overspend on the restricted fund.

2015 Comparative 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	-
At 31 March 2015	<u>104,686</u>	<u>-</u>	<u>11,697</u>	<u>116,383</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.

South Western Regional Library Service

Year Ended 31 March 2016

Notes forming part of the financial statements (continued)

4. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	115,141	-	115,141
Current liabilities	(8,110)	-	(8,110)
Total net assets	<u>107,031</u>	<u>-</u>	<u>107,031</u>

5. Transactions with Trustees

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

	2016 £	2015 £
Chairman	158	232
Other trustees	(8) 717	(6) 364
	<u>875</u>	<u>596</u>

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

There were no related party transactions in the period.

6. Consultancy

Consultancy fees of £17,820 (2015: £13,280) were paid to S Levett, who was a member of the board of management (not a trustee).

7. Staff costs and remuneration

The charity has no employees.