



**Friends of Rock Road Library**

No 1166498

**CC16a**

**Receipts and payments accounts**

For the period from	1 October 2016	To	30 September 2017
------------------------	-------------------	----	----------------------

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Cambridge City Council grant		6,146		6,146	1,445
Collection boxes	219			219	327
Donations	1,349			1,349	385
Film club receipts	600			600	
Gift aid	461			461	
Fundraising and events	1,615			1,615	872
Membership subscriptions	2,294			2,294	810
<b>Total receipts</b>	<b>6,538</b>	<b>6,146</b>		<b>12,684</b>	<b>3,839</b>
<b>A3 Payments</b>					
Community garden	106			106	53
Film club expenses	458			458	
Fundraising and events	645			645	429
Library equipment	1,690			1,690	78
Miscellaneous	348			348	123
Newspapers	409			409	367
WW1 exhibition		1,481		1,481	4,718
Community garden public art					168
Community room facilities		7,254		7,254	1,445
<b>Sub total</b>	<b>3,656</b>	<b>8,735</b>		<b>12,391</b>	<b>7,381</b>
<b>Total payments</b>	<b>3,656</b>	<b>8,735</b>		<b>12,391</b>	<b>7,381</b>
<b>Net of receipts/(payments)</b>	<b>2,882</b>	<b>(2,589)</b>		<b>293</b>	<b>(3,542)</b>
A5 Transfers between funds	(587)	587			
A6 Cash funds last year end	988	2,002		2,990	6,532
<b>Cash funds this year end</b>	<b>3,283</b>			<b>3,283</b>	<b>2,990</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds at Lloyds Bank</b>	Unrestricted funds	3,283		
	<b>Total cash funds</b>	3,283		
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)

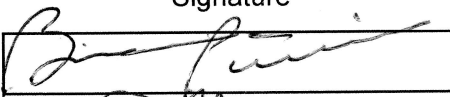
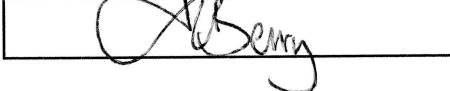
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Brenda Purkiss	22.7.2018
	James Berry	22.7.2018

**THE FRIENDS OF ROCK ROAD LIBRARY**  
**ANNUAL ACCOUNTS - 1 OCTOBER 2016 TO 30 SEPTEMBER 2017**

**Receipts**

Cambridgeshire County Council paid us £6,146 to cover the cost of kitchen units and appliances. We received £219 from collection boxes, £1,339 in donations, £2,303 in subscriptions, £600 from the Film Club and £461 in Gift Aid. Fundraising and events' income of £1,615 included £907 from the Plant Sale, £242 from Abundance and Kids' Fun and £120 from Apple Day 2016.

**Payments from unrestricted funds**

Total payments from unrestricted funds came to £3,656, including £458 on the Film Club, £645 on fundraising and events (including £370 for the Plant Sale), £1,690 on library equipment, £409 on newspapers and £348 on miscellaneous expenses. Library equipment comprised community room blinds (£1,160), Lego (£110), lockers (£104), speakers (£73), three aluminium tables (£58), keyboard (£50) and other items (£135). Miscellaneous expenses included £215 on advertising and flyers.

**Payments from restricted funds**

From restricted funds (almost entirely financed by grants), we spent £1,481 on the WW1 exhibition and £7,254 on the community room facilities project.

**Net of receipts/(payments)**

The surplus on unrestricted funds was £2,881.

**Transfers between funds**

We transferred £587 to restricted funds to cover the final expenses on the community room facilities project. This was in addition to £500 provided last year.

**Bank balances**

We have £3,282 in our accounts with Lloyds Bank, all of which is unrestricted. We no longer have any restricted funds.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Friends of Rock Road Library

**On accounts for the year  
ended**

30 September 2017

**Charity no  
(if any)**

1166498

**Set out on pages**

1-3

1-(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or

the accounts do not accord with the accounting I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*P. Piccolo*

**Date:**

10/12/17

**Name:**

DR PHILIP PICCOLLO

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

66 Rock Road

Cambridge

CB1 7UF



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	10	2016		30	9	2017

## Section A Reference and administration details

**Charity name** Friends of Rock Road Library

**Other names charity is known by**

**Registered charity number (if any)** 1166498

**Charity's principal address** Rock Road Library

69 Rock Road

Cambridge

**Postcode** CB1 7UG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elizabeth Axe			
2	Peter Axe			
3	Sophie Barrell			
4	James Berry	Treasurer		
5	Nigel Blackmore	Membership Officer		
6	Stephanie Boyd			
7	Alex Dyson	Deputy Chair		
8	Munazzah Naeem	Publicity, Social Media and Press Liaison Officer		
9	Brenda Purkiss	Chair		
10	Jill Trend	Meeting Secretary		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Banker	Lloyds Bank	78-80 Cherry Hinton Road, Cambridge, CB1 7BH
Independent examiner	Phil Pickford	68 Rock Road, Cambridge, CB1 7UF

