



**SOUTH WESTERN REGIONAL
LIBRARY SERVICE**

Eighty First Annual Report

Year ended 31st March 2018



www.swrls.org.uk

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Contents

1. Objectives, Activities and Public Benefit Statement	2
2. Chair's Comments	3
3. Achievements and Performance, 2017 - 18	4
4. Regional Interlending Statistics	9
5. Report of the Honorary Treasurer	12
6. Structure, Governance and Management	13
7. SWRLS Regional Council 2017 - 18	14
8. Reference and Administrative Information	15
9. Trustee Responsibilities	17
10. Independent Examiner's Report	18
11. Financial Statements	19



Photographs courtesy of Shelagh Levett, unless otherwise stated.

SOUTH WESTERN REGIONAL LIBRARY SERVICE

81st ANNUAL REPORT

REPORT OF THE TRUSTEES

1. 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 2018. 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 2017 - 18 are highlighted in section 3, Achievements and Performance, of this report.

2. Chair's Comments

An overriding theme of SWRLS' 80th anniversary year has been preparing for and beginning to put into effect changes to the SWRLS constitution. Although more delayed than we anticipated, approval by the Charities Commission for the new **South Western Regional Services CIO** led to a further flurry of activity in respect of the status of the trustees and the SWRLS bank account!

Throughout all this change, the trustees have proved both supportive and creative, enabling the Director to develop and deliver training that has reached a large variety of our members, often in partnership with other organisations, and to facilitate project work with our member organisations.

The Annual General Meeting, in November, was a high point of the year, attended by a large number of colleagues. Was it the attraction of Nick Poole (CEO of CILIP) giving the inspirational keynote speech, or two impressive 80th birthday cakes, that drew the crowds? Either way, it reminded us that a cross sector member-led organisation can be both fun, informative and productive. Speakers from four different library sectors shared their expertise generously whilst Nick was particularly complimentary of the efforts being made by librarians working together across the region - a very positive model for the kind of future he sees for libraries.

A lot of change has, meanwhile, been taking place at national and local levels which has impacted member libraries, and their wider organisations, reminding us that working together can help us to survive and thrive. I am constantly inspired by stories from our member libraries, being innovative and meeting challenging situations in an extremely professional and collaborative way.

Read on to find out more and please do contact us with comments and ideas.

**Jackie Chelin,
Chair**

🌀 3. Achievements and Performance, 2017 - 18

Introduction

The annual review is arranged using the [Strategic Plan](#) headings. The new Plan, covering 2017 - 20, was agreed in July 2017. It provides a useful template for directing and reporting on the activities of SWRLS. Updates are provided for Management Board meetings and the Plan is reviewed at least twice a year. Notable activities during the year include the approval of the new charity South Western Regional Library Services CIO, the celebration of 80 years of SWRLS and involvement in two regional projects - the South West Region of Readers and Word on Tour.

1. Co-operative working and partnerships.

a. Networking opportunities:

- The **Regional Council Meeting**, held at Bath Spa University in April 2017, was attended by 19 members. As well as the formal business (detailed in sub section 5 below), attendees took part in an informative workshop on the 'Role of Reading in Health and Wellbeing' by the Reader Organisation, www.thereader.org.uk.
- The **Annual General Meeting**, held at Exeter Library in November 2017, was attended by 37 delegates representing 22 members and two partners. This was an excellent turn out - the highest for many years. The event marked 80 years of SWRLS and the momentous occasion was celebrated by the cutting of a cake by the keynote speaker, Nick Poole (CEO of the Chartered Institute of Library and Information Professionals, CILIP). The audience also heard case studies from the public, FE, HE and health sectors.



- A new offer to members was launched in March 2018. A regular **SWRLS Newsletter** is now being circulated to 115 member contacts and has been favourably received.

b. Working collaboratively:

- One SWRLS Grant was awarded during the year. This will support the South West CILIP Youth Libraries Group hold a one day course, 'Young People, Mental Health and Reading' in March 2019.
- The SWRLS grant awarded to Somerset Library Service last year, to review music provision in the region, reported in April 2018. Called **Joining the Dots**, the research:
 - mapped current public library music resources across the region;
 - identified alternative operating models;
 - made recommendations about future development, both short and long term.

