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Burbage Community Library Income and Expenditure 2019-2020



Chair of Burbage Community Library P. Walcott

Date 2/9/20

Prepared by - Treasurer

Date 24 - 4 - 2020

Signed off by

Date 26 - 4 - 20

A large, stylized handwritten signature in black ink, likely belonging to the Treasurer, is written over the 'Signed off by' line.

Burbage Community Library Income and Expenditure 2019-2020

Balance to 18/19 Accounts

Bank account at 1/4/19	£15,425.07
Paid out in 18/19 for 19/20	£45.00
Income for 19/20 paid into bank 18/19	£806.00
Balance to accounts 17/18	£14,664.07

Burbage Community Library Income and Expenditure 2019-2020

APRIL

2019

Opening Balance in bank 31/03/2019 **£15,425.07**

Non Day to Day Income

Day to Day Income

April

Book Related	£63.35
Card sales	
Craft	
Jigsaw	
Farmers Market	
Copying	£15.25
Memory Sticks	£3.00
Room Hire	£20.00
Donation	£8.50
Coffee etc	£14.50
100 Club	£4.00
Cash Balance	4.05

SO Hicks

Cash Income	£132.65
less cash paid out	£48.88
Cash Paid Into Bank	£83.77
Income for 19/20	£132.65

inc £4 SO

Expenditure

01-May dd	Hiscox	£52.28
dd	British Gas	£151.86
cash	Milk & Teabags	£3.88
cash	100 Club pay out for May	£45.00
c/n 63	Proudcastle alarm & fire	£762.00
dd	Website	£24.00

Expenditure	£1,039.02
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Closing Balance 01/05/2019 **£14,518.70**

Burbage Community Library Income and Expenditure 2019-2020

MAY

2019

Opening Balance

28/04/2019

£14,518.70

Non Day to Day income

CASH Winnie the Pooh £7.00

Day to Day Income

May

Book Related £61.75

Card sales

Craft

Jigsaw

Farmers Market

copying £13.00

Memory Sticks

Room Hire £130.00

Donation £32.50

Coffee etc £11.00

100 Club

Cash Balance £2.92

Cash Income £258.17

Less Cash Paid out £52.22

Cash Paid into Bank £205.95

Total Income for 19/20 £258.17

Expenditure

c/n 64 LCC washroom svc £85.16

Cash T Rolls & Milk & Tea £7.22

Cash 100 Club pay out June £45.00

c/n 65 Chubb £37.80

dd Website £24.00

Expenditure

£199.18

Closing Balance

01/06/2019

£14,577.69

Burbage Community Library Income and Expenditure 2019-2020

JUNE

2019

Opening Balance

01/06/2019

£14,577.69

Non day to Day Income	DC	Leics CC	£806.00
	DC	Amazon	£5.00
	Cash	Carnival	£70.00

Day to day Income	June
Book Related	£69.22
Card sales	
Craft	
Jigsaw	
Farmers Market	
Copying	£6.20
Memory Sticks	
Room Hire	£80.00
Donation	£7.68
Coffee etc	£21.00
100 Club	£8.00
Cash balance	£6.07
Cash Income	£268.17
Total cash received	£338.17
Less Cash Paid Out	£50.47
Paid Into Bank	£287.70
Total Income for 19/20	£1,079.17

SO Hicks

7 Inc £8 direct to bank

Expenditure				
		01-Jun dd	Hiscox	£105.74
		08-Jun DD	British Gas	£4.18
	Cash	Misc		£5.47
	Cash	100Club Pay out for July		£45.00
		28-Jun DD	Spoton IT	£24.00
Expenditure				£184.39

Closing Balance

28/06/2019

£15,472.47

Burbage Community Library Income and Expenditure 2019-2020

JULY

2019

Opening Balance

28/06/2019

£15,472.47

Non day to Day Income

Day To day Income

July

Book Related	£69.88	
Card sales		
Craft		
Jigsaw		
Farmers Market		
Copying	£6.75	
Memory sticks		
Room Hire	£100.00	
Donation	£11.03	
Coffee etc	£15.50	
100 Club	£4.00	SO Hicks
Cash Balance	£6.03	

Cash income

£213.19

Less Cash paid out

£52.51

Paid into Bank

£160.68 inc £4 direct to bank

Expenditure

DD	Hiscox	£52.79
17-Jul DD	British Gas	£127.59
04-Jul c/n 66	Leicestershire CC	£221.78
09-Jul Cash	Milk/Pritt/T Rolls	£7.51
Cash	100Club Pay out for August	£45.00

