



**SOUTH WESTERN REGIONAL
LIBRARY SERVICES CIO**

Eighty Second Annual Report

21st December 2017 to 31st March 2019



www.swrls.org.uk

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Photograph of the 2018 Conference at Bournemouth Library courtesy of Shelagh Levett

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

82nd 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 period from 21 December 2017 to 31 March 2019, being the first full Annual Report of the new charity SWRLS CIO. 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:

1. The advancement of education for the benefit of the public by:

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the interlending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

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 the period covered by this report are highlighted in section 3, Achievements and Performance.

🌀 2. Chair's Comments

I'm so proud to be writing to review and celebrate the end of the first full year of the new SWRLS CIO - plus a bit extra (as you may have noticed from the dates on the cover of this report). This is because the CIO was incorporated in December 2017 and not nice and neatly at the end of March!

Indeed, we discussed whether this should be the first SWRLS CIO annual report, rather than the 82nd. However, as Shelagh (SWRLS Director) so sensibly pointed out, the numbering of these reports started from the first year that SWRLS was established. When it first became a charity in 1982, the numbering did not restart, so we are continuing with this tradition which makes this the 82nd report for SWRLS as an organisation.

This time period has been characterised by Board discussions over fund-raising, workforce development, hidden collections, inter-library loans and changes to the bank account to accommodate the new charity. The latter has probably proved the most difficult and, had Andy Brisley (SWRLS Honorary Treasurer), not already indicated he was going to resign, I might have thought this had driven him to do so! Fortunately, thanks to his hard work, and that of Merryn Kent who has taken over the treasurer role, it is all sorted.

During this time period, too, we have had some excellent events that have brought together library colleagues in the region, from across all the sectors, to share their innovative work and, in the case of our first AGM and conference, to hear from other leading figures within the UK library sector.

As we prepare for the coming year, we will be looking to rewrite our strategy and to decide how we can support other major initiatives such as the newly emerging Library, Information and Archive Services Assistant apprenticeship standard.

Thanks go, as ever, to all our members for offering to host events, speak at events, travel across the region to attend events and who collaborate so generously on making the region extremely rich in library resources, services and spaces for our extensive community of users.

**Jackie Chelin,
Chair**



3. Achievements and Performance, December 2017 - March 2019

Introduction

The review is arranged using the [Strategic Plan](#) headings. The 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 Board of Trustees meetings and the Plan is reviewed at least twice a year. Notable activities during the period include the launch of the new charity South Western Regional Library Services CIO, the holding of 3 successful events including two firsts - a course on bid writing, the first Members' Day and the first SWRLS CIO Conference - and continued involvement in the regional project Word on Tour. Activity within the period December 2017 to March 2018 is covered in the SWRLS 81st Annual Report. The two charities were operating side by side during this time. Assets were not transferred until after SWRLS CIO became operational on April 1 2018.

1. Co-operative working and partnerships. (Object 1a and 1e)

- a. **Networking opportunities:** The first **SWRLS CIO Members' Day** was held on 28 April 2018 at Taunton Library and was attended by 20 delegates representing 15 members. The delegates heard a range of speakers from the region including updates on reader development projects and peer assisted learning in the academic sector. All presentations received an excellent or very good score in the evaluation of the day. Some comments from the day include:

- *I got something out of every session to share with the rest of the team;*
- *Loved it - great training day;*
- *Really interesting to go out of public libraries realm for a day and find out more about other libraries' work.*

The day also included a World Café, where attendees discussed a range of issues to help inform the activities of SWRLS, including ideas for future workforce development events and the suggestion of a SWRLS Award. The latter has been taken forward and was launched at the Members' Day in April 2019. The first Awards will be made in 2020 and more detail will be included in next year's Annual Report.

- b. **Working collaboratively:** Two SWRLS Grants were awarded during the period. These supported two training courses:

- **Dream and Deliver** was co-ordinated by the Society of Chief Librarians SW and held at Exeter Library in May 2018. It was a one-day workshop packed with creative, practical tips and techniques for strengthening libraries' relationship with the community, empowering staff and delivering spectacular, innovative and cost-effective programmes and services. The workshop was attended by 29 staff from public libraries across the region and feedback was very positive, with all aspects of the day scoring an average 4.6 out of 5. Delegates made pledges on the day which will be revisited later in the year. Some examples:
 - *To build a relationship with the mental health drop in centre and put on an event for its customers;*
 - *To go out into the parts of the community that don't use us and get them to come in and try something;*



- *Use some techniques from today with other staff, helping to motivate the team to develop new ideas and believe they are possible.*
- *Some comments on the day: thought-provoking; fun; inspiring; useful; stimulating; motivating.*

Photograph of the workshop courtesy of Libraries Unlimited.

