

# Keats Community Library

## Annual Report 2014



## Part A Introduction<sup>1</sup>

Our mission:

***“To run the library in Keats Grove for the long term benefit of the community.”***

The Board of Trustees interprets this as including the following:

- lending books, including Large Print and Audio books
- lending DVDs - the only local source;
- public access computers, with printing and scanning– the only place locally;
- public Wi-Fi;
- a quiet, safe place for study;
- courses such as literacy, computing, chess;
- reading groups;
- activities for adults and children centred on literacy and the arts;
- providing training and social activities for volunteers;
- providing work place experience for young people, and training apprentices;
- fulfilling Duke of Edinburgh Award community service requirements for students;
- cultural events of the highest quality, which are affordable accessible to all

We are open to expanding our range of activities, depending on resources - money and people - becoming available.

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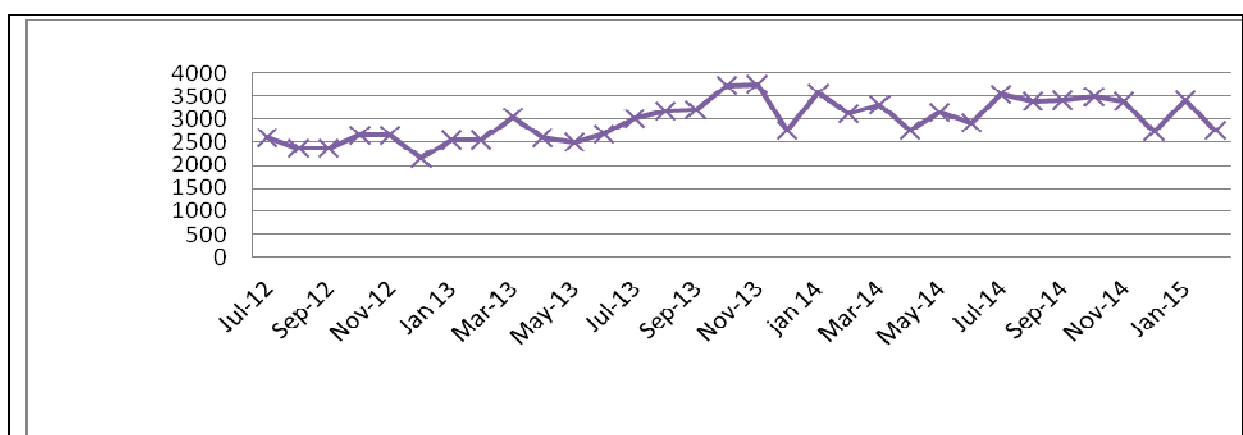
<sup>1</sup> If you would like more information, our website is the most up to date place to see what we are doing: [www.keatscommunitylibrary.org.uk](http://www.keatscommunitylibrary.org.uk)



# Keats Community Library

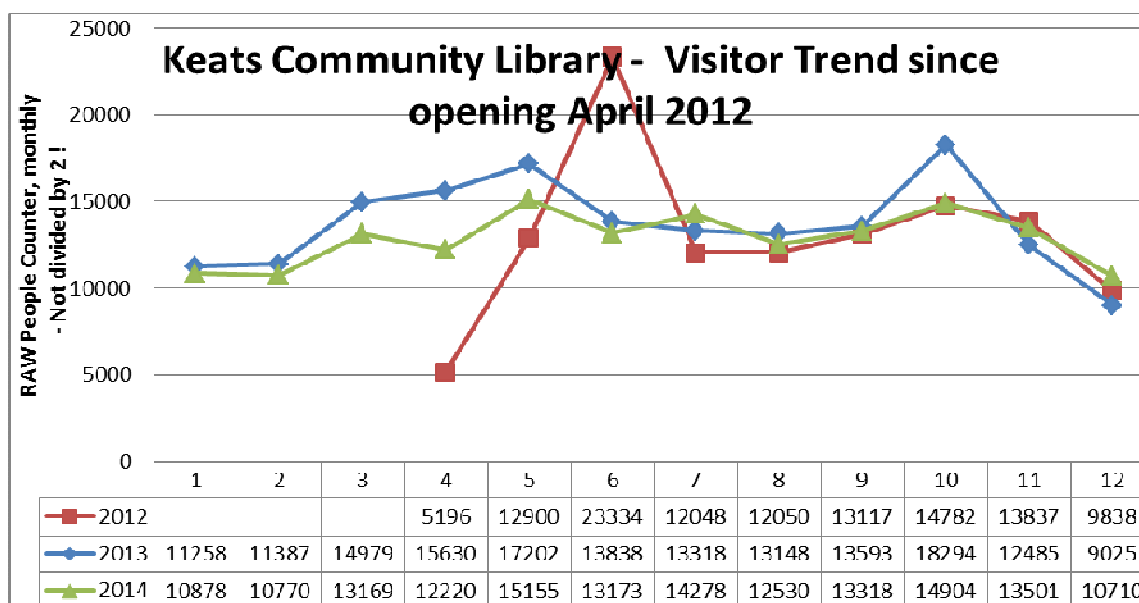
## Some Statistics

- **Over 4,000 Cards Issued:** KCL has been open since April 2012 and has issued its own library cards (for which a small one-off admin fee is payable). We still seem to be gaining new readers faster than people leave the area.
- **2014: 35,500 Total Movements in stock.** 2014 saw the level of book and DVD movements following the trend set in 2013. At a time of declining library use nearly everywhere, this is most encouraging and, we believe, is a result of our decision to renew and expand the stock.