DD Spoton.net £24.00

Expenditure £478.67

Closing Balance

01/08/2018

£15,206.99

2019

£15,206.99

Expenditure		
21-Aug DD	British Gas	£2.87
11-Sep	Hot Choc n/r	£5.09
26-Jul 100Club Pay out for September		£45.00
28-Aug DD	Spoton	£24.00
Expenditure		£76.96

£15,323.39

Burbage Community Library Income and Expenditure 2019-2020

SEPTEMBER

2019

Opening Balance

01/09/2019

£15,323.39

Non Day to Day Income

Afternoon Tea Event

£15.00

Day To Day Income

September

Book Related

£160.42

including £80 via SOFIT

Card sales

Craft

£1.50

Jigsaw

Farmers Market

Copying

£26.25

Memory sticks

Room Hire

£78.00

Donation

£26.50

Coffee etc

£13.00

100 Club

£8.00

SO Hicks

Cash Balance

-£1.53

Cash Income

£327.14

less Cash Paid Out

£48.48

Paid in

£278.66

inc £8 SO

Expenditure

01/09 & 1/10 DD

Hiscox

£105.58

20-Sep DD

British Gas

£1.31

03-Sep c/n 69

LCC Security

£27.32

Milk & Carol aniv card N/R

£3.48

100Club Pay out for October

£45.00

28-Sep DD

Spoton

£24.00

11-Jul c/n 67

Three Rings

£140.00

14-Sep c/n 70

100Club License

£20.00

Expenditure

£366.69

Closing Balance

29/09/2019

£15,283.84

Burbage Community Library Income and Expenditure 2019-2020

OCTOBER

2019

Opening Balance 29/09/2019 £15,283.84

Non Day To Day Income			
	27-Sep DC	LCC	£806.00
	Afternoon Tea		£75.00

Day To Day Income		October
Book Related		£48.05
Card sales		
Craft		
Jigsaw		£18.00
Farmers Market		
Copying		
Memory sticks		
Room Hire		£17.68
Donation		£14.82
Coffee etc		£6.50
100 Club		£292.00
Cash Balance		£8.53
Day to day Income		£405.58
Day to day + events		£480.58
Less Cash Paid Out		£54.73
Cash Carried into November		£157.85
BACS & Cheques to Bank		£268.00

2019 BACS	2020 BACS	CHEQUES	CASH
4	72	192	24

Expenditure

18-Oct DD		
21-Oct DD		
20-Oct		
01-Nov Cash		
07-Oct c/n 71	Automatic Access	£216.00
DD	Spoton	£24.00
26-Jul c/n 68	Julia Gore W Readers	£122.19
Expenditure	less cash sums	£548.66

Closing Balance

01/11/2019

£15,809.18

Burbage Community Library Income and Expenditure 2019-2020

NOVEMBER 2019
 Opening Balance 01/11/2019 £15,809.18

Non Day To Day Income	
Amazon Smile	£11.68
Christmas Fayre Prize Draw	£1,013.78
	£660.00
Cakes	308.5
Gifts/craft	57
Tombola	374
Kevin	88.78
Choc Tombola	£138.50
Bran Tub	51.6
Books	15.4

Day To Day Income	
Book Related	£47.94
Card sales	
Craft	£8.00
Jigsaw	
Farmers Market	£7.00
Copying	
Memory sticks	£35.00
Room Hire	£13.29
Donation	£397.00
Coffee etc	£7.50
100 Club	£397.00
Cash Balance	£511.20
Day To Day Income	£511.20
Cash b/f from October	£157.85
Total Cash Income for November inc Non day to Day	£7,204.98
Total Income inc Amazon Smile	£2,216.66
Less Cash Paid Out	£752.38
Cash in hand - November	£2,038.45
Paid into bank	£0.00
Cash c/f to December	£2,038.45
Direct to bank inc Amazon smile	£83.68

Expenditure	
1-Nov DD	British Gas
	£1,279.69
Cash	Milk & Bio Tak
	£2.98
100Club Pay out for December	£45.50
23-Oct DD	Event Expenses
	£386.50
	Spoton
	£24.00
Total expenditure	£1,738.67
Non cash Expenditure	£1,486.29

Closing Balance 01/12/2019 £14,406.57

Includes Samosas £30, Cakes/Costco £48.95, Makro £124.95 (all cash)
 plus c/n 72 Elite Printing £182.4