- **Young People, Mental Health and Reading** was co-ordinated by CILIP YLG (Youth Libraries Group) SW and held at Clifton College, Bristol in March 2019. It was a one day thought-provoking workshop which covered a range of issues such as managing stress, healthy screen use, strategies for improving wellbeing and the role of reading for pleasure and covered both theory and practical strategies. The workshop was attended by 80 delegates from schools, colleges, universities, hospitals and public libraries with very positive feedback. Some comments of the day: *nothing to improve - this was great; brilliant training; very informative and interesting; totally insightful.*

c. Partnership working:

- The Director attended a number of events representing SWRLS:
 - Libraries Connected SW (formerly the Society of Chief Librarians);
 - Read SW Executive;
 - Future Facing Libraries Symposium;
 - CILIP's Future of the Profession leadership event held in Bristol;
 - Working Group on the Libraries Connected *Public Libraries Skills Strategy*.
- SWRLS continues to support the CILIP South West Members Network (SWMN) by attending meetings and supporting training courses as appropriate.

2. Resource sharing. (Objects 1b, 1c and 2a)

Interlending: the annual SWRLS Interlending Forum (SIL) was held at the University of the West of England in July 2018. It was attended by 17 colleagues representing 13 members. The meeting heard a very interesting update about the British Library from Jo Cox, Key Customer Relationship Manager. There was also an update on the development of ILL guidelines for the SWRLS website. [Minutes of the meeting](#) can be accessed on the SWRLS website.

3. Developing the workforce. (Object 1d)

- a. **Training course provision:** A very successful workshop, in partnership with the CILIP SWMN, **Introduction to Grantseeking**, was held at Exeter Library in May 2018. It attracted 18 delegates from academic 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 enjoyable day with lots of useful tips and hints;*
 - *Engaging and knowledgeable presenter;*

- *It is going to motivate me to look at fundraising in a different way;*
 - *Really useful, engaging - lots of food for thought - made relevant to our sector.*
- b. **Sponsorship:** Kathryn Aveyard, Senior Library Assistant with Bath and North East Somerset Council, was sponsored to attend the annual Forum for Interlending (FIL) 'Interlend 2018' conference in June 2018 and produced a [report](#) of the conference.
- c. **Other activities:**
- The first ever **SWRLS Conference** was held, along with the AGM, on 28 November 2018 in Bournemouth Library. *'Future Change, Present Challenge'* brought together a range of high profile speakers from the academic, commercial, public and health sectors to help leaders and aspiring leaders plan for the continual change happening in services, develop appropriate strategies and face the future with confidence. It was attended by 26 delegates representing 11 member library services and 3 local non-members. Whilst the audience number was disappointing, the event was heralded as a great success. Bournemouth was chosen to redress the balance of events usually being held in the west of the region. Following analysis of the day, the Board has agreed to hold future events in Bristol, Exeter or Taunton to maximize accessibility. Some comments on the day: *fantastic speakers; really good, varied programme; great food for thought; highly relevant.*
 - The Director attended three workshops on aspects of fundraising and used the knowledge gained to feed into the Board's work on developing a Fundraising Strategy.

4. Supporting the cultural and community engagement role of libraries. (Object 2b and 2c)

- a. **Word on Tour:** This 26 date live literature tour showcased writing talent in the region's libraries. Led by Literature Works, it was funded through Arts Council England's Strategic Touring Fund and part funded by SWRLS. It aimed to bring live literature to the doorsteps of readers in the South West and widen access, promote writers from the region, develop local libraries as live literature promoters and introduce new, often overlooked, audiences to this work.

Performers included authors, novelists, poets, playwrights, performance poets and a songwriter. Events took 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 took place in public libraries, four colleges (two in Somerset, one in North Somerset and one in Devon) were involved.