Movements in Book and DVD stock items by month

- **Visitors**, some of whom who only come to study or read or use the computers, are steady now at about 6,500 a month – the chart below gives the gross figures by month and shows the seasonal trend;





# Keats Community Library

- **23 Events held: See details below.** Although fewer in number than in 2013, over 2 a month is a stretch for the small team. We held two large scale evenings in the Royal Free.

Events are a crucial part of our fundraising, supplementing the core of regular donations;

- **Volunteers:** a cohort of about 50 volunteers, including the active Trustee Board, continued to remain stable, loyal and reliable with those few departures usually due to the volunteer leaving the area.
- **In addition to library shift volunteers, we still seek specialist administrative and fundraising help for the charity.**

## Human Resources

In last year's report, we explained that we had been trying out different models of staffing starting with a Library Manager in 2013. There was debate on whether a full time manager was needed and what type of qualification would be relevant. Did KCL need a professional librarian or is it more like a book shop needing, primarily, customer service skills? It was clear that there was a need for continuity and presence which was difficult for a group of volunteers many of whom met each other only occasionally.

For most of 2013, the library was run entirely by volunteers which worked well but was a strain on the Trustees.

Following the trial period with a post graduate librarian in late 2013 and early 2014, the Board decided that it would try instead an apprentice or intern at a more junior level. This recruitment was also generously supported by the Hampstead Wells and Campden Trust.

It appears as though we have found a practical way to improve continuity across the volunteer shifts, while offering training and work experience to a young person, and still contain our costs.

Our first intern finished her year in March 2015 and volunteers and readers alike were sorry to see her leave. Her successor started immediately and is fitting in well.

**Work Experience:** We now offer volunteer slots to youngsters for various reasons, such as Duke of Edinburgh's Award or Scout service, and qualification related placements for local secondary schools. The inter-generational experience has been unexpectedly rewarding as both generations have learnt a great deal from each other.



# Keats Community Library

**The volunteers are, above all, loyal and reliable. Incredibly the library has opened for 42 hours a week, for three years without fail.**

**The community owes its thanks to all our volunteers for this, and for constantly expanding and improving our services. One of the rewards of being a volunteer is receiving comments from library users on the helpful and friendly service.**

## **Book and DVD stock**

As in 2013, in 2014 we increased and improved our stock by purchase and donation.

Children's books are heavily used and need constant replacement. We are grateful to our many supporters who continue to donate excellent quality books for us to take into stock.

These donations, alongside careful selection of suppliers (including buying second hand) allowed us to add a lot more books than our budget alone would allow.

Book buying at £3000 (with "servicing" of labels and jackets) turned out to be even less than in 2013 and remains an unexpectedly modest part of our expenditure. The figure in the accounts for "Books and General Purchases" increased due to catching up with the newspaper account. We remain determined to do what is needed to keep our stock relevant and in good condition. Our aim is to shed or replace the inherited Camden stock as quickly as practical.

We continue to respond to reader demands mainly through requests to the team or made in our comments book. We buy those books that meet our criteria of reasonable price and of interest beyond one person. We try to do this quickly, often on the same day, with the help of Daunts, our local book shop.

We ensure that we have the latest publications such as the Costa and Man Booker Prize long-list for fiction, and popular non-fiction books such as the TS Eliot and Samuel Johnson Prize winners, as promptly as possible.

We dispose of books which are either in poor condition or have not been borrowed for 2-3 years. Classics and other much read books are replaced. Books leaving the library are either sold in one of our regular book sales or sent to an outside company for sale on the internet, from which we receive a small amount.

DVDs are taken out steadily. Acquisition of DVDs is ever harder as rental shops close and second hand DVDs become scarcer as people download instead. On the other hand, we are the only local source for the community to borrow DVDs.

We hire out DVDs authorised for rental which reduces our buying options. It also means that we cannot rent all the DVDs which are donated – these can be sold instead which still helps us financially. DVD rental income remains modest at just under £2000.

Thefts of DVDs continued so we invested in a secure box to store discs separately from their cases.

