



South Western Regional Library Service

**Seventy-Sixth
Annual Report**

Year ended 31st March 2013

www.swrls.org.uk

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SWRLS

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SOUTH WESTERN REGIONAL LIBRARY SERVICE

76th Annual Report

Introduction and Chair's Comments

Lynn Osborne retired from her role as Director during the year. I am sure that everyone associated with SWRLS will join me in thanking her for everything that she did to help SWRLS achieve its objects. Lynn ably represented SWRLS at numerous meetings which enabled contacts between projects and organisations and she also ensured that the work of SWRLS was done efficiently and effectively. Since then the Board has been considering the most appropriate arrangements for the engagement of the next Director.

Further progress has been made in respect of the shared catalogue for public libraries through WorldCat Local. This project illustrates the speed of technological change, the tight staffing levels in local authorities and the challenge of achieving inter-operability across different computer systems.

SWRLS contribution to training activity and bringing people together from across the different library sectors has also continued during the year with positive comments being received from participants. The partnership working with CILIP has been positive and beneficial all round.

The grant scheme has again proved of interest and has enabled and encouraged cooperation between libraries. The Board envisages that an early task for the new Director will be to review the scheme with a view to it continuing.

Collaboration with Read South West and Literature Works has supported the South West Reading Passport. This along with other marketing work across the region indicates that shared promotional activities are a positive way of dealing with resource pressures in library authorities. SWRLS wishes to ensure that it is involved where appropriate in such approaches.

SWRLS has continued to value for money in facilitating interlibrary loans in the south-west.

Two trustees resigned from the Board recently – Jane Tomlinson and Virginia Power. The Board would like to thank them for their constructive and energetic contributions to the work of SWRLS. Their particular knowledge of the college sector was valuable to ensure that SWRLS developed work which was useful to colleagues working in college libraries.

As Chair, I would also like to express my thanks to all members of the Board for their service, hard work and commitment this year which has meant everyone taking on additional work to support the organisation.

Paul Leivers

Chair

MEMBERS OF REGIONAL COUNCIL as of 31 March 2013

Emma Ainsworth / Helen Smith (Gloucestershire College)
Steve Alston (University of Bath)
Alexandra Barton (South Devon College)
Alison Baud (Bath Spa University)
Elizabeth Powis (Bournemouth University)
Sue Benjamin-Fast (Cornwall)
Medi Bernard (Bournemouth)
Richard Birley (City College Plymouth)
Andy Brisley (North Somerset)
Jenny Brooks (University of Exeter)
June Brassington (Bath and North East Somerset)
Martin Burton (South Gloucestershire)
Sheron Burton (Richard Huish College)
Katie Carter (Weymouth College)
Jacqueline Chelin (University of the West of England)
Joan Davis (Wiltshire)
Michael Davis (Cranfield University)
Pat Davis (Jersey)
Ciara Eastell (Devon)
Kay Ecclestone (Cornwall College)
Maggie Falla (Guernsey)
David Farley (University of Winchester)
Chris Goddard (Plymouth)
Jane Gosling (University of Plymouth)
Donna Gundry (Plymouth College of Art)
Aileen Hamer (St. Luke's Science and Sports College)
Lee Hancock (New College Swindon)
Scott Jordan (University of Gloucestershire)
Liz Kent / Vivien Hurley (Torbay)
John Lane (Poole)
Sue Laurence (Gloucestershire)
Antonia Leak / Charlotte Wilmot (Arts University Bournemouth)
Paul Leivers / Tracy Long (Dorset)
Melanie Maloney (Basingstoke College of Technology)
Jenny Monds (Sarum College)
Claire Moore (Weston College)
Kate Murray (Bristol)
Carol Gold (Somerset)
Nicola Nye / Simon Bowler (Exeter College)
Catherine Northeast (Cirencester College)
Sarah Pankiewicz (National Meteorological Library and Archive)
Doreen Pinfold (Falmouth University)
Jolanta Peters (Somerset College)
Virginia Power (Bridgwater College)
Patricia Rogers (University of Bristol)
Shirley Shire (Bristol Baptist College)
Marion Stevens (Swindon)
Jane Tomlinson (Petroc)
Janet Waters (Wiltshire College)
Suzanne White (Swindon College)
Rupert Williams / Cecilia Cassingham (Science Museum, Wroughton)
Sarah Clark (South Gloucestershire and Stroud College)