Non Day To Day Income		31-Dec LCC Grant	£900.00
	Cheque	Pride Draw	£561.80
		Grant for Wrigley Readers	£300.00
Day to Day Income			
	Book Related		£65.99
	Card sales		
	Craft		£57.10
	Jigsaw		
	Farmers Market		£19.25
	Copying		
	Memory sticks		£60.00
	Room Hire		£33.50
	Donation		£5.50
	Coffee etc		£422.00
	100 Club		£3.01
	Cash Balance		£866.29
		Total day to Day Income	
Expenditure			
	03-Dec DD	Hiscox	£52.79
	21 & 27 Dec DD	British Gas	
			£227.77
	17-Dec cash	Milk	£0.99
	31-Dec Cash	100 Club Draw for January	£51.00
	DD	Spoton	£24.00
		Expenditure via bank	£304.56
		Total expenditure	£356.55
Closing Balance			
		29/12/2019	£18,422.56

Burbage Community Library Income and Expenditure 2019-2020

January 2020

Opening Balance 29/12/2019 £18,422.56

Non Day to Day Income	
Prize Draw	£4.00

Day to Day Income		
Book Related		£40.13
Card sales		£3.00
Craft		£1.00
Jigsaw		
Farmers Market		
Copying		£7.00
Memory sticks		
Room Hire		
Donation		
Coffee etc		£7.50
100 Club		£46.00
Cash Balance		£1.84
Total Day to Day income		£106.47

BACS Cheque Cash
 24

Less Cash Paid Out Out	£52.49
Cash banked	£35.98
Direct to bank	£22.00

Expenditure		
02/01 & 1/2 DD	Hiscox	£52.79
24 & 25 Jan DD	British gas	£176.03
	Milk	0.99
Cash	100Club Pay out for February	£51.50
24-Jan DD	Spot on Website	£24.00
Total Expenditure		£305.31

Closing Balance 01/02/2020 £18,227.72

Burbage Community Library Income and Expenditure 2019-2020

Feb-20

Opening Balance

31/01/2020

£18,227.72

Non Day to Day Income		
Amazon		£13.32
Prize Draw		£18.00
Day to Day Income		
Book Related		£61.83
Card sales		
Craft		
Jigsaw		
Farmers Market		
Copying		£9.60
Memory sticks		
Room Hire		£10.00
Donation		£0.54
Coffee etc		£14.50
100 Club		£40.00
Cash Balance		£2.73
Total Day to Day Income		£139.20
Less Cash paid out		£54.73
Paid in to Bank		£72.47
Direct to bank for 100 club & Amazon		£43.32

Bank Cash
£30.00 £10.00

Expenditure		
03 Feb DD	Hiscox	£52.79
21 Feb DD	British Gas	£10.39
21 Jan c/n 73	LCC Hygiene	£8.52
24 Feb Cash	Milk & Tea Bags	£2.23
04-Feb 100Club pay out for March		£52.50
DD	Spot on Website	£24.00
Expenditure		£150.43