# Keats Community Library

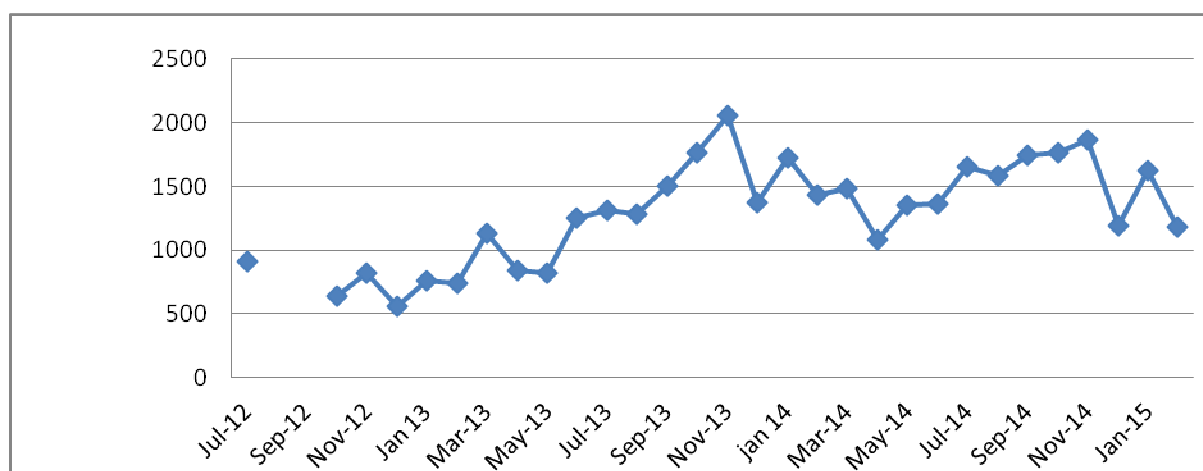
## Children's Library ("CL")



Jana Harrison took over responsibility for the Children's Library in 2013. Visits by schools continued to increase and relationships became closer. Indeed some of the schools offered to fund raise for us with excellent results from University College, Hampstead Hill and Devonshire House.

An additional re-labelling operation, including colour coding for our non-fiction books, allowed much faster stacking of returned books and helps children and adults find specific subjects.

Our Licence agreement with the City of London Corporation allows us to share the Nightingale Room, where we lay out the dedicated space for children. We have 3 days exclusively and the City allows us to use the room on other days when they do not need it. This has been working well although attendance is limited as we cannot advertise the *ex gratia* hours.



Loans of children's books (in the above chart) continued to rise after the large jump in 2013, but we may now be reaching a "steady state" until more schools join up.

## Keats Community Library

Over 50 schoolchildren visit the Children's Library each week, with their class during the school term, and many of their families subsequently join the Library.

**Children's books wear out, are lost or damaged and of course we need to have new additions to *must have* series all the time. We had hoped that parents would bring in books as the children out-grow them, but donations have been below our hopes, compared with rising adult book donations.**

### **We have increased our budget to buy more children's books**

In 2014 we continued to expand our activities. We repeated the popular puppet show and added another Rhyme Time session so we now have these on Tuesday and Friday mornings. We also started a new Story Time session on Friday afternoon with volunteers and professional actors offering their time and having a great time too!



- **Chess Classes**

In 2014 we made a new contact through the Hampstead Summer Festival and decided to try Chess Classes for children 6-12 years old, in the Children's Library on Saturday afternoons. These proved a success and attendance has grown steadily generously helped by Phil Makepeace a local chess professional.

The Chess in Schools Association kindly donated 16 chess sets so we are well equipped.

After a slow start, we canvassed our parents who told us to move it to a weekly Saturday afternoon slot. Since then, it has flourished and is a delight to watch.

- **Summer Reading Challenge**

In 2014, we participated again in The Reading Agency's Summer Reading Challenge and engaged over 100 local children in the reading scheme during the summer months. We anticipate even greater participation in 2015 and beyond as we continue to extend our schools outreach programme.



# Keats Community Library

## Community Activities

- **Shared Memories**

This is a group for older members of the community who would like to share their memories and then write them down for posterity. The group is run for us by Nella Marcus and meets monthly. It began slowly but we persevered and by early 2015 the group has become established.

- **Reading Group**

This continues under the leadership of Joan Bruggen and meets every month.

- **Literacy Classes**

We would like to repeat our thanks to Susan Brandt, Avril Nakouzi and Paula Dupont for the wonderful work they do in providing weekly literacy classes which are held discreetly in a corner during the lunch period. Results from the training given have been impressive.

- **Computer Classes**

Free Classes for basic computer skills and free Lap-top Surgeries in the library.

*We provide these important services for our community free of charge.*

## Computers and technology

The 6 public computers are a key part of our community services and are frequently all in use, with people waiting. Access is currently free to all. There is also high speed Wi-Fi available without charge or time limit.

We try to limit computer time to one hour when we are busy but this can be hard to implement and some users can be reluctant to move. We planned to use a "Café" programme to do this impartially and allow only the one hour. However, we found that an off the shelf program just would not work on our little network and our Trustee, Jonathan Nakouzi has now devised his own version which is being tested to good effect.

Many of our computer users only visit the library for that one purpose so we do not yet require them to sign up for a library card. This is under review.

The printers are heavily used as the only place in the local area for public access printing from the internet, and in colour. They provide a modest income for us with prices generally below those of Camden libraries.

Our Library system, Heritage, is also run off the internet and is a key part of our daily operation. We decided on the best available system in 2012 and while it is not the cheapest, it has proved reliable and easy for volunteers to use at the day to day level. It provides an extensive range of features which we are still learning about, when time allows.