Nicola Healey (North Somerset Healthcare Library)

Associate Members (non-voting)

David Baldwin (Southampton)

John English (Isle of Wight)

Stephen Edwards (Hampshire)

Pat Knight (Farnborough College of Technology)

Mark Zumpe (Portsmouth)

Honorary Officers 2012/13

In November 2012 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

Jacqueline Chelin (University of West of England) (subsequently reviewed following Management Board meeting on 14 March 2013)

Honorary Secretary of Regional Council and Management Board

Vacant (subsequently taken by Jacqueline Chelin, following election at the Management Board meeting on 14 March 2013)

Honorary Treasurer of Regional Council and Management Board

Andy Brisley (North Somerset)

Members of Management Board/Trustees 2012/13

Medi Bernard	Bournemouth	2010 - 2013
Andy Brisley (<i>Treasurer</i>)	North Somerset	2011 - 2014
Jacqueline Chelin (<i>Vice Chair/Hon Sec</i>)	UWE	2012 - 2015
Chris Goddard	Plymouth	2013 - 2016
Paul Leivers (<i>Chair</i>)	Dorset	2010 - 2013
Kate Murray	Bristol	2011 - 2014
Virginia Power	Bridgwater College	2011 - 2014

Director

Lynn Osborne, *ex-officio* member of Board and Regional Council (to 31st March 2013)

Representatives on Other Bodies

BBC Libraries Partnership South West Steering Group	Lynn Osborne
CILIP South West Members Network	Lynn Osborne
CONARLS Working Group	Lynn Osborne
Literature Works	Lynn Osborne
Inspire Management Board	Lynn Osborne
SWACL	Lynn Osborne
SWHELs	Lynn Osborne
The Combined Regions	Lynn Osborne

Operation of the Board and Regional Council

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

The Officers nominated and elected at the Annual General Meeting on 6 November 2012 to serve for 2012/13 were Paul Leivers (Chair), Jacqueline Chelin (Vice-Chair), Andy Brisley (Honorary Treasurer). The position of Honorary Secretary was unfilled.

At the Regional Council meeting on 14 March 2013 Jacqueline Chelin was nominated and elected as Honorary Secretary, leaving the position of Vice-Chair unfilled.

In addition the Management Board consists of Medi Bernard, Chris Goddard, Kate Murray, Virginia Power and (until 31 March 2013) *ex-officio* member Lynn Osborne, Director.

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 2012/13 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, Cranfield University, University of Exeter, Falmouth University, University of Gloucestershire, University of Plymouth, University of the West of England, University of Winchester.

Further Education and Special: (19)

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

Report of the Honorary Treasurer 2012/13

For the financial year 2012/13, expenditure increased by £21,498 and income increased by £5447, with a net result of a decrease in funds of £29,561 (£2614 decrease in previous year).

At the end of the financial year, the balance on the general fund had decreased to £79,153 and the ICT fund remained at £62,558. Total balances for the year ending 31 March 2013 were £141,711.

Unrestricted reserves at the end of the year equated to around 16 months trading of the budgeted trading expenditure, a reduction from the previous year. The reduction in funds is the result of the use of reserves for the SWRLS grant scheme, and the commencement of implementation payments for the OCLC WorldCat Local project.

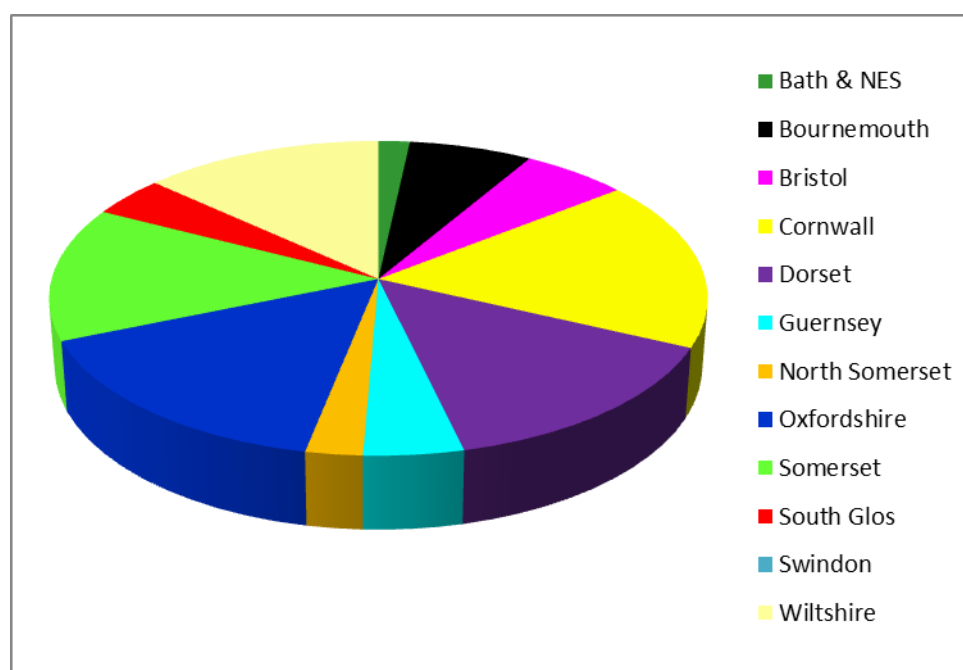
SWRLS remains in a strong financial position, allowing it to continue to support a wide range of development activity across all sectors of the profession.