Closing Balance

28/02/2019

£18,247.81

Burbage Community Library Income and Expenditure 2019-2020

MARCH

2020

Opening Balance

29/02/2020

£18,247.81

Non Day to Day Income

19-Mar LCC Grant \$106 Monies

£799.20

Day to Day Income

Book Related

£45.40

Card sales

Craft

Jigsaw

Farmers Market

Copying

£4.50

Memory sticks

Room Hire

£10.00

Donation

£3.28

Coffee etc

£12.00

100 Club

£22.00

Cash Balance

-£1.29

Total day to day income

£95.89

Less Cash Paid Out

£67.39

Cash c/f to Next year

£6.50

Direct to bank

£22.00

Bank
22

Expenditure

DD

Hiscox

£105.58

DD

British gas

£327.16

£13.28

£295.36

190.42

-£171.90

c/

LCC Waste

£31.24

Misc

£14.89

Cash

100Club Pay out for April

£52.50

10-Mar c/n 74

Paramount Building

£799.20

c/n 76

Proudcastle

£144.00

DD

Website

£24.00

c/n 77

Wriggly Readers

£33.50

Total Expenditure

£1,532.07

c/f to 20-21

£17,610.83

Closing Balance

Cash in hand

£6.50

£17,604.33

plus o/s cheques

£83.26

Balance at Bank

£17,687.59

T Rolls £1.89 n/r; Thank You for PAT testing £13

Burbage Community Library Income and Expenditure 2019-2020

Year 19-20 Total

<u>Opening Balance</u>	31/03/2019	£14,664.07
<u>Income</u>		
	LCC Support Grant	£3,224.00
	Amazon	£30.00
	LCC Other	£799.20
	Other Grants	£0.00
	Carnival/Events	£1,200.78
	Prize Draw	£1,243.80
	Wriggly Readers	£300.00
	Book related	£778.82
	Card sales	£3.00
	Craft	£59.60
	Jigsaw	£26.00
	Farmers Market	£0.00
	Copying	£129.45
	Memory sticks	£3.00
	Room Hire	£620.68
	Donation	£185.79
	Coffee etc	£143.00
	100 Club	£1,237.00
	Cash Balance	£32.97
	Day to day income	£3,219.31
	Total Income for 19/20	£10,017.09
<u>Expenditure</u>		
	Hiscox Insurance	£633.13
	British Gas Utilities	£2,442.73
	LCC Services	£374.02
	Petty Cash Expenses	£64.46
	100 Club Pay Out	£560.50
	Major Building Work	£799.20
	Maintenance	£1,159.80
	Event Expenses	£386.30
	IT Costs Spoton	£288.00
	Three Rings	£140.00
	Licenses	£20.00
	Wriggly Readers	£155.69
	Expenditure	£7,023.83
B/f plus income	31/03/2019	£17,657.33
minus expenditure	Surplus for year	£2,993.26
	Cash c/f to 20-21	£6.50

Burbage Community Library Income and Expenditure 2019-2020

Year End Bank	£17,687.59
Income from 20-21 banked in 19-20	£6.00
Balance to "year end"	£17,681.59
100 Club pay out for April in March	£52.50
Plus cash in hand	£6.50
Carries forward to 2020-2021	£17,740.59
Cheques issued in 19-20 not yet paid	
c/n 75	LCC Waste
c/n 77	Wriggly Readers
	£31.24
	£33.50
Invoices/ Credits in 19-20 not yet paid British Gas	£190.42
British Gas	-£171.90
Carries forward to 2020-2021	£17,657.33

Burbage Community Library Income and Expenditure 2019-2020

Financial update Year 2019/20



			Exc Capital projects		Exc Capital projects	
			Total	Total	Total	Total
			Year 18/19	Year 17/18	Year 18/19	Year 17/18
Opening balance		£14,664.07	41%	£10,379.94	141%	£4,311.42
Income	LCC Support	£3,224.00	-23%	£4,174.00	-19%	£5,124.00
	Amazon	£30.00	339%	£6.84		£6,629.30
	Other Grants	£799.20		£0.00	-100%	£550.00
	Carnival/ Events	£2,444.58	-14%	£2,831.26	56%	£1,816.09
	Wriggly Readers	£300.00	50%	£200.00		£1,816.09
						Other LCC Grants
Day to Day	Book related	£778.82	13%	£688.37	7%	£642.18
	Card sales	£3.00	-29%	£4.25		£0.00
	Craft	£59.60	-2%	£60.70	-71%	£212.25
	Jigsaw	£26.00	-4%	£27.00	-56%	£61.75
	Farmers Market	£0.00	-100%	£40.00	1%	£39.50
	Copying	£129.45	-7%	£138.90	-3%	£142.94
	Memory sticks	£3.00		£0.00	-100%	£11.50
	Room Hire	£620.68	1452%	£40.00	-62%	£105.00
	Donation	£185.79	-37%	£292.88	140%	£122.06
	Coffee etc	£143.00	24%	£115.22	-51%	£237.53
	100 Club	£1,237.00	12%	£1,106.00	0%	£1,108.00
	Cash Balance	£32.97	25%	£26.46	-31%	£38.44
	Sub Total	£3,219.31	27%	£2,539.78	-7%	£2,721.15
		£10,017.09	3%	£9,751.88	-4%	£16,840.54
						£10,211.24
						-2%
Expenditure	Hiscox Insurance	£633.13	-6%	£676.94	9%	618.26
	British Gas Utilities	£2,442.73	61%	£1,512.55	83%	826.47
	LCC Services	£374.02	128%	£163.81	20%	136.59
	Petty Cash Expenses	£64.46	101%	£32.00	39%	23.01
	100Club Pay Out	£560.50	3%	£546.50	5%	522
	MajorBuilding Work	£799.20		£0.00		6987.23
	Maintenance	£1,159.80	-7%	£1,244.30	20%	1033.2
	Event Expenses	£386.30	-46%	£716.17	51%	475.67
	IT Costs/Licenses	£448.00	11%	£404.00	170%	149.59
	Wriggly Readers	£155.69	-9%	£171.48		£149.59
		£7,023.83	28%	£5,467.75	44%	£10,772.02
						£3,784.79
						86%
Surplus		£2,993.26	-30%	£4,284.13	-33%	£6,068.52
						£6,426.45
Closing balance		£17,657.33	20%	£14,664.07	41%	£10,379.94