The programme started in January with nine events held between then and the end of March. A further 17 events took place between April and September 2018, mainly in Cornwall, North Somerset and Somerset, attracting 423 attendances - an average of 25 per event. The programme proved a great success. At each event, members of the audience were asked to write, on a postcard, why libraries matter. Some of the feedback includes:



- *Libraries are important as they bring education and the love of literature to all abilities and ages (Isles of Scilly);*
- *Libraries allow you time and space to think (Yeovil College);*
- *Books feed the imagination (Penzance);*
- *Libraries are important to me as they are somewhere to escape (St. Austell).*

See www.facebook.com/wordontour or www.literatureworks.org.uk for more detail. Photograph shows the event in the Scilly Isles. Courtesy of Literature Works.

b. **Reading Passport App:** as reported in last year's Annual Report, SWRLS supported the ACE funded *A South West Region of Readers* project. The legacy of this project is the development of an app and online resources, which also builds on the SWRLS funded Reading Passport initiative and provides a key innovation to the printed Passport:

- the app supports libraries in developing digital skills;
- it provides a digital space for library users to interact with each other and share reviews of their reading;
- users can upload their own writing and share with others;
- it promotes themed reading lists and events across the region.

The app was launched in October 2018. Use has been steadily growing and by the end of March 2019 had attracted 340 users. The next stage is to promote the app as a tool for showcasing writing and events. See <https://readingpassport.org/> for more details.



5. Effective Governance.

a. **Application to become a Charitable Incorporated Organisation (CIO):** the CIO became operational on April 1 2018. However, due to a delay in the setting up of a new bank account, assets were not transferred until July. The charity was advised to keep the old SWRLS charity operational until all members had been advised of and using the new bank account and was eventually merged with the CIO in October 2018 with the merger being registered on 26 January 2019. The old bank account was then closed forming the final stage of the transfer to the CIO.

b. **Other governance issues:**

- **Board meetings:** The Board met 4 times, in June, September, December and March. As well as the issues around the new charity and new bank account, the Board also:
 - agreed and published its [GDPR Policy](#);
 - developed trustee role descriptions;

- reviewed the website;
- began the development of a Fundraising Strategy;
- developed and agreed the SWRLS Awards scheme to be launched in April 2019;
- agreed a leadership development course to be delivered in 2019/20.
- **Membership** levels have remained stable:
 - four members, the Universities of Bristol and Exeter, Gloucestershire College and The National Meteorological Office, resigned;
 - Somerset College merged with Bridgwater College to form the Bridgwater and Taunton College;
 - five new members joined: Bristol Grammar School, the Devon and Exeter Institution and the University Hospitals Plymouth NHS Trust joined in October 2018, with AECC University College and the Royal Devon and Exeter NHS Foundation Trust joining in January 2019.
 - the new charity no longer has an Associate Member category. Of the four Associate Members, two, the Isle of Wight and Portsmouth, decided not to join as full members. However, two have joined as full members - Hampshire County Council and Southampton City Council.



Photograph of Story Republic at Bodmin Library, Word on Tour, courtesy of Literature Works.

4. Regional Interlending Statistics 2018 - 19

SWRLS continues to support and monitor interlibrary loans between members, offering advice when members seek help. The statistics contribute to objects 1b and 2a.

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.

Public libraries

Library Service	From SWRLS members	To SWRLS members
Bath and NE Somerset*	10	24
Bournemouth	135	229
Bristol*	15	43
Cornwall	76	204
Devon & Torbay (Libraries Unlimited)	93	254
Dorset*	106	112
Gloucestershire	216	60
Guernsey	0	1
Hampshire	619	741
Jersey	25	5
North Somerset*	6	6
Plymouth	322	39
Poole*	0	15
Somerset*	197	194
Southampton	286	90
South Gloucestershire*	403	12
Swindon	5	21
Wiltshire	126	149
Totals	2640	2199

*Libraries West members.

Academic and special libraries

Library	From SWRLS members	To SWRLS members
AECC University College	0	0
Arts University Bournemouth	47	11
Bath Spa University	0	0
Bournemouth University	0	2
Bridgwater and Taunton College	9	0
Bristol Grammar School	0	0
Cirencester College	0	0
City College Plymouth	0	0
Cornwall College	0	0
Cotswold School	0	0
Cranfield University	0	0
Devon and Exeter Institution	0	0
Exeter College	0	0
Falmouth University	0	0
Lenkiewicz Foundation	0	0
National Meteorological Office (to January 2019)	0	0
New College, Swindon	1	4
North Bristol NHS Trust	0	0
North Somerset Healthcare	0	0
Petroc	0	0
Plymouth College of Art	0	0
Ribston Hall High School	0	0
Royal Devon and Exeter NHS Trust	0	0
Sarum College	0	9
Science Museum	0	0
South Devon College	64	0
South Glos and Stroud College	1	0
Strode College	0	0
Swindon College	0	0
University Hospitals Plymouth NHS Trust	0	0
University of Bath	8	8
University of Gloucestershire	4	7
University of Plymouth	0	18
University of the West of England	1	33
University of Winchester	140	259
Weston College	0	0
Weymouth College	1	0
Wiltshire College	0	0
Yeovil College	0	0
Totals	276	351

Comparison of 2018 - 19 against 2017 - 18 (2017-18 excluded Associate Members).