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

Andy Brisley
Honorary Treasurer

Plymouth Music Service 2012/13

	2012/2013		Change	2011/2012	
	SETS	COPIES		SETS	COPIES
Bath & NES	17	506	+49%	12	339
Bournemouth	67	1,993	-0%	62	2,002
Bristol	62	1,711	+23%	53	1,393
Cornwall	203	5,124	+41%	139	3,623
Dorset	165	4,192	-29%	248	5,922
Guernsey	39	1,278	+10%	26	1,161
North Somerset	34	730	-23%	42	944
Oxfordshire	166	4,555	-18%	179	5,569
Somerset	148	4,035	-19%	189	4,986
South Gos	51	1,215	-12%	58	1,378
Swindon	Cancelled membership			5	159
Wiltshire	139	3,883	-18%	159	4,761
TOTAL	1,088	29,221	-9%	1,172	32,237



The slow overall decline continues but the reasons for it are not at all clear since some authorities – especially Cornwall – have seen major increases.

As I explained in last year's report, we are now taking much more robust approach to ensuring that Plymouth does not subsidise the service. This led to significant increases for some authorities in 2012/13. I am hopeful that we will not need a similar increase for 2013/14 unless transport costs rise substantially.

Andrew Laycock, formerly Music and Drama Librarian in Plymouth, and SWRLS lead on the Music Service, has decided to retire at the end of November 2013. We will still have a specialist half-time post to run the Music Service.

Part of the more robust approach we are taking involves reducing the risk to Plymouth of further authorities withdrawing from the Service. We are therefore working on annual Service Level Agreements with each subscriber ready for the year starting April 2014.

Chris Goddard
Library Service Manager, Plymouth

SWRLS Review 2012/13

1 Workforce Development

1.1 Courses

Since 2009 SWRLS has been registered to use CILIP's Seal of Recognition for its training events. The scheme which was due to cease on 31 December 2012, as a consequence of the broader review of qualifications being undertaken by CILIP, was extended until July 2013.

SWRLS has been actively joining forces with local organisations and CILIP to support and co-brand events in the region, including a CILIP Qualifications course in September 2012 and a Building a Portfolio course in December 2012

SWRLS hosted another *Credo Promoting Online Resources* workshop, this time at the Central Library in Plymouth in May 2012

1.2 Forum for Interlending Conference

Jolanta Peters from Somerset College won SWRLS sponsorship to the FIL conference which was held at the University of Worcester in June 2012. The theme was *Keeping Our Customers Satisfied: Interlending in a Changing World*. A report is available on the SWRLS website and was sent to FIL for their newsletter.

1.3 Library visits and tours

A visit to the Devon and Exeter Institute and Exeter Cathedral Libraries took place in November 2012. Flooding prevented some people from attending so a repeat visit took place in February 2013.

A *Library Management System Blue Sky Thinking* event took place in March 2013, at the University of the West of England in Bristol. This was aimed at public and academic libraries considering going out to tender in the near future.

A *Gadget and Social Media Day* was also hosted by UWE in Bristol in March 2013. This proved hugely popular with over sixty attendees.

A *Digital Copyright* workshop was run in conjunction with the UKEiG in Spring 2013.

