



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	04	2018		31	03	2019

## Section A Reference and administration details

**Charity name**

Friends of Burford Library

**Other names charity is known by**

**Registered charity number (if any)**

1157846

**Charity's principal address**

Burford Library  
 86a High Street  
 Burford  
**Postcode** OX18 4QF

### 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	Veral Marshall	Chair		
2	Jan Cohen	Treasurer		
3	Elizabeth Mortimore	Secretary		
4	Anne Youngson			
5	Felicity Ziegler			
6	Rachel Read			
7	Elizabeth Deverson			
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17				
18				
19				
20				

### 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

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Foundation
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed to serve for terms of three years

### 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.

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## Section C Objectives and activities

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

To maintain the continuing operation of Burford Library for the benefit of Burford and district. To encourage and facilitate the use of the Burford Library's facilities by pupils of the local schools and all local children. To develop the role of Burford Library as a community hub open to all sections of the local population.

**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)**

A regular story time is held in the library for pre-school children to encourage the use of the library facilities and to encourage reading.

Once a month an adult reading group meet in the library to discuss a book, and use library facilities, ie ordering books, using the computers, etc.

We hold occasional "Meet the Author" sessions when a visiting author comes along to promote a new publication.

Various other events are arranged and held in the Library for the benefit of the local community and to encourage the use of the facilities.

**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.

The charity would like to acknowledge and especially thank the hard work and commitment of the people who have volunteered their time to man the library for several hours each week.

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

Engaging with the residents of Burford and the surrounding villages to promote the use of the library via "Meet the Author", art exhibitions, and group meetings.

Two major events have taken place this year to raise funds and awareness of the facilities available at the library and we are always looking at new ideas to encourage engagement with the library.

Provide volunteers to open the library or support library staff.

## Section E

## Financial review

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

To hold reserve funds an amount that the trustees consider sufficient to engage staff for two years, at the present time this would amount to approximately £4500.

Also, from time to time, be in a position to add to the library's book stock via donations to Oxfordshire County Library Service.

### 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.

## 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

<b>Signature(s)</b>	Jan Cohen	
<b>Full name(s)</b>	Janice Carol Cohen	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	13/06/2019	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Burford Library	1157846
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## Receipts and payments accounts

For the period from	01/04/2018	To	31/03/2019
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### 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>					
Donations	557	-	-	557	4,370
Fund Raising	749	-	-	749	561
Subscriptions	502	-	-	502	680
Gift Aid	214	-	-	214	723
Cancelled Cheque	31	-	-	31	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,053</b>	<b>-</b>	<b>-</b>	<b>2,053</b>	<b>6,334</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,053</b>	<b>-</b>	<b>-</b>	<b>2,053</b>	<b>6,334</b>
<b>A3 Payments</b>					
Oxfordshire County Council	2,084	-	-	2,084	1,042
Magazine Subscription for Library	110	-	-	110	-
Fund Raising Expenses	231	-	-	231	208
Book Fund	-	-	-	-	1,000
Burford Primary School Donation	-	-	-	-	140
Hardware	-	-	-	-	32
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,425</b>	<b>-</b>	<b>-</b>	<b>2,425</b>	<b>2,422</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,425</b>	<b>-</b>	<b>-</b>	<b>2,425</b>	<b>2,422</b>
<b>Net of receipts/(payments)</b>	<b>- 372</b>	<b>-</b>	<b>-</b>	<b>- 372</b>	<b>3,912</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,378	-	-	17,378	13,466
<b>Cash funds this year end</b>	<b>17,006</b>	<b>-</b>	<b>-</b>	<b>17,006</b>	<b>17,378</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</b>	Balance as per Bank 31/03/2019	17,006	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>17,006</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	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
	Jan Cohen	Janice Carol Cohen		13/06/2019