## Keats Community Library

Jonathan Nakouzi is the Trustee who has taken on IT responsibility for us and, with his team, worked hard to keep us running, and provide the free classes mentioned above.

### Relationships with other parties

**Other Libraries:** KCL keeps in touch with other libraries that were transferred to community use. Each has a different model so comparisons cannot be measured. For example, KCL is the only one in Camden which has to pay, substantially, for use of the building, and is not part of a larger organisation. KCL is constantly contacted by libraries around the country, even abroad at various stages of transfer from the full public sector run model. KCL has been able to share its experiences to try and help others succeed.

**Public bodies:** We continue to try and contact many other bodies who present themselves as championing reading in general. But we have had some difficulties accessing services from those who do not consider KCL to be a proper “public library”.

**Camden Council:** We receive no funding or other help from the Council. Informal friendly contact is maintained at officer and councillor level and information freely exchanged. Camden officers have helped bridge the gap when organisations fail to recognise KCL as a “public library”.

**City of London Corporation and Keats House:** Relations with our landlord and neighbour are stronger than ever, demonstrated by the agreement to grant us a new 3 year lease from April 2014 with a further 2 year extension option. This was executed in 2015.

We have held a number of joint events and plan more. We share the Children’s Library on Sunday when Keats House hold a popular “family day” once a month.





# Keats Community Library

## Part B 2013 Financial Commentary

### 1 Introduction

The financial report for 2014 shows KCL achieved another surplus with a healthy cash balance and untouched reserves.

Fundraising was again successful, mainly from our busy events programme, more details of which are below.

However, all is not as it seems! The main issues are

- Falling donations – see below
- Competition for events from many other local charities who have followed our ideas in 2012 and 2013 with similar ones
- Lack of support or money from institutions to help with running costs

Fund raising is far from predictable as we rely on one-off events and offers from celebrities and speakers to help us.

As with 2013, the success of events took the pressure away funding from our community base. We would still prefer to see more support from the community and grants rather than relying on events which depend so much on matters outside our control.

Our biggest cost is the £25,000 licence fee that we pay to the City of London Corporation who are the Trustee of Keats House. This makes our base costs much higher than for other local community libraries.

This high base cost is one reason that we need to rely more on volunteers than those libraries, and have to work harder to raise money from the community by donation and from events.

Grant funding remains problematic for KCL, as most funders are keen to finance a specific “project” with added outcomes and will not support our on-going expenses.

### 2 Library Operations Income

Day to day activities and charges in the library provide a steady and relatively predictable stream of funds. Increasing sales of coffee and greater use of our two laser printers helped. We also sell cards, our lovely Helen Oxenbury designed book bags and booklets such as local walking guides.

This heading includes our £5 administration charge from issuing new library cards. While raising £2800, this source of revenue will inevitably decline as we enrol replacement readers rather than people newly discovering the wonders of the library – of which there were many in 2014.

Rhyme Time for children more than covers its costs from donations made by most, but noticeably not all, adult attendees.



## Keats Community Library

### **3 Donations**

We are steadily building up the number of regular donors who donate by Standing order monthly or annually.

Overall, however, the accounts (note 2) show that donations have followed the trend seen last year, reducing significantly each year. Some of our donors have aged and are now longer able to help.

Our aim remains to have our fixed costs covered by income from library operations and regular or committed donations, preferably by standing order. This has proved to be a slow process as people respond best to a personal appeal rather than general requests or leaflets. We also have several generous annual donors who we hope will continue for many more years.

Gift Aid is a great help in increasing the benefit to each individual donation.

### **4 Hampstead Wells and Campden Trust (HWCT)**

We received the second £5,000 grant from the HWCT towards the costs of an intern to replace our contract librarian. This has been enormously helpful in allowing us to fulfil our aims

### **5 Hampstead Summer Festival**

2014 was our second year as a beneficiary (along with Age UK Henderson Court Resource Centre) of the wonderful Hampstead Summer Festival. This was only its 4<sup>th</sup> year and it was bigger and better than ever. KCL organised the raffle, manned a stand and many of our volunteers helped on the day.

Aside from being tremendous fun for the 30,000 or so people who came to Hampstead, the Festival raised £10,000 net for the library, the single largest contribution to our funding in 2014.

We are honoured to be a beneficiary again in 2015 and have increased our contribution to the planning and organisation of various aspects of the Festival.

### **6 Book Sales**

We now run two books fairs a year, in Spring and Autumn. We received a lot of donations from people moving house. Houser clearances are a great opportunity for us to help someone often at a stressful time as they know their precious books will be used to good effect.

The quality of the donations was higher in 2014 and more books were taken into stock, which is a very important side-benefit of the sales. Thanks to better displays (and better books) sales in the library have improved and, with the two book sales, made £4,800 for KCL in 2014.

### **7 The 2014 KCL Art Fair**

The second art fair in the library was organised on a different basis to the first, in which we sold donated work. In 2014 we invited some local artists to exhibit their work and they donated the equivalent of a commission on sales. We thank Hampstead School of Art for their generosity in lending the display panels again, and we also thank Ann Eastman for inviting the artists and organising the hanging for us.