A small working party, involving SWRLS, has been set up to take the work forward. A priority is to set consistent charging across all services from 2019/20.

c. Partnership working:

- Two trustees, the Chair Jackie Chelin and Jill Barker, were invited to present a paper 'Libraries - open for all' at the **South Western Federation of Museums and Art Galleries** AGM in Exeter in July 2017. The presentation was well received and it is hoped to build on this partnership in the future.
- The Chair also spoke about the experience of SWRLS at a **British Library** skills sharing day in Huddersfield in June 2017.
- The Director attended a number of events representing SWRLS:
 - a heritage workshop at the University of Exeter;
 - two Inspire Cornwall meetings;
 - an Arts Council England workshop on grant applications.
- SWRLS continues to support the CILIP South West Members Network by attending meetings and supporting training courses as appropriate.

2. Resource sharing.

- a. Access to collections:** SWRLS was successful in a bid to the University of Exeter for an undergraduate student intern to carry out the first stage of the **Hidden Collections** project. The aim of the project is to develop a database of the hidden, i.e. uncatalogued, collections in members' libraries. This will be held on the SWRLS website, helping to bring collections to the attention of library colleagues to promote to researchers and the general public, thus increasing access to these hidden resources.

The questionnaire attracted response from 27 members, almost 50% of the membership - 12 public, 11 academic, 3 special and 1 health. Fourteen respondents - 6 public and

8 academic - were keen to be part of any funding bid that may be sought to catalogue/digitise the collections.

The next stage will be to analyse the database, assess common themes and research grant opportunities to take the work forward.

- b. **Interlending:** the annual SWRLS Interlending Forum (SIL) was held at the University of Bristol in July 2017. It was attended by 17 colleagues representing 11 members. The main item of discussion was the development of ILL guidelines for the SWRLS website. Statistics for ILL for 2017/18 can be found in section 4 on page 9. Minutes of the SIL meeting can be accessed [here](#).

3. Developing the workforce.

- a. **Training course provision:** A very successful workshop, **The Art of Bibliotherapy**, was held at Taunton Library in April 2017. It attracted 20 delegates from academic, health and public libraries. The excellent trainer provided a stimulating and thought provoking programme which enthused delegates to take ideas back to their workplace. Some comments from the day:
- *Really informative and enjoyable;*
 - *I feel inspired and motivated to get Bibliotherapy set up in my library service;*
 - *Keen to put into practice;*
 - *Very, very useful;*
 - *Excellent course leader;*
 - *Lots of content - value for money.*
- b. **Sponsorship:** Kate Aston-Williams of Gloucestershire County Council, was sponsored to attend the annual Forum for Interlending (FIL) 'Interlend 2017' conference in June 2017.
- c. **Other training:** the Chair held a staff development session for her team called 'What is this thing called SWRLS?' in February 2018, to explain the benefits and role of the organisation.

4. Supporting the cultural and community engagement role of libraries.

- a. **A South West Region of Readers:** As reported in last year's Annual Report, SWRLS supported a successful bid, led by Bournemouth Libraries, to the Arts Council England's Innovation Fund. An award of £137,000 was secured to fund a number of reading groups and related cultural activities in areas of deprivation in Bournemouth, Bristol, Dorset, South Gloucestershire, Poole and Wiltshire. The initiative is a community-based programme for adults with three strands of work:
- Shared Reading groups based in libraries and run by volunteers trained by The Reader;
 - a digital app and online web resources building on the successful Reading Passport initiative;
 - a supporting programme of creative and cultural events.
- Key achievements:
- 22 Shared Reading Groups established: 117 sessions delivered with 1272 attendees. 86% of those taking part felt the sessions made them feel better;
 - 33 Reader Leaders were trained;