	2017/18	2018/19	Items	% difference
From SWRLS members				
Public	1807	2640	+833	+46
Academic	323	276	-47	-15
Totals	2130	2916	+786	+37
To SWRLS members				
Public	1896	2199	+303	+16
Academic	754	351	-403	-53
Totals	2650	2550	-100	-4
Total SWRLS transactions (from + to)				
Public	3703	4839	+1136	+31
Academic	1077	627	-450	-42
Totals	4780	5466	+686	+14

The year, overall, shows a small increase, reversing the decline of previous years. However, the academic sector shows a significant decline compared with last year, particularly in items loaned to other members. The following needs to be taken into account:

- both Hampshire and Southampton appear in the figures for the first time as full members. Previously, as Associate Members, their use of the service was not included in the combined figures. Hampshire is a significant lender and borrower;
- two university libraries, with significant net lending to other members, left SWRLS at the end of March 2018. This has had a large impact on the lending to other members figure;
- as reported last year, a number of libraries are satisfying requests by buying through their stock supplier or internet based book suppliers.

A comparison of interlending between 2008/09 and 2018/19 has been analysed which shows a decline of 80%. Whilst the reasons for this have not been investigated, the increasing use of electronic resources and document delivery will have had a large impact. SWRLS does not collect statistics on this electronic use and this needs to be considered as the charity is perhaps not capturing the full picture of document delivery in the region. Whilst the free interlending of material between members remains a core principal to ensure access to the rich resources held in members' libraries to the benefit of students, researchers and the general public, the decline in traditional interlending does confirm that SWRLS was right to expand its offer to include a much greater range of services to members.

5. Report of Honorary Treasurer, 2018 - 19

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

I would like to start the financial review by thanking Andy Brisley, my predecessor in the role of Honorary Treasurer, for all his help and support during the handover period and beyond.

The new subscription rates are fully implemented bringing significant changes to rates paid by HE and FE sector members. The Director and Trustees are monitoring income from membership fees, and expenditure, to ensure that SWRLS continues to provide a valuable service to members across all sectors. More details about how funds have been spent can be found in section 3 of this report.

The previous Honorary Treasurer handed over to me at the start of the new financial year, having spent time and energy successfully establishing a new bank account. I have spent more time and energy persuading the bank that the details of the Treasurer have changed but this process is now successfully under way.

SWRLS aims to hold unrestricted funds sufficient to cover one year's operating costs, currently £60,000. Unrestricted funds held at 31st March 2019 amounted to £97,755. This means that SWRLS is currently in a good position to take forward its charitable objectives and to ensure financial stability for the future. With this in mind, the Board of Trustees seeks to establish a Reserves Policy detailing how and when reserves can be spent and how often the policy will be reviewed.

Merryn Kent
Honorary Treasurer

6. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Director is an *ex-officio* member of the Board of Trustees, but is not a trustee.

The first trustees of the CIO were: Gillian Barker, Medi Bernard, Andrew Brisley, Jacqueline Chelin, Karen Foster, Donna Gundry, Scott Jordan, Merryn Kent, Christopher Moore, Kate Murray, Marie Quinnell, Patricia Rogers.

Following the first SWRLS CIO Board meeting in June 2018, four trustees retired: Medi Bernard, Karen Foster, Kate Murray and Patricia Rogers. All were thanked for their contribution to SWRLS over many years. This left 4 Ordinary Trustee vacancies - two representing academic, special and other libraries and two from any background (independent). The two academic, special and other libraries vacancies were filled by co-option by Jolanta Peters from Bridgwater and Taunton College in June 2018 and Dawn Downes of the University of Winchester in July 2018 until the AGM in November 2018. Both were formally elected at the AGM in November.

Scott Jordan resigned as Honorary Secretary in June 2018 with Donna Gundry being appointed to cover the role until the AGM, where she was duly elected to serve for three years. Scott subsequently resigned from the Board in February 2019, leaving a vacancy for an Ordinary Trustee, academic, special and other libraries. Scott was thanked for his commitment to the Board over many years.