Library Camp SW 2012 was held at Exeter University, on 7 July. The day coincided with flooding and a number of people were unable to get to the event but those who did were very enthusiastic about it and twitter was very active. A summary of the event is on the SWRLS website¹

2 Raising the Profile

2.1 Membership

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

¹ <http://www.swrls.org.uk/news.asp#News139>

2.2 Marketing and publicity

A roller banner has been produced to promote SWRLS and has been used at various events, including Library Camp SW and Council meetings.

2.3 Social networking

The Twitter account is working well and sends automatic notices when items are added to News and Events pages of the website.

3 Value for Money

3.1 SWRLS Grant Scheme

The future operation of the Grant Scheme is under scrutiny given the lack of capacity, in some cases, for people to bid for and pursue projects.

3.1.1 Updates on 2011/12 projects

Staff at **Petroc** working on the project to create a *Union Catalogue of FE Journals* have produced a service called SWAMP (SW Academic Management of Periodicals). This aims to increase the awareness and use of journals held in member libraries, whilst at the same time increasing staff networking between members. The database uses Moodle and will allow journals to be located and articles to be requested by any SWRLS member. The formal launch will be in September 2013.

Staff at **UWE** working on the project to provide *Walk-in* (now termed “guest”) *Access to Online Resources* have undertaken some further work.

- Updating of the directory by re-surveying all HEIs and FEIs in the SWRLS region. As a result of some changes, the directory is being updated.
- Checking on use and promotion of the directory by sending questionnaires to SWRLS Council members. As a result it appears that the directory needs much more promotion.

3.1.2 Interim reports on 2012/13 projects

The **Bristol** project on *Foreign Language Collections* aimed to establish the feasibility of implementing efficiency savings and better customer service through collaborative provision of foreign language material in the South West. Unfortunately, the project worker had to leave abruptly due to unforeseen circumstances. An interim report will be circulated. The remaining funding will now be used to buy, monitor and promote a collection of Polish books.

The project led by **North Somerset Healthcare Trust** on *Health Information* aimed to explore where “silver surfers” obtain health information and to investigate the barriers to accessing information. A number of conclusions were drawn from the research carried out during the first few months which led the project group to recommend that further research be carried out with library staff.

3.2 Online meetings

The GoToMeeting software has been used by Board members numerous times for their regular meetings and has resulted in a net saving on travel expenses (and wear and tear on the Board members themselves!).

3.3 Resource sharing

3.3.1 FABLibraries

Working as a member of **The Combined Regions** (TCR) we have now integrated the *FABLibraries* (Find A Book in Libraries)² with **the OCLC/SCL Bookmark Your Library**³ single digital presence project, which was soft-launched for librarians to test out on 3 December 2012.

3.3.2 WorldCatLocal

Work continued through the period covered by this report. Regular project teleconferences were held monthly and all authorities were encouraged to get their relevant staff involved. LibrariesWest and Plymouth went live.

3.3.3 UnityUK

Colleagues from **OCLC** attended the twice-yearly SILL groups supported by the Director. They discussed issues, gathered feedback and talked about new developments.

4 Co-operation and Partnership

4.1 Literature Works

SWRLS supported the first *South West Reading Passport* which ran in 2012 jointly with **Read South West** and **Literature Works** (formerly Cyprus Well). Literature Works has published a full evaluation report⁴ which was presented to the December SWACL meeting together with a summary⁵

It is intended that these be used to apply for external funding in the future for similar projects. Whilst Literature Works indicated that they would try and apply for funding for a similar event this year, no plans have been agreed yet.

4.2 SWACL

SWACL decided that interlibrary lending needed to be sustainable and there would be a need to get political approval for change in charge rate.

A proposal was tabled at the December 2012 SWACL meeting which suggested a discount level from each authority own base charge as a compromise. This was, however, not approved and it was agreed to retain individual interlending rates for the time being

5 Advocacy

5.1 Attendance at regional events

The Director attended a number of events to promote SWRLS including:

- *Learning Resources Forum* - FE Colleges - Taunton 28 March 2013

² <http://www.bookmarkyourlibrary.org.uk/find-a-book>

³ <http://www.bookmarkyourlibrary.org.uk>

⁴ <http://www.swrls.org.uk/documents/Reading%20Passport%20Evaluation%202012.pdf>

⁵ <http://www.swrls.org.uk/documents/SWACL%20Summary%20-%20Reading%20Passport.pdf>

- *E book conference* – UWE - 23 April 2012
- *SCL seminar* to represent The Combined Regions (TCR) - 10-11 May 2012
- *Building Links: Learning Resources Forum* a keynote speech on 27 June 2012

5.2 Joint events with CILIP South West groups

The joint SWRLS/CILIP SW visit to Swindon Library on 22 June 2012 was popular with library staff from across various sectors.