- 204 community advocates/local organisers were recruited:
 - 100% of volunteers felt the group had given them a sense of achievement;
 - 92% said the sessions had increased their enjoyment of reading.
 - The Reading Passport site, managed by Literature Works, has been redesigned and includes a reading list of South West writers past and present www.readingpassport.org
 - 53 creative/cultural events were held attended by 3515 people, an average of 66 per event;
 - The reading app continues to be developed and will be launched in summer 2018.
- b. **Word on Tour:** This is a 26 date live literature tour showcasing writing talent in the region's libraries. Led by Literature Works, it is funded through Arts Council England's Strategic Touring Fund and part funded by SWRLS. It aims to:
- bring live literature to the doorsteps of readers in the South West;
 - widen access, promote writers from the region, develop local libraries as live literature promoters and introduce new, often overlooked, audiences to this work.

Performers include authors, novelists, poets, playwrights, performance poets and a songwriter. Events are taking place in those areas, as defined by ACE, that do not usually benefit from live literature events, focusing on libraries in Cornwall (including the Isles of Scilly), Devon, North Somerset and Somerset. Whilst most events are taking place in public libraries, four colleges (two in Somerset, one in North Somerset and one in Devon) have been involved.

Nine events took place between January and March 2018, mainly in Devon, attracting 317 attendances - an average of 35 per event. The photograph shows the event held at Paignton Library (courtesy of Literature Works). The programme is proving to be a great success. At each event, members of the audience are asked to write, on a postcard, why libraries matter. Some of the feedback includes:



- *Brilliant evening (Okehampton);*
- *Moving, funny and inspiring (Bridgwater and Taunton College);*
- *The library opens doors to imagination (Tiverton);*
- *Libraries are non-judgemental, open to all and offering access to the thoughts of the world (Bideford).*

The programme continues until September 2018. See www.facebook.com/wordontour or www.literatureworks.org.uk for more detail.

5. Effective Governance.

- a. **Application to become a Charitable Incorporated Organisation (CIO):** the SWRLS membership agreed to become a CIO at the AGM in November 2016, following the SWRLS Fundamental Review. New Objects and amended name were also agreed at the same meeting. At the Regional Council meeting in April 2017, the final stages of the approval to apply for CIO status were agreed:

- A new [Constitution](#) and [Rules](#), including Terms and Conditions of membership;
- The resolution to dissolve the old SWRLS charity when the CIO is operational.

At the same meeting, [new subscription rates](#) were agreed. These reduce the rates for public, school and small libraries and became operational in the 2017/18 financial year. Rates to academic, health, government and special libraries were increased, effective from the 2018/19 financial year. The revised mission statement and strapline, deferred from the 2016 AGM, were also approved.

The application to become a CIO was submitted to the Charity Commission on 3 August 2017. The process proved longer than anticipated. Due to a heavy workload, the Charity Commission were not able to respond until November, when they sought clarification on a number of points. Following that clarification, the South Western Regional Library Services CIO was registered on 21 December, 2017 and became operational from 1 April, 2018.

At the Board meeting in March 2018, the Transfer Agreement between the two charities was signed and it was agreed that the old SWRLS charity will merge with the CIO following the transfer of assets. The ordinary trustees that will represent specific sectors, as detailed in clause 4 (2) of the Rules, were also agreed.

b. Other governance issues:

- **Board membership** remains at full strength. At the Board meeting in December 2017, Medi Bernard was co-opted to cover for Marie Quinnell's resignation from the Board, as she is no longer employed by a SWRLS member. However, Marie will return as a trustee when the CIO is operational as trustees will no longer need to be employed by a SWRLS member. The Board met four times during the year, in June, September, December and March.
- **Membership** levels remained stable with one member, Basingstoke College of Technology, resigning.
- The Board also:
 - prepared for the new General Data Protection Regulations (GDPR) effective from May 2018;
 - began work on a Fundraising Strategy;
 - started the process of opening a new bank account for the new charity.