Marie Quinnell was appointed as Vice Chair, in accordance with the Constitution, at the Board meeting in September 2018.

Andy Brisley indicated his retirement from the office of Honorary Treasurer. No nominations were forthcoming at the AGM in November 2018 and Andy continued in post until March 2019, when Merryn Kent was co-opted to the role, until the 2019 AGM, at the March Board meeting. Andy was thanked for all his hard work as Treasurer for over 8 years, particularly over the previous few months with the work needed to change the bank account for the new charity. He was presented with a voucher at the Board meeting and wished well for the future.

At the AGM in November 2018, Helen Chalonor was elected as an independent Ordinary Trustee to serve for three years. There remained a vacancy within the independent category, which was filled by co-option at the December Board meeting by Jagruti Majithia.

At its meeting in December, the Board agreed the terms of office for the officers and the categories of Ordinary Trustees and these are detailed in section 7, page 15.

Member Organisations: SWRLS is proud of its cross-sectoral membership. In 2018 - 19 the following 56 organisations were members:

Public Libraries (18): Bath and North East Somerset; Bournemouth and Poole; Bristol; Cornwall; Devon (Libraries Unlimited); Dorset; Gloucestershire; Guernsey; Hampshire; Jersey; North Somerset; Plymouth; Somerset; Southampton; South Gloucestershire; Swindon; Torbay (Libraries Unlimited); Wiltshire.

Higher Education (10): Arts University Bournemouth; Bath Spa University; Bournemouth University; Cranfield University; Falmouth University; University of Bath; University of Gloucestershire; University of Plymouth; University of the West of England; University of Winchester.

Further Education and Health (22): AECC University College (from January 2019); Bridgwater and Taunton College; Cirencester College; City College Plymouth; Cornwall College; Exeter College; New College Swindon; North Bristol NHS Trust; North Somerset Healthcare; Petroc; Plymouth College of Art; Royal Devon and Exeter NHS Foundation Trust (from January 2019); Sarum College*; South Devon College; South Gloucestershire and Stroud College; Strode College; Swindon College*; University Hospitals Plymouth NHS Trust (from October 2018); Weston College; Weymouth College; Wiltshire College; Yeovil College.

National and Special (3): The Devon and Exeter Institution (from October 2018); The Lenkiewicz Foundation; The National Meteorological Office (left January 2019); The Science Museum, Library and Archive at Wroughton.

Schools (3): Bristol Grammar School (from October 2018); The Cotswold School; Ribston Hall High School.

*Gave notice to resign with effect from end of March 2019.

Representatives on other regional bodies:

CILIP South West Members Network	Shelagh Levett
Inspire, Libraries in Cornwall	Shelagh Levett
Read South West Executive	Shelagh Levett
Libraries Connected South West	Shelagh Levett
South West Higher Education Libraries (SWHELs)	Shelagh Levett

7. Reference and Administrative Information

Registered Charity	1176414
Registered Office	Plymouth College of Art Tavistock Place Plymouth Devon, PL4 8AT
Independent Examiner	Neil Hitchings FCA, Francis Clark LLP, Centenary House, Peninsula Park, Rydon Lane, Exeter, EX2 7XE
Bankers	Royal Bank of Scotland Direct Business Banking PO Box 5479 1 Springfields Square Manchester, M61 0NH

Trustees: trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
 - **Chair:** Jacqueline Chelin, to serve to 2020
 - **Secretary:** Donna Gundry, to serve to 2021
 - **Treasurer:** Andrew Brisley to March 2019, Merryn Kent co-opted from March 2019 to serve to AGM 2019
- **Ordinary Trustees:**
 - **Academic, special and other libraries:**
 - Dawn Downes, to serve to 2020
 - Scott Jordan, resigned February 2019
 - Jolanta Peters, to serve to 2021
 - **Public libraries:**
 - Gillian Barker, to serve to 2020
 - Merryn Kent, to March 2019
 - Christopher Moore, to serve to 2019
 - **Non sector specific (independent):**
 - Helen Chaloner, to serve to 2021
 - Jagruti Marithia, co-opted from December 2018 to serve to AGM 2019
 - Marie Quinnell, to serve to 2020

Director: Shelagh Levett is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees.....Trustee

8. 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.

9. Independent Examiner's Report

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

I report to the trustees on my examination of the accounts of South Western Regional Library Services CIO (the Charity) for the period from 21 December 2017 to the 31 March 2019.