An event jointly arranged by SWRLS and CILIP ISG on *Increasing use of online resources* took place on 23 May 2012 in Bristol and on 24 May 2012 in Plymouth. Forty people attended these workshops. A report was received from one which was sent to CILIP SW for the newsletter and added to the SWRLS website.

An event jointly sponsored by SWRLS and CILIP SW on *Introduction to Cataloguing and Classification* was held at Exeter College on 22 May 2012 and was over-subscribed.

5.3 SWRLS website

A Cookies statement has been added to the website to comply with new legislation.

Flickr pages now include Devon's Hayridge Centre at Cullompton and Devon's *Girls and Boys* exhibition of historic children's books.

Regional interlending statistics 2012/13

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	To SWRLS members	From SWRLS members	Net Credit
Bath and NE Somerset	53	20	33
Bournemouth	439	217	222
Bristol	441	230	211
Cornwall	455	256	199
Devon	427	858	0
Dorset	505	307	198
Gloucestershire	516	569	0
Guernsey	13	20	0
Jersey	33	8	25
North Somerset	38	94	0
Plymouth	204	730	0
Poole	73	237	0
Somerset	1,149	671	671
South Gloucestershire	54	187	0
Swindon	22	61	0
Torbay	180	113	67
Wiltshire	719	469	250
TOTAL	5,321	5,047	1,876

Academic Libraries

Library	To SWRLS members	From SWRLS members	Net Credit
Arts University Bournemouth	11	160	0
Basingstoke College of Technology	3	0	3
Bath Spa University	4	0	4
Bournemouth University	0	0	0
Bridgwater College	13	34	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	4	2	2
Exeter College	0	0	0
Falmouth University	1	0	1
Gloucestershire College	0	0	0
National Meteorological Library	0	0	0
New College Swindon	17	2	15
Petroc	14	0	14
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	31	9	22
Somerset College	6	4	2
South Devon College	0	0	0
South Glos and Stroud College	0	1	0
Strode College	0	0	0
Swindon College	0	6	0
University of Bath	17	51	0
University of Bristol	893	7	886
University of Exeter	245	120	125
University of Gloucestershire	34	10	24
University of Plymouth	0	0	0
University of the West of England	151	10	141
University of Winchester	425	78	347
Weston College	0	0	0
Weymouth College	0	1	0
Wiltshire College	2	8	0
Yeovil College	0	0	0

Library	To SWRLS members	From SWRLS members	Net Credit
TOTAL	1,871	503	1,579

Associate Members

Library	To SWRLS members	From SWRLS members
Farnborough College of Technology	0	3
Hampshire	1735	1977
Isle of Wight	41	70
Portsmouth	Not available	
Southampton		

Summary comparison of 2011/12 against 2012/13, excluding Associate Members

	To SWRLS members			
	2011/12	2012/13	Items	%
Public	7443	5321	-2122	-29%
Academic	1892	1871	-21	-1%
TOTAL	9335	7192	-2143	-23%

	From SWRLS members			
	2011/12	2012/13	Items	%
Public	6465	5047	-1418	-22%
Academic	486	503	17	3%
TOTAL	6951	5550	-1401	-20%

	SWRLS transactions			
	2011/12	2012/13	Items	%
Public	13,908	10,368	-3540	-25%
Academic	2,378	2,374	-4	0%
TOTAL	16,286	12,742	-3544	-22%

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 2012/13 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 2013

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
Winchester Branch
67-68, High Street
Winchester
Hampshire
SO23 9DA

South Western Regional Library Service

Year ended 31 March 2013

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South Western Regional Library Service

Year ended 31 March 2013

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 2013

I report on the accounts of South West Regional Library Service for the year ended 31 March 2013 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

2013

South Western Regional Library Service

Statement of Financial Activities (SOFA)