Year	Year	Year	Year
16/17	17/18	18/19	19/20

Overall Income	£25,277	£16,841	£9,752	£10,017
Overall expenditure	£21,500	£10,772	£5,468	£7,024
Surplus	£3,777	£6,069	£4,284	£2,993

etc				
Income	£8,297	£10,211	£9,752	£9,218
Expenditure	£4,828	£3,785	£5,468	£6,225
Surplus	£3,469	£6,426	£4,284	£1,346

Self Gen Income	£2,461	£5,088	£5,576	£5,694
Expenditure	£2,961	£3,785	£5,468	£6,225
Surplus/Deficit	£501	£1,303	£108	£531

5 year Realistic Forecast

2019/20	2020/21	2021/22	2022/23	2023/24
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Incomes				
LCCC	£3,224	£2,274	£1,324	£0

Day to day	£1,950	£1,500	£1,750	£1,750
Events	£2,444	£2,200	£2,200	£2,200
100 Club	£675	£600	£600	£600
Total Income	£8,293	£6,574	£5,874	£4,550

Expenditures

Expenses	£6,225	£6,250	£6,400	£6,600
Cash Flow	£2,068	£324	£526	£2,250
Cumulative	£2,068	£2,392	£1,866	£184

2 year projection April 2020 plus roll on for 5 years

	Actual 2017/18	Actual 2018/19	Actual 2019/20	Projection 2020/21	Projection 2021/22	2022/23	2023/24	2024/2025	2025/2026	2026/2027
Incomes										
Support/grants	5,124	4,174	3,224	2,274	1,324	-	-	-	-	-
Day to Day	1,600	1,434	1,950	1,200	1,500	1,500	1,500	1,500	1,500	1,500
Events -net	1,800	2,150	2,058	2,000	2,000	2,000	2,000	2,000	2,000	2,000
100 Club -net	588	553	675	650	650	650	650	650	650	650
Total Income	9,112	8,311	7,907	6,124	5,474	4,150	4,150	4,150	4,150	4,150
penditures										
Utilities	850	1,513	2,445	2,543	2,645	2,750	2,860	2,975	3,094	3,217
Insurance	625	677	633	658	685	712	741	770	801	833
IT	150	404	448	466	485	504	524	545	567	590
Maintenance		1,408	1,535	1,596	1,660	1,727	1,796	1,868	1,942	2,020
Other/Misc	500	32	64	100	100	100	100	100	100	100
Electrical check				420					420	
Structural			750	780	811	844	877	912	949	987
Estimated Exp	4,102	4,034	5,875	6,563	6,385	6,637	6,898	7,170	7,873	7,747
Cash flow	5,010	4,277	2,032	- 439	- 911	- 2,487	- 2,748	- 3,020	- 3,723	- 3,597
Bank	10,380	14,664	17,657	17,218	16,306	13,820	11,072	8,052	4,329	732

	17-18	18-19	19-20
Book Related	£682	£688	£779
Copying	£143	£139	£129
Craft / Jigsaws	£286	£92	£63
Room Hire	£105	£40	£621
Donations	£122	£293	£185
Coffee	£238	£115	£143
100 Club	£586	£560	£675

Burbage Community Managed Library

Annual Report

Date of transfer to community management: 20th May 2016

Period being reviewed: July 2019 – June 2020

Date and time of annual review meeting: Tuesday 15th September 10.00am

The requirement for an annual review is contained in the Grant Agreement Schedule 9.

The annual review meeting will take place approximate every 12 months and will be organised by the Community Managed Libraries Support Officer and will be attended by the Locality Manager (Chair) and the Support Officer (Notes)

Sections of this report relating to performance statistics have been completed by your Support Officer. Please contact them if you require assistance to complete any other elements of the report.

1.0 Executive Summary

Overview of key highlights and issues that arose in the period being reviewed to include update progress achieved against previous years' plans and evaluation of new areas of activity.

We have continued to maintain and upgrade the building. Exterior woodwork has all been re-decorated and refurbished, the front garden has been planted and tidied, trees have been pruned and a doorway has been built between the children's library and the back offices in order to facilitate movement of materials and furniture and in order to start up a second-hand bookshop.