## Keats Community Library

We put through all the sales as income and the payments to artist as expenses inflating those over last year. The net income from the fair was lower at about £3000 (2013: £11,000).

### **8 Income from Events**

We had terrific support from many artists, listed below, who generously gave their time to help the library. They made a huge contribution to our fund-raising in 2014.

Each event in the Library makes from £200 to £1200, depending on audience and ticket price. We have to pay room hire charges and other expenses of between £150 and £360 each time. Events in the Peter Samuel Hall provide an opportunity for a larger audience and revenue.

Overall this is the largest contribution to our income, raising some £27,000 before costs of £3,300

### **9 Spamalot**

Our Patron, Simon Callow also very generously donated his fee for playing God in Spamalot; the Ambassador Theatre Group also arranged for a bucket collection and gave us tickets to the show. This surprise bonus event was a great boost to morale!

This is so much a community undertaking that it is difficult to single out people to thank here, in addition to the sponsors and local businesses who have been so supportive.

I would like to record here the deep debt of thanks owed to the many volunteers, including the Trustees, each of whom made an important contribution to the community and its library.

Only with this team can KCL open 6 days a week for a total of 42 hours, and be the exceptional place so loved by so many.

S Bobasch  
Chair of Trustees



# Keats Community Library

## Events held in 2014

1. January 20 <sup>th</sup>	Maureen Lipman	Peter Samuel Hall
2. January 30 <sup>th</sup>	Helen Dunmore	Library
3. February 6 <sup>th</sup>	School of Night :Improvvised Shakespeare	Library
4. February 20 <sup>th</sup>	Poems in the Underground ( <i>with Keats House</i> )	Library
<b>5. February</b>	<b>Chinese New Year Troupe</b>	<b>Children's Library</b>
6. March 20 <sup>th</sup>	Paul Wynne Griffiths.- 35yrs at the Royal Opera House	Library
7. March 29 <sup>th</sup>	Spring Book Sale	Library
8. April 24 <sup>th</sup>	Lucy Jeal and Alexander Somov: Violin/Cello Recital	Library
9. April 25/26 <sup>th</sup> #	Art Fair (Friday evening Private View & Sat Public Day )	Library
<b>10. May 2<sup>nd</sup></b>	<b>We're Going on a Bear Hunt 25<sup>th</sup> Anniv. Helen Oxenbury</b>	<b>Child L</b>
<b>11. May</b>	<b>Orly Orbach Drawing Class</b>	<b>Children's Library</b>
12. May 30 <sup>th</sup> #	Susanne von Laun: Early Music Piano Recital	Fenton House
<b>13. June</b>	<b>Orly Orbach Drawing Class</b>	<b>Children's Library</b>
<b>14. June 29<sup>th</sup></b>	<b>South End Green Festival &amp; Story Dell</b>	<b>Library</b>
<b>15. July 12<sup>th</sup></b>	<b>Peter Marigold: Woodworking class for children</b>	<b>Peace Garden</b>
<b>16. July 12<sup>th</sup></b>	<b>Rose Sawkins: Mythical Maze Storytelling</b>	<b>Children's Library</b>
17. Oct 2 <sup>nd</sup>	Diana Brekalo: Piano Recital	Rosslyn Chapel
18. Oct 11 <sup>th</sup>	Autumn Book Sale	Library
19. Oct 15 <sup>th</sup>	Dame Margaret Drabble and Michael Holroyd	Library
<b>20. Oct 18<sup>th</sup></b>	<b>Teddy Bourne: Puppet Show</b>	<b>Children's Library</b>
21. Oct 16 <sup>th</sup>	Neil Titley: A Talk on Oscar Wilde	Library
22. Nov 13 <sup>th</sup>	WWar1 Memories: Michael Palin, Robert Powell	Peter Samuel Hall
23. Dec 18 <sup>th</sup>	Seasonal Quiz	Library

### Children's Events shown in bold

These events are a cultural contribution to our community as well as great fun while permitting local people to attend world class talks and concerts, affordably and easily accessible.

We try to keep tickets prices low and yet these events provide a significant proportion of our income.

We try to present a range of literary, musical and dramatic evenings. The celebrity events which we hold in the larger Peter Samuel Hall in the Royal Free Hospital, attract up to 380 people, and are particularly important for fundraising.

We are very grateful to Ann Eastman for designing our posters and to our dedicated events team.

### Sponsorship

We have excellent relationships with local traders.

For the second year *Oliver's* estate agents sponsored our Art Fair, demonstrating their commitment to the local community.

We also received a generous sponsorship from the *Tana Trust* to put on an early music concert by Susanne von Laun at Fenton House: a beautiful evening of exquisite music and drinks on the lawn, which subsequently generated some valuable donations. Our thanks go to these two organisations.



# Keats Community Library

## The Hampstead Summer Festival

We must make special mention of this as the money raised represents a substantial part of our income.

This lovely summer day in Hampstead is organised by a dedicated committee who put in a tremendous amount of time and energy to organise it and raise money for KCL and Age UK Camden.