4. Regional Interlending Statistics 2017 - 18

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

Since 2008, SWRLS has only collected interlibrary loans statistics between SWRLS members under four categories: monographs (including fiction); play sets; music sets (excluding items borrowed from the Plymouth Music Service) and alternative formats. The statistics exclude loans between Libraries West members. This will be the final year that Associate Members will be included as a separate category as this category no longer exists within the new charity, SWRLS CIO.

Public libraries

Library Service	From SWRLS members	To SWRLS members
Bath and NE Somerset*	45	38
Bournemouth	154	284
Bristol*	43	96
Cornwall	81	240
Devon (Libraries Unlimited)	190	323
Dorset*	113	131
Gloucestershire	234	86
Guernsey	1	8
Jersey	25	19
North Somerset*	39	7
Plymouth	409	108
Poole*	25	15
Somerset*	201	238
South Gloucestershire*	82	12
Swindon	12	43
Torbay	23	57
Wiltshire	130	191
Totals	1807	1896

*Libraries West members.

Associate Members

Library Service	From SWRLS members	To SWRLS members
Hampshire	896	858
Isle of Wight	44	15
Portsmouth	59	108
Southampton	345	100
Totals	1344	1081

Academic and special libraries

Library	From SWRLS members	To SWRLS members
Arts University Bournemouth	41	18
Bath Spa University	0	1
Bournemouth University	2	2
Bridgwater and Taunton College	10	7
Cirencester College	0	0
City College Plymouth	0	0
Cornwall College	0	0
Cotswold School	0	0
Cranfield University	0	0
Exeter College	0	0
Falmouth University	0	0
Gloucestershire College	0	0
Lenkiewicz Foundation	0	0
National Meteorological Office	0	0
New College, Swindon	1	7
North Bristol NHS Trust	0	0
North Somerset Healthcare	0	0
Petroc	0	0
Plymouth College of Art	0	0
Ribston Hall High School	2	0
Sarum College	0	6
Science Museum	1	0
South Devon College	46	0
South Gos and Stroud College	0	4
Strode College	0	0
Swindon College	0	0
University of Bath	33	13
University of Bristol	60	297
University of Exeter	80	82
University of Gloucestershire	1	10
University of Plymouth	0	0
University of the West of England	3	39
University of Winchester	43	267
Weston College	0	0
Weymouth College	0	0
Wiltshire College	0	1
Yeovil College	0	0
Totals	323	754

Comparison of 2017 - 18 against 2016 - 17, excluding Associate Members.

	2016/17	2017/18	Items	% difference
From SWRLS members				
Public	2129	1807	-322	-15
Academic	347	323	-24	-7
Totals	2476	2130	-346	-14
To SWRLS members				
Public	2063	1896	-167	-8
Academic	1088	754	-334	-31
Totals	3151	2650	-501	-16
Total SWRLS transactions (from + to)				
Public	4192	3703	-489	-12
Academic	1435	1077	-358	-25
Totals	5627	4780	-847	-15

The year shows a smaller decline than the previous year overall. Public libraries have seen a smaller decline, which is welcomed. However, the academic sector has reversed the increase of last year, to a significant decline, particularly in lending to other SWRLS members. The following needs to be taken into consideration - the decline is similar to that reported by the British Library and a number of libraries are satisfying requests by buying through their stock supplier or internet based book suppliers.

5. Report of Honorary Treasurer, 2017 - 18

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

SWRLS continued to operate in an effective and efficient manner throughout 2017/18, celebrating 80 years of activity within the library sector and continuing to provide financial support for a range of professional activities and events as outlined in section 3 of this report.

The first stage in implementing the new subscription rates was introduced in April 2017, with revised rates for public and small libraries. This will be followed in April 2018 by the new rates for all other members.

The Treasurer has spent much time and effort in seeking to establish a new bank account for the CIO. This has not proven to be an easy process and as at 31 March 2018 was still a work in progress!

The Charity aims to hold unrestricted funds sufficient to cover one year's operating costs, currently £60,000. Unrestricted funds held at 31 March 2018 amounted to £89,016.