Wiggly Readers has been popular this year, taking visitors from residents and two local playgroups. Anne Horslett, a Reader, says that she is particularly proud of a special Wiggly Readers to celebrate Elmer the Elephant's birthday (She forgets how old he is) with cake!

A very successful Afternoon Tea was organised on 16th October. It was hoped to organise another but Covid intervened.

The Xmas Faire and Prize Draw were again very successful. The Library was bursting at the seams with visitors who ate all the home-made and shop-bought cakes and bought all the available tickets for most of our stalls, raising over £1000 in the process. Our Prize Draw was again well-supported both by dozens of local traders who donated some excellent prizes, and by local residents shelling out nearly £1250 for the tickets.

Room hire flourished this year, raising £621, perhaps owing to the nearby Millennium Hall being shut for a long period for renovations.

A local Artist donated several murals of popular book characters to grace the Children's Library entrance.

The Covid epidemic has proved to be something of a double-edged sword. On the one hand it has been immensely frustrating, closing the Library, disrupting our fundraising, stopping us from providing a service to the community and being just plain scary. On the other hand we have received two grants, together worth £11,324, which will provide enough money to fund the running of the library for about 3 years without any other income. Strange times indeed.

2.0 Library Performance

2.1 Issue, new joiner, active borrower and annual visitor statistics.

	<i>Previous Year</i>	<i>Review Year</i>	Difference
Issues	11,416	7,002	Down – review year includes 3 months COVID 19 closure
New Joiners	163	167	Up - review year includes 3 months COVID 19 closure
Active Borrowers	183	117	Down – review year includes 3 months COVID 19 closure
Annual Visitors			

2.2 Analysis of performance

As we have been totally closed down from March to mid-August it is not possible to make a meaningful comparison between this year and last year. Even so, it is heartening to see that the number of new joiners increased.

3.0 Community Managed Library Events and Activities

In the 3 tables below please provide an overview of events and activities undertaken (add rows as necessary).

3.1 Regularly scheduled events

Activity	Frequency	Average attendance per session	Average attendance per year
Xmas Faire	Annual	Millions	Ditto
Wriggly Readers	Weekly	12	576

Provision of space for education of autistic young man	Weekly	2	96
Total Attendance			672 + millions

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Afternoon Tea	16 October	22
Total Attendance		22

3.3 Events undertaken in the wider community

Activity	Date	Attendance
Youngsters helping out for Duke of Edinburgh award scheme	Weekly throughout year	2
Total Attendance		60

4.0 Summer Reading Challenge (SRC)

The theme for this year's challenge was Space Chase and ran in Leicestershire between 6th July & 7th September 2019.

Nationally 707,031 children took part in the challenge with 9,484 participating in Leicestershire Libraries.

	Starters	Finishers	% Finishers	Trend
<i>Review Year</i>	182	145	80%	Finishers up
<i>Previous Year</i>	189	119	63%	

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
45 on database, but some are inactive.	6	4

6.0 Library User and Volunteer Feedback

6.1

Library User and Volunteer Comments
Comments used to be along the lines of “Glad you are still going.”. They now are “Glad to see that you have opened up again.”

6.2

Library User and Volunteer Complaints
None that we are aware of.

7.0 Financial Viability and Sustainability

Summary overview of finances including as appendices:

7.1 Annual profit/loss accounts

7.2 Funding position including summary of grant applications and outcomes

7.3 Capital investment plans where applicable

7.4 5 year financial projection

8.0 Progress Update on Current Plans and Future Plans for Development

Outline of future development plans including services to be provided and income generation.

Plan	Action Required	Progress	Risks
Opening second-hand bookshop.	Decorate room, assemble bookshelves	A door has been built and the ceiling reinstated.	Dying in an avalanche of used books

8.1 Future Training Requirements

Refresher training will ne needed as we are generally rather rusty having had such a long break.

9.0 Additional Information

Please use this section for any additional information you wish to provide.

10.0 Documentation Review

As part of the annual review process the Support Officer will review the following documents. These can be submitted electronically alongside your report or hard copies can be reviewed at the annual review meeting.

10.1 Insurance

Reviewed

x

10.2 Risk Log

Reviewed

x

10.3 Policies reviewed:

Safeguarding Children

x

Safeguarding Adults

x

Health and Safety

x

Trustee Conflict of Interest

x

Data Protection

x

Volunteer Management

x

Complaints Procedure

x

Equality and Diversity

x

Financial Management and Control

x

Library User Complaints and
Compliments

x