We are grateful that the Committee feel it is important to support *local* charities and this event provides great exposure for us in the wider community. We had received a generous donation of beautiful handmade woollen collectible figures which we sold at the Fair and were much admired.

We are also very grateful to the shop keepers and traders who provided wonderful prizes for the raffle.

## Trustees and their Responsibilities:

- Steven Bobasch                      Chair of Board
- David Burns                         Treasurer
- Jana Harrison                        Operations, Volunteers & Children's Library
- Tony Hillier                         Heath and Hampstead Society
- Vicky Joel                            Events, Book Buying & Corporate Sponsorship
- Lee Montague                        Events
- Jonathan Nakouzi                    Information Technology
- Nigel Steward                        Company Secretary

## Patrons:

- David Baddiel
- Lord Bragg
- Simon Callow
- Dame Margaret Drabble
- Alan Hollinghurst
- Anthony Horowitz
- Jeremy Karpel
- Sir Andrew Motion
- Deborah Moggach
- Michael Palin
- Sue Perkins
- Dame Janet Suzman



# Keats Community Library



**REGISTERED COMPANY NUMBER: 07889559 (England and Wales)**

**REGISTERED CHARITY NUMBER: 1146702**

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2014  
FOR  
KEATS COMMUNITY LIBRARY

KEATS COMMUNITY LIBRARY  
CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2014

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	Page
Report of the Trustees	3 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 13



KEATS COMMUNITY LIBRARY  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2014

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The Trustees of the Charity, who are also directors of the Company for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2014. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCES AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
**07889559 (England and Wales)**

**Registered Charity number**  
**1146702**

**Registered office**  
Keats Grove  
London NW3 2RR

<b>Trustees</b>	<b>appointed:</b>	<b>retired:</b>
Steven Bobasch (Chairman)	19/01/12	
David Burns (Treasurer)	05/03/13	
Jana Harrison	29/01/13	
Anthony Hillier	21/12/11	
Victoria Joel	19/01/12	
Lee Montague	19/01/12	
Jonathan Nakouzi	19/01/12	
Nigel Steward	21/12/11	

**Company Secretary**  
Nigel Steward

**Independent Examiner**  
Anthony Ghilchik FCA  
6 Morland Close  
London NW311 7JG

**Bankers**  
Barclays Bank,  
28, Hampstead High Street,  
London NW3 1QB

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

Keats Community Library (“the Charity”) is incorporated as a company limited by guarantee under the Companies Act 2006. It is also a registered charity. The Directors of the Company are also charity trustees as defined by section 97 of the Charities Act 1993. In this document they are referred to as Trustees.

The Charity is governed by the terms of its Memorandum of Association and its Articles of Association.

### **Management**

The Trustees have not delegated their powers to any one Trustee or other person, although from time to time in accordance with the Articles they delegate their powers to a sub-committee of more than one Trustee. The Trustees manage the day-to-day affairs of the Charity; there is no executive management. The Trustees meet regularly and take note of the acts of individual Trustees on behalf of the Company.

### **Risk and Internal Controls**

The Trustees have a duty to identify and review the risks to which the company is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk and controls are reviewed regularly by the Board.

In 2014 the Trustees identified three main areas of risk:

- Staffing: a reliance on volunteers for all aspects of operation

The organisation derives its strength from the work of volunteers. The principal internal controls which apply to staff and volunteers, including segregation of duties, cash management controls including double signature etc., are set out in the office manual.

- Funding: the Charity is partially reliant on grants and donations of various kinds.

The trustees maintain contacts with a range of grant providers to understand their requirements and develop sustainable funding.

- Security of Tenure: the library building is made available to the Charity by means of a three-year licence, for a limited number of hours per week.

The licence was renewed in April 2017 for a second period of three years. The Licensor, the City of London Corporation which is also the owner of Keats House, wrote further in December 2014 to confirm that it currently intended to continue the licence thereafter. The trustees consider that the risk relating to security of tenure has thus been successfully mitigated.

Further discussion of the main areas of risk may be found in the Annual Report.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The object of the Charity (as stated in the Articles) is the promotion of education, by way of providing education in the form of literary activity and learning through the facilities of a community centre based around a library. The activities include charitable services provided either gratuitously or for reasonable and proper remuneration which support this object. These charitable services are designed to respond to the various and changing needs of the community, and are not limited by the Charity’s constitution.

## **ACHIEVEMENT AND PERFORMANCE**

### **Results**

The Charity spent £65,071 (2013: £50,489) on its charitable objects during the year. Expenditure on these charitable activities was offset by directly related incoming resources of £58,121 (2013:

£54,186). The deficit on charitable activities thus amounted to £6,950 (2013: surplus of £3,697).

The Charity generated unrestricted funds of £29,825 (2013: £48,300), excluding investment interest. Fundraising activities in this reporting period were conducted by trustees and volunteers who are not remunerated. As a result in this period there were no identifiable costs of generating voluntary income.

Net incoming resources for the year amounted to £ 23,693 (2013: £52,950). The surplus on ongoing activities also amounted to £23,693 (2013: £42,950).

The Trustees are grateful to all those who have contributed in any way to the achievement of these results.