Andy Brisley
Honorary Treasurer

6. 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 20 November 2017 to serve for 2017 - 18 were Jackie Chelin (Chair), Donna Gundry (Vice Chair), Scott Jordan (Honorary Secretary) and Andy Brisley (Honorary Treasurer). In addition, the Management Board consists of Jill Barker, Medi Bernard (co-opted to cover the vacancy following the resignation of Marie Quinnell), Karen Foster, Merryn Kent, Chris Moore, Kate Murray and Patricia Rogers.

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 a year.

Member Organisations: SWRLS is proud of its cross-sectoral membership. In 2017 - 18 the following organisations were members:

Public Libraries (21): Bath and North East Somerset; Bournemouth; Bristol; Cornwall; Devon (Libraries Unlimited); Dorset; Gloucestershire; Guernsey; Jersey; North Somerset; Plymouth; Poole; Somerset; South Gloucestershire; Swindon; Torbay; Wiltshire and Associate Members Hampshire; the Isle of Wight; Portsmouth and Southampton.

Higher Education (12): Arts University Bournemouth; Bath Spa University; Bournemouth University; Cranfield University; Falmouth University; University of Bath; University of Bristol; University of Exeter; University of Gloucestershire; University of Plymouth; University of the West of England; University of Winchester.

Further Education and Health (20): Bridgwater and Taunton College; Cirencester College; City College Plymouth; Cornwall College; Exeter College; Gloucestershire College; New College Swindon; North Bristol NHS Trust; North Somerset Healthcare; Petroc; Plymouth College of Art; Sarum College; South Devon College; South Gloucestershire and Stroud College; Strode College; Swindon College; Weston College; Weymouth College; Wiltshire College; Yeovil College.

National and Special (3): The Lenkiewicz Foundation; the National Meteorological Library and Archive; the Science Museum, Library and Archive at Wroughton.

Schools (2): The Cotswold School; Ribston Hall High School.

7. Members of Regional Council, April 2017 - March 2018

Steve Alston (University of Bath)	Katie Henshaw (Weymouth College)
Jill Barker (Gloucestershire)	Ed Jewell (Jersey)
Alexandra Barton (South Devon College)	Allyson Jordan (Swindon)
Alison Baud (Bath Spa University)	Scott Jordan (University of Gloucestershire)
Medi Bernard (Bournemouth and Poole)	Liz Kent (Torbay)
Andy Brisley (North Somerset)	Merryn Kent (Cornwall)
Louise Burkett (Ribston Hall High School)	Angela Leavens/Mirjam Virkus (Stroud College)
Martin Burton (South Gloucestershire)	Tracy Long (Dorset)
Lesley Castens (University of Plymouth)	John Loy (North Bristol NHS Trust)
Jackie Chelin (University of the West of England)	Amanda Macdonald (Plymouth)
Sue Crowley (Somerset)	Laura Milligan (Guernsey)
Joan Davis (Wiltshire)	Claire Moore (Weston College)
Jane Davison (Wiltshire College)	Kate Murray (Bristol)
Jayne Downey (Sarum College)	Catherine Northeast (Cirencester College)
Tammy East (Exeter College)	Sarah Pankiewicz (National Meteorological Library and Archive)
Ciara Eastell (Libraries Unlimited Devon)	Doreen Pinfold (Falmouth University)
Kay Ecclestone (Cornwall college)	Claire Powne (University of Exeter)*
David Farley (University of Winchester)	Patricia Rogers (University of Bristol)*
Jackie Fielder (Bath and North East Somerset)	Paul Scarsbrook (City College Plymouth)
Karen Foster (Yeovil College)	Helen Smith (Gloucestershire College)*
Christine Fowler (Bournemouth University)	Mark Penwill (The Lenkiewicz Foundation)
Trudy Gabell/Jolanta Peters (Bridgwater and Taunton College)	Sally Wilkinson (Cranfield University)
Ryan Gajda (South Gloucestershire and Stroud College)	Katie Williams (The Cotswold School)
Janine Goodbourne (Swindon College)	Charlotte Wilmot (Arts University Bournemouth)
Donna Gundry (Plymouth College of Art)	Sarah Woodcock (Petroc)
Lee Hancock (New College Swindon)	Nick Wyatt (Science Museum)
Nicola Healey (North Somerset Healthcare)	