### Name of chief executive or names of senior staff members (Optional information)

None

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the Board of Trustees and this is confirmed at the next Annual General Meeting

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Summary of the objects of the charity set out in its governing document**

The object of the charity is the advancement of education for the public benefit in the area served by Rock Road Library, in particular but not exclusively by:

- supporting and promoting library services;
- facilitating educational, cultural and community courses, events and exhibitions in both the library and its garden;
- fostering links to educational, cultural and community organisations.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The benefits to the public are:

- The availability of a local library which is well cared for and partly staffed by volunteers, and which without financial and practical support from the Friends of Rock Road Library might have been closed by now.
- An attractive community garden in an area without much public space, which is safe and secure and particularly valued by families and children.
- The provision of a community room, which is an ideal space for courses, events and exhibitions.

**Additional details of objectives and activities (Optional information)**



You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

This has been yet another busy and enjoyable year for FRRL. New highlights have been a Christmas Party, children's writing prize-giving event, inaugural Film Group season and our first 'Grand' plant sale when the hugely popular FRRL Lego box was launched.

Previous favourites have continued to be popular: regular gardening sessions, Apple Day, summer garden party, textile group, summer community trail, history and author talks - see the full list of events below.

We are already making plans for next year - the next Writer in Residence has been appointed and we hope to add Cambridge Open Studios to the annual programme of events.

We have also made improvements to the community room by installing new lighting and new internal blinds and investing in audio-visual equipment. Next, we are planning improvements to the library frontage, and we anticipate that will be a major project for 2018.

Membership numbers reached 196 in the summer. Our new membership year started on 30 September 2017, and already 157 members have renewed. We hope that, by the time all members have renewed and we have recruited some new members, our membership will exceed 200 for the first time.

To ensure that the FRRL group maintains focus - and adheres to its charitable objectives, the Trustees have drawn up a 'Forward Look' action plan.

Finally, we are delighted to welcome, as an ex-officio member of the Board of Trustees, Noah Keate - a Hills Road Sixth Form College student who is helping promote FRRL and the Library through social media.

2017 Events (most recent first):

- 'From Fact to Fiction': Author talk with Veronica Thornton, 30 November
- FRRL Film Group Screening: Parapluies de Cherbourg, 29 November
- Children's Writing Competition: submission deadline, 12 November
- FRRL Film Group Screening: Ida, 1 November
- Cambridge Brides: History Talk by Ann Kennedy-Smith, 19 October
- Family Apple Day, 7 October
- Film Club: Blue Jasmine 4 October
- FRRL Book Stall at QECF 'Skip' morning, 2 September
- 'Know Your Place', Self-guided Community Trail – July to end August
- Rock Abundance and Kid's Fun – plants/produce to swap or buy; Lego; hunt the bugs; Story Time; Nepal Quiz; refreshments for all: tea/coffee, soft drinks and cake, 29 July
- The Big Book Group Evening a relaxed and friendly evening for those who love books hosted by FRRL Writer-in-Residence Kay Blayney, 5 July
- Tea, Cake (and Lego) in the Garden, 30 June
- Unveiling of the exciting new wall hanging for the children's library, 20 May
- Grand Plant Sale and Children's Fun Plant Sale, 6 May
- FRRL Film Group Screening – 'The Lunch Box', 5 April

- FRRL Film Group Screening – ‘Far from the Madding Crowd’, 22 March
- ‘Location as Inspiration’ Children’s Short Story Competition, presentation of awards to the Top-ten in each age category by judges Adele Geras and Julian Sedgwick, 10 March
- FRRL Film Group inaugural screening – ‘Volver’, 1 March

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity's policy is to (a) ensure that restricted reserves fully cover future spending commitments and (b) maintain an unrestricted reserve of at least £1,000 in order to meet fluctuations in receipts and payments. At 30 September 2017 total reserves were £3,282.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal sources of funds are grants, fundraising, and membership subscriptions and donations. Over the years, most of our expenditure has "seeded" substantial grants which have transformed the community facilities in both the library and its garden.

## Section F

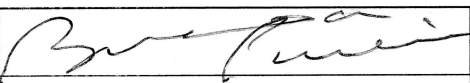
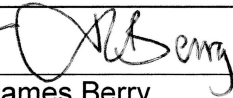
## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Brenda Purkiss	James Berry
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	22.7.2018	