## **FINANCIAL REVIEW**

### **Reserves policy**

The Trustees have examined the Charity's requirements for free reserves, i.e. those funds which are not invested in fixed assets, nor designated for specific purposes nor otherwise committed. In making their assessment, Trustees have taken into consideration that at the date of approval of these statements the Charity does not have commitments to employees, although this position may change. As a result, at present the costs of cessation, should cessation become necessary, relate to fulfilment of conditions under the Licence with the City of London, leasing and similar agreements. No material costs of this nature are currently foreseen. Given the nature of the Charity's activities and its reliance on donations and community support, the Trustees however consider that it is prudent to maintain as far and for as long as possible a level of general funds corresponding to the total start-up funding received from the Council of the London Borough of Camden (£124,000). This is particularly the case since the Trustees have been informed that this funding is of a non-repeating nature. The level of cash reserves at year-end was adequate to meet that purpose. All reserves held are unrestricted and available for furtherance of the objects of the charity.

## **FORMAT OF FINANCIAL STATEMENTS**

The company is a registered charity and so achievements cannot be measured by normal commercial criteria. Accordingly, the Trustees consider it would be inappropriate to present the financial statements in either of the formats set out in the Companies Act 2006. Therefore, as permitted by the Companies Act, in order to reflect the special nature of the company's activities, the Trustees are of the opinion that it would be more appropriate to present a Statement of Financial Activities (incorporating income and expenditure account) rather than a Profit and Loss Account.

Under the requirements of the guideline on Accounting and Reporting by Charities, the Trustees have assessed the major risks to which the Charity is exposed. They are satisfied that systems are in place to mitigate its exposure to major risks. These procedures will be reviewed annually to ensure that they still meet the needs of the Charity.

### **ON BEHALF OF THE BOARD:**



.....  
S. Bobasch – Trustee



.....  
D. Burns - Trustee

Date: 21<sup>st</sup> April 2015

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
KEATS COMMUNITY LIBRARY

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I report on the accounts for the year ended 31<sup>st</sup> December 2014 set out on pages 7 to 13.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 Commission under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

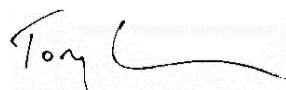
**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning 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 statements 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, and which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.



Anthony Ghilchik, FCA  
6 Morland Close  
London NW11 7JG

Date: 21<sup>st</sup> April 2015

KEATS COMMUNITY LIBRARY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2014

		2014	2013
		Unrestricted funds	
		£	£
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Activities for generating funds	2	29,825	48,300
Investment income	3	818	953
<b>Incoming resources from charitable activities</b>			
General	4	58,121	54,186
<b>Total incoming resources</b>		<b>88,764</b>	<b>103,439</b>
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income		-	-
<b>Charitable activities</b>			
General	5,6	65,071	50,489
<b>Total resources expended</b>		<b>65,071</b>	<b>50,489</b>
<b>NET INCOMING RESOURCES</b>		<b>23,693</b>	<b>52,950</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>171,421</b>	<b>118,471</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>195,114</b>	<b>171,421</b>

KEATS COMMUNITY LIBRARY

BALANCE SHEET  
AT 31ST DECEMBER 2014

		2014	2013
		Unrestricted Funds	
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible Assets	7	7,303	10,247
		-----	-----
<b>CURRENT ASSETS</b>			
Stocks		-	-
Debtors	8	8,384	7,353
Cash at bank and in hand		<u>180,993</u>	<u>164,369</u>
		<u>189,377</u>	<u>171,722</u>
<b>CREDITORS</b>			
Amounts falling due within one year	9	(1,566)	(10,548)
Loans		-	-
		-----	-----
<b>NET CURRENT ASSETS</b>		<u>187,811</u>	<u>161,174</u>
		-----	-----
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>195,114</u>	<u>171,421</u>
		-----	-----
<b>NET ASSETS</b>		<u>195,114</u>	<u>171,421</u>
<b>FUNDS</b>	10		
Unrestricted Funds		195,114	171,421
		-----	-----
<b>TOTAL FUNDS</b>		<u>195,114</u>	<u>171,421</u>

For the year ending 31<sup>st</sup> December 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 21<sup>st</sup> April 2015 and were signed on its behalf by:



.....  
S. Bobasch - Trustee



.....  
D. Burns - Trustee

KEATS COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2014

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**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small charitable company.

**Taxation**

The Charity is exempt from corporation tax on its charitable activities. It is also exempt from VAT. VAT incurred on purchased goods and services is therefore unrecoverable and is included in expenditure under the cost heading to which it relates.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. As a result commitments to donate and to sponsor are usually accounted for on a cash received basis. In the case of donations eligible for Gift Aid, the amounts receivable from HMRC will in principle be accounted for in the year which the relevant donations are recognised (if appropriate, as accrued income).