For the year ended 31 March 2013

	Note	Unrestricted Funds £	Designated Funds £	Total 2013 £	Total 2012 £
Incoming Resources					
<i>Incoming Resources from</i>					
<i>Charitable Activities</i>					
Full Member					
Subscriptions		43,363	-	43,363	47,365
Share The Vision		3,180	-	3,180	3,180
User Payments		-	-	-	1,703
Other income		4,127		4,127	3,945
<i>Incoming Resources from</i>					
<i>Generated Funds</i>					
Bank Deposit Interest		902	-	902	826
Total Incoming Resources		51,572	-	51,572	57,019
Resources Expended					
<i>Charitable Activities</i>					
Grants payable		10,250	-	10,250	6,201
Unity / OCLC		8,250	-	8,250	-
WorldCat Local		-	5,500	5,500	-
Consultancy fees	6	24,124	-	24,124	23,551
Training and conferences		1,902	-	1,902	720
Travelling and subsistence		2,687	-	2,687	2,873
Internet		186	-	186	190
Postage and stationery		2,180	-	2,180	1,106
Reading passports		5,912	-	5,912	-
Subscriptions		434	-	434	4,834
User Lending Charges					
- Non LAs		(1,101)	-	(1,101)	3,300
- LAs		5,751	-	5,751	3,488
Sundry expenses		236	-	236	602
Insurance		-	-	-	465
Catalogue course		1,129	-	1,129	-
The Network		1,600	-	1,600	-
Share The Vision donation		3,188	-	3,188	3,188
Financial services		4,900	-	4,900	4,900
Legal and professional		3,000	-	3,000	3,225
<i>Governance Costs</i>					
Independent Examiner's report		1,005	-	1,005	990
Total Resources Expended		75,633	5,500	81,133	59,633

South Western Regional Library Service

Statement of Financial Activities (SOFA) *continued*

For the year ended 31 March 2013

Note	Unrestricted Funds £	Designated Funds £	Total 2013 £	Total 2012 £
Net (Outgoing) / Incoming Resources before transfers	(24,061)	(5,500)	(29,561)	(2,614)
Gross transfers between funds	-	-	-	-
Net Movement in Funds	(24,061)	(5,500)	(29,561)	(2,614)
Total Funds brought forward	108,714	62,558	171,272	173,886
Total Funds carried forward	84,653	57,058	141,711	171,272

South Western Regional Library Service

Balance Sheet

At 31 March 2013

	Note	£	2013 £	£	2012 £
Current assets					
Debtors	2	4,769		14,062	
Cash at bank and in hand					
Bank Deposit		144,454		159,304	
Accounts					
Bank Current Account		1,000		1,000	
		<u>150,223</u>		<u>174,366</u>	
Creditors: amounts falling due within one year					
Trade creditors		8,512		3,094	
Accruals and deferred income		-		-	
		<u>8,512</u>		<u>3,094</u>	
Net current assets			141,711		171,272
Net assets			<u>141,711</u>		<u>171,272</u>
The funds of the charity:					
General fund	3		84,653		108,714
Designated fund	3		57,058		62,558
Total unrestricted funds			<u>141,711</u>		<u>171,272</u>
Total charity funds			<u>141,711</u>		<u>171,272</u>

Approved by the Board of Trustees on 24 October 2013, and signed on its behalf by

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South Western Regional Library Service

Notes forming part of the financial statements

Year ended 31 March 2013

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 2013

2. Debtors

	2013 £	2012 £
Trade debtors	4,769	14,012
Prepayments	-	450
	<u>4,769</u>	<u>14,062</u>
	=====	=====

3. Fund Balances

	General Fund £	Designated Fund £	Total 2013 £	Total 2012 £
At 1 April 2012	108,714	62,558	171,272	173,886
Income	51,572	-	51,572	51,519
Expenditure	(75,633)	(5,500)	(81,133)	(48,370)
Net transfers between funds	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2013	84,653	57,058	141,711	173,886
	=====	=====	=====	=====

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	93,165	57,058	150,223
Current liabilities	(8,512)	-	(8,512)
	<u>84,653</u>	<u>57,058</u>	<u>141,711</u>
Total net assets	84,653	57,058	141,711
	=====	=====	=====

South Western Regional Library Service

Notes forming part of the financial statements (continued)

Year ended 31 March 2013

5. Transactions with Trustees

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

	2013	2012
	£	£
Treasurer	-	-
Chairman	-	-
Secretary	-	29
Other trustees	-	153
	<u>-</u>	<u>182</u>
	=====	=====

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

6. Consultancy

Consultancy fees of £24,124 (2012: £23,551) were paid to L Osborne, who was a member of the board of management (not a trustee).