*Gave notice to resign effective 01/04/18

Associate Members (non-voting):

Lindy Elliot (Portsmouth)
 Linda Francis (Southampton)
 Rob Jones (Isle of Wight)
 Linda Thompson (Hampshire)

8. 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 Centenary House Peninsula Park Rydon Lane Exeter EX2 7XE
Bankers	Royal Bank of Scotland Winchester Branch 67-68, High Street Winchester SO23 9DA

Honorary Officers 2017 - 18

At the Annual General Meeting in November 2017, 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: Donna Gundry (Plymouth College of Art)

Honorary Secretary: Scott Jordan (University of Gloucestershire)

Honorary Treasurer: Andrew Brisley (North Somerset)

Ordinary Members of the Management Board/Trustees:

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

Gillian Barker (Gloucestershire)	2016 - 2019
Karen Foster (Yeovil College)	2016 - 2019
Merryn Kent (Cornwall)	2015 - 2018
Christopher Moore (Wiltshire)	2015 - 2018
Kate Murray (Bristol)	2017 - 2018
Marie Quinnell (Bath and North East Somerset) (on maternity leave until June 2017 and subsequently resigned)	2015 - 2018
Patricia Rogers (University of Bristol)	2015 - 2018

Co-options: Medi Bernard was co-opted as Ordinary Member of the Board to cover a vacancy.
Director: Shelagh Levett is an *ex-officio* member of the Management Board and Regional Council, but is not a Trustee.

This is the final year of the current SWRLS charity. All current trustees will become trustees of SWRLS CIO. Their terms of office, as defined in clause 13 of the SWRLS CIO Constitution, will be determined following the AGM in November 2018.

Representatives on other regional bodies:

CILIP South West Members Network	Shelagh Levett
Inspire, Libraries in Cornwall	Shelagh Levett
Literature Works	Kate Murray
Read South West Executive	Shelagh Levett
Society of Chief Librarians South West (SCLSW)	Shelagh Levett
South West Higher Education Libraries (SWHELs)	Shelagh Levett

Signed on behalf of the Trustees

.....Trustee

9. 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 charity 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 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.

10. Independent Examiner's Report

Independent examiner's report to the trustees of South Western Regional Library Service

I report to the trustees on my examination of the accounts of South Western Regional Library Services (the Charity) for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Neil Hitchings FCA
Francis Clark LLP
Centenary House
Peninsula Park
Rydon Lane
Exeter
EX2 7XE

2018

11. Financial Statements

Statement of Financial Activities (SOFA)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Income					
<i>Income from charitable activities:</i>					
Full member subscriptions		31,673	-	31,673	47,269
Share The Vision		3,180	-	3,180	3,181
User payments		1,813	-	1,813	1,611
Overcoming invisible barriers		-	-	-	1,216
Art of Bibliotherapy		950	-	950	-
<i>Investment income:</i>					
Bank deposit income		173	-	173	286
Total Income		37,789	-	37,789	53,563
Expenditure					
<i>Expenditure on charitable activities:</i>					
Grants payable		1,750	-	1,750	6,750
Director's costs	6	17,465	-	17,465	17,105
Travelling and subsistence		2,683	-	2,683	3,056
Training and conference fees		875	-	875	1,385
Meeting expenses		614	-	614	1,332
Website / internet		300	-	300	-
Postage and stationery		11	-	11	20
Reading passport 16/17		-	-	-	2,000
Reading passport SW		-	-	-	10,000
Subscriptions		-	-	-	459
User lending charges					
-Non LAs		1,896	-	1,896	2,905
-LAs		-	-	-	1,513
Sundry expenses		90	-	90	208
Insurance		493	-	493	482
Overcoming invisible barrier		-	-	-	74
Share The Vision donation		3,188	-	3,188	3,188
Region of Readers Project		8,000	-	8,000	-
Art of Bibliotherapy course		193	-	193	-
<i>Support and governance costs:</i>					
Office support services		4,008	-	4,008	5,300
Independent Examiner's report		1,044	-	1,044	1,020
Consultancy fees		-	-	-	9,960
Total Expenditure		42,610	-	42,610	66,757