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Assets are recognised in the balance sheet to the extent that the cost exceeds the de minimis threshold of £200 per acquisition.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery	20% on cost
Office Equipment including computers	20% on cost



KEATS COMMUNITY LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2014

**Stocks**

The initial stock of library books as well as certain depreciated computer equipment were gifted to the Charity by the London Borough of Camden at the time of set-up. There is no historical cost associated with these assets. Subsequent purchases of library stock are expensed in the year in which they occur. As a result the stock of books is not reflected in the balance sheet. Subsequent acquisitions of computer equipment are capitalised to the extent that they conform with the Charity's accounting policy with regard to tangible fixed assets.

**Fund accounting**

Unrestricted funds may be used in accordance with the charitable objectives at the discretion of the Trustees. Restricted funds may only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. At the present time the Charity has no restricted funds.

**Charitable Activities**

Charitable activities are those activities which are included in the objects of the association as set out in the Company's Articles of Association (and summarised in the Report of the Trustees).

**Events**

Events fall within the object of the Charity of providing cultural support to the community, and are hence treated as charitable activities, even though they may incidentally generate a surplus and/or attract sponsorship.

**Sponsorship**

Sponsorship receipts take several forms, including sponsorship in kind, reductions in amounts invoiced, and cash sponsorship of specific events. All sponsorship in 2014 is treated as Incoming Revenue from Charitable Activities. Cash value of sponsorship in kind is accounted for where information is available.

**Balance Sheet Review**

A balance sheet review is carried out annually to ensure that the individual assets and liabilities of the Charity as recorded in the financial statements are identified and known to trustees.

**Principal Assets not recorded in the Balance Sheet**

Traditionally, the principal assets of a public library are the library building and the book collection. In the Charity's case, from a financial accounting standpoint it is proper not to reflect these assets in the Balance Sheet. Both are nevertheless tangible assets in the stewardship of the Charity and the trustees take appropriate steps to protect them, including a rolling inventory and active management of the book collection (book protection, disposals, sales and purchases) and monitoring of the effectiveness of the building maintenance services provided by the landlord under the terms of the licence to occupy.

KEATS COMMUNITY LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2014

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**2 ACTIVITIES FOR GENERATING FUNDS**

	2014	2013
	£	£
Start-up Funding (London Borough of Camden)	-	10,000
Other Grants	5,000	5,000
Donations including Gift Aid	24,825	33,300
	<u>29,825</u>	<u>48,300</u>

Individuals using the Charity's facilities are invited both to register and to donate. Registration fees are accounted for under charitable activities (v. Note 4).

Sponsorship: The Charity's accounting policy is to include sponsorship in Incoming Resources from Charitable Activities (v. Note 1).

**3. INVESTMENT INCOME**

	2014	2013
	£	£
Deposit account interest	818	953

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	2014	2013
	£	£
Revenue from Cultural Events	38,631	37,425
Revenue from Library Operations	19,490	16,761
	<u>58,121</u>	<u>54,186</u>

**5. RESOURCES EXPENDED**

	2014	2013
	£	£
Marketing Expenditure	10	177
Events Expenditure	8,054	3,983
Books and General Purchases	11,567	4,580
Licence to Occupy and space-related charges	22,617	24,455
Professional and contractor fees	13,202	13,381
Other Overheads	9,621	3,913
	<u>65,071</u>	<u>50,489</u>

KEATS COMMUNITY LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST DECEMBER 2014

**Depreciation**

Resources expended are stated after charging/(crediting):

	2014	2013
	£	£
Depreciation - owned assets	<u>2,945</u>	<u>2,844</u>

**Trustees' Remuneration and Benefits**

There were no trustees' remuneration or other benefits for the year ended 31st December 2014 (2013: nil). Trustees' expenses, which were immaterial, were not accounted for separately from the expenses of volunteers and contractors. Other library costs incurred directly by trustees are accounted for by cost element.

**6. STAFF COSTS**

	2014	2013
	£	£
Wages and salaries	-	-
Average monthly number of employees	<u>-</u>	<u>-</u>

During the year an amount of £9,430 (2013: £6,135) was incurred as a result of contracts entered into with companies offering the service of (qualified and unqualified) contract librarians.

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery etc. £.
<b>COST</b>	
At 1st January 2014	14,425
Additions	-
Adjustments	-
At 31st December 2014	14,425
<b>DEPRECIATION</b>	
At 1st January 2014	4,178
Charge for year	2,944
At 31st December 2014	7,122
<b>NET BOOK VALUE</b>	
At 31st December 2014	7,303
At 31st December 2013	10,247

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014	2013
	£	£
Prepayments and advances on account	2,593	465
Accrued Income	5,791	5,388
Other debtors	-	1,500
	<u>8,384</u>	<u>7,353</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014	2013
	£	£
Taxation and social security	-	-
Other creditors and accruals	1,566	10,548
	<u>1,566</u>	<u>10,548</u>

**10. MOVEMENT IN FUNDS**

	At 1/1/14	Net movement in funds	At 31/12/14
	£	£	£
<b>Unrestricted funds</b>			
General fund	171,421	23,693	195,114
	<u>171,421</u>	<u>23,693</u>	<u>195,114</u>

Net movements in funds included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	88,764	(65,071)	23,693
	<u>88,764</u>	<u>65,071</u>	<u>23,693</u>

**11. RELATED PARTY DISCLOSURES**

There are no related party disclosures.