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

10. Financial Statements

Statement of Financial Activities (SOFA)

		Unrestricted Funds	Restricted Funds	Total 2019	(PROFORMA) Total 2018
	Note	£	£	£	£
Income					
<i>Income from charitable activities:</i>					
Full member subscriptions		43,059	-	43,059	31,673
Introduction to Grantseeking		900	-	900	-
Share The Vision		-	-	-	3,180
User payments		-	-	-	1,813
Art of Bibliotherapy		-	-	-	950
Bank deposit income		372	-	372	173
Transfer from previous charity		89,016	-	89,016	-
Total Income		<u>133,347</u>	<u>-</u>	<u>133,347</u>	<u>37,789</u>
Expenditure					
<i>Expenditure on charitable activities:</i>					
Grants payable		5,350	-	5,350	1,750
Director's costs	6	16,335	-	16,335	17,465
Travelling and subsistence		2,685	-	2,685	2,683
Training and conference fees		2,586	-	2,586	875
Meeting expenses		1,502	-	1,502	614
Website / internet		-	-	-	300
Printing, postage and stationery		72	-	72	11
Subscriptions		75	-	75	-
User lending charges -Non LAs		-	-	-	1,896
Sundry expenses		91	-	91	90
Insurance		493	-	493	493
Share The Vision donation		-	-	-	3,188
Region of Readers Project		-	-	-	8,000
Art of Bibliotherapy course		-	-	-	193
<i>Support and governance costs:</i>					
Office support services		5,285	-	5,285	4,008
Independent Examiner's report		1,118	-	1,118	1,044
Total Expenditure		<u>35,592</u>	<u>-</u>	<u>35,592</u>	<u>42,610</u>
Net income/ (expenditure) and net movement in funds		97,755	-	97,755	(4,821)
Reconciliation of Funds					
Total funds brought forward		-	-	-	93,837
Total funds carried forward		<u>97,755</u>	<u>-</u>	<u>97,755</u>	<u>89,016</u>

Balance Sheet as at 31 March 2019

		2019		(PROFORMA) 2018	
	Note	£	£	£	£
Current assets					
Debtors	2	368		-	
Cash at bank and in hand					
Bank Deposit Accounts		69,341		93,075	
Bank Current Account		35,644		1,000	
		<u>105,353</u>		<u>94,075</u>	
Creditors falling due within one year					
Trade creditors		6,258		4,009	
Accruals and deferred income		1,100		1,050	
Income in advance		240		-	
		<u>7,598</u>		<u>5,059</u>	
Net current assets		<u>97,755</u>		<u>89,016</u>	
Net assets		<u>97,755</u>		<u>89,016</u>	
The funds of the charity:					
General fund	3	97,755		89,016	
Total unrestricted funds		<u>97,755</u>		<u>89,016</u>	
Restricted funds	3	-		-	
Total charity funds		<u>97,755</u>		<u>89,016</u>	

Approved by the Board of Trustees on

2019, 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 CIO 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.

South West Regional Library Service CIO was incorporated on 21 December 2017. The assets and liabilities of the previous charity (registered number 284072) were transferred to the CIO on the 1 April 2018. The transfer has been included as income in the SOFA. Proforma comparatives have been include for the previous charity.

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

	2019	(PROFORMA) 2018
	£	£
Trade debtors	368	-
	<u>368</u>	<u>-</u>
	<u><u>368</u></u>	<u><u>-</u></u>

Notes forming part of the financial statements (continued)

3.) Fund Balances

	General Fund £	Restricted Fund £	Total £
At 1 April 2018	-	-	133,347
Income	133,347	-	44,331
Expenditure	(35,592)	-	(35,592)
Net transfers between funds	-	-	-
At 31 March 2019	<u>97,755</u>	<u>-</u>	<u>97,755</u>

2018 Comparative Fund Balances (PROFORMA)

	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>

4.) Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Current assets	105,353	-	105,353
Current liabilities	(7,598)	-	(7,598)
Total net assets	<u>97,755</u>	<u>-</u>	<u>97,755</u>

Notes forming part of the financial statements (continued)

4.) Analysis of net assets between funds

2018 Comparatives (PROFORMA)

	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>

5.) Transactions with Trustees

	2019 £	(PROFORMA) 2018 £
Chairman	-	-
Other trustees	739	688
	<u>739</u>	<u>688</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 £16,335 (2018: £17,465 (PROFORMA)) 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.