Statement of Financial Activities (SOFA) continued

Net income/ (expenditure)		(4,821)	-	(4,821)	(13,194)
Transfers between funds	3	-	-	-	-
Net Movement in Funds		<u>(4,821)</u>	<u>-</u>	<u>(4,821)</u>	<u>(13,194)</u>
Reconciliation of Funds					
Total funds brought forward		93,837	-	93,837	107,031
Total funds carried forward		<u>89,016</u>	<u>-</u>	<u>89,016</u>	<u>93,837</u>

Balance Sheet as at 31 March 2018

	Note	£	2018 £	£	2017 £
Current assets					
Debtors	2		-		196
Cash at bank and in hand					
Bank Deposit Accounts			93,075		100,707
Bank Current Account			1,000		1,000
			<u>94,075</u>		<u>101,903</u>
Creditors falling due within one year					
Trade creditors			4,009		7,016
Accruals and deferred income			1,050		1,050
			<u>5,059</u>		<u>8,066</u>
Net current assets			89,016		93,837
Net assets			89,016		93,837
The funds of the charity:					
General fund	3		89,016		93,837
Total unrestricted funds			<u>89,016</u>		<u>93,837</u>
Restricted funds	3		-		-
Total charity funds			89,016		93,837

Approved by the Board of Trustees on

2018, and signed on its behalf by

J Chelin

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.

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 assets and liabilities of the charity have been transferred to a new CIO post year end. The existing trade of the charity has continued within this new entity. Whilst no assets and liabilities have been written down in these financial statements the transfer to the new CIO will be shown as an expense in the statement of financial activities in the year to 31 March 2019.

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.

The functional currency of the charity is considered to be pounds sterling because it is the primary economic environment in which the Charity operates.

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.

Notes forming part of the financial statements (continued)

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.

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.

f) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. The charity currently holds - trade debtors, trade creditors and cash at bank.

2.) Debtors

	2018	2017
	£	£
Trade debtors	-	196
	<u>-</u>	<u>196</u>
	<u>-</u>	<u>196</u>

Notes forming part of the financial statements (continued)

3.) Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2017	93,837	-	93,837
Income	37,789	-	37,789
Expenditure	(42,610)	-	(42,610)
Net transfers between funds	-	-	-
At 31 March 2018	<u>89,016</u>	<u>-</u>	<u>89,016</u>

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

2017 Comparative Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2016	107,031	-	107,031
Income	53,563	-	53,563
Expenditure	(64,757)	(2,000)	(66,757)
Net transfers between funds	(2,000)	2,000	-
At 31 March 2017	<u>93,837</u>	<u>-</u>	<u>93,837</u>

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	94,075	-	94,075
Current liabilities	(5,059)	-	(5,059)
Total net assets	<u>89,016</u>	<u>-</u>	<u>89,016</u>

Notes forming part of the financial statements (continued)

5.) Transactions with Trustees

	2018 £	2017 £
Chairman	-	-
Other trustees	688	1,320
	<u>688</u>	<u>1,320</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 £17,465 (2017: £17,105) 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.

8.) Post balance sheet events

The SWRLS membership agreed to become a CIO at the AGM in November 2016, following the SWRLS Fundamental Review. At the Regional Council meeting in April 2017, the final stages of the approval to apply for CIO status were agreed.

The application to become a CIO was submitted to the Charity Commission on 3 August 2017. The process proved longer than anticipated. Due to a heavy workload, the Charity Commission were not able to respond until November, when they sought clarification on a number of points. Following that clarification, the South Western Regional Library Services CIO was registered on 21 December, 2017 and became operational from 1 April, 2018.