

REGISTERED COMPANY NUMBER: 00552476 (England and Wales)
REGISTERED CHARITY NUMBER: 313660 (England and Wales)
REGISTERED CHARITY NUMBER: SC039453 (Scotland)

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
THE SCHOOL LIBRARY ASSOCIATION
(A COMPANY LIMITED BY GUARANTEE)

Langdowns DFK Limited
Chartered Accountants
Fleming Court
Leigh Road
Eastleigh
Southampton
Hampshire
SO50 9PD

THE SCHOOL LIBRARY ASSOCIATION

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 19

THE SCHOOL LIBRARY ASSOCIATION

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

The objects set out in the Articles of Association can be summarised as the promotion of libraries in schools and colleges.

The Association's objects are specifically restricted to the following:

- to encourage for educational and recreational ends the provision, organisation and use of libraries in schools and colleges,
- to advise on the training and qualifications of school librarians, to establish courses and other forms of training in school librarianship and to award diplomas and other certificates of competence therein provided always that no diploma or certificate issued by the Association shall contain any statement expressing or implying that it is granted by or under the authority of the Department for Education or any other government department or authority,
- to provide and maintain libraries for the purpose of promoting the objects of the Association,
- to print, publish and distribute books, magazines, periodicals and publications of all kind with a view to promoting the objects of the Association, and in particular to print and publish the periodical known as "The School Librarian".

The Association carries out these objects for the public benefit by:

- Providing a telephone helpline to any enquirer in relation to school libraries and their staffing.
- Providing a publications programme, training opportunities and a website - all of practical help to school librarians.
- Advocating the use of, and good practice in, school libraries in public arenas and by working in partnership with other organisations to raise the profile of school libraries.
- Activities which promote libraries and literacy to all.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the association should undertake. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

THE SCHOOL LIBRARY ASSOCIATION

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2021**

ACHIEVEMENT AND PERFORMANCE

This year has been a challenging one, but in being forced to reconsider our basics we have ended up confronting and dealing with many issues, which we believe will leave us in a stronger position for the long term.

Shortly after the initial lockdown was announced in March 2020, the board agreed to hold online board meetings, and, in response to the new format, to hold shorter meetings more often. This ensured the board were able to be kept fully informed and provided them with the ability to be agile and deal with any concerns in a timely fashion.

Despite the challenges we have continued to move forward with plans to ensure the Association's long term survival and we have had some successes, particularly around the impact an increased digital offer has had.

Impact of COVID

The impact of COVID has meant we re-focused our energy on providing resources, support and events to our members and the public. Many school staff struggled to adjust to the new situation due to barriers they were experiencing; while others pivoted services with relative ease, and continued to support children despite schools being closed. The full extent of the impact on lockdowns on schools, school staff, and children is not fully understood at the current time. In conjunction with CILIP and the CILIP School Libraries Group a COVID working group was formed in order to collate knowledge and deliver guidance to schools in relation to their libraries.

The Association took immediate action to move training online and then added virtual events to the training programme; these have been received well by school library staff and many of which have been free to members, and low cost to others.

The pandemic also had an impact on staffing; with many re-assessing their options, leading to a high rate of staff turnover during this year.

Services

Despite the difficulties and uncertainty the Association continued to provide core services in this time of need.

Training - Our training programme very quickly became entirely digital. The Association has organised 47 webinars, of which many were free to members and all were low cost for all. We initiated two new events: Meet the Creator and 'Richard Gerver in Conversation with...' both of which are free to members.

Publications - Our publications programme was impacted by COVID on many fronts, however the Association published Pupil Wellbeing and Mental Health by Barbara Band (ISBN 978-1-911222-25-5); Improving Literacy: Tracking Efficiency and Impact in the school Library by Karan Kaur (free download) and Reading Science for Pleasure: promoting the experience in primary and secondary schools by Ruth Jarman and Joy Alexander (9781911222279). We also created another free download which will be discussed later.

Wider public benefit

The Association immediately reacted to the pandemic by creating a 'School closure resources' page which collected and curated the best resources which educators and parents could use to deliver distanced or home learning. This quickly developed into two pages, and they were by far the most visited pages of our website over the year.

We worked in partnership with The Reading Agency and DfE to contribute resources to the Reading Together Day which focused on family reading time. A whole range of resources were available for a short time, and some remain available - most notably a video with Top Tips on home reading by Alec Williams.

Given the success of this video we then worked with Alec to deliver a downloadable guide on encouraging reading for pleasure. Given the recovery and pressure on children's wellbeing and to 'catch up', we felt it was imperative that school staff felt confident and comfortable in encouraging reading for pleasure, and aware of all the benefits that reading for pleasure delivers to children (and staff). This remains freely available to all.

Advocacy

School libraries have been in a complex situation, with the consequences of the pandemic varying hugely for different members. Given this we took part in UK Parliament in a 'light touch' way; as many school libraries were struggling at this time. The Association continued to support the Great School Libraries campaign, which has been active throughout the pandemic; particularly collecting case studies of work continuing despite the circumstances.

The Information Book Award continued, all be it in an online capacity, and although the School Librarian of the Year Award announced a short list, the Award was paused until such time as judging could take place in a fair and consistent way. We are hugely grateful to Hachette Children's Book Group, Peters, the Foyle Foundation and Macmillan Children's Books for their unwavering support during this period.

THE SCHOOL LIBRARY ASSOCIATION

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2021**

Activity in Scotland

The Scottish branch particularly felt the impact of COVID, with the pandemic preventing any in person meetings, and technical difficulties, and difference in regionally permitted platforms causing significant complications. Despite this, the Scottish branch hold an online meeting for members on 9th December 2020 and Rachel Laburn from the Scottish Book Trust joined to talk about the First Minister's Reading Challenge. We aim to re-prioritise our activity in Scotland over the forthcoming year.

Other branch activity

All the branches have been impacted in differing ways with some finding online meetings more suited to their members than others. However, in this hugely challenging year, a huge thanks from all those at the SLA goes to those brilliant individuals who keep the branches going; they are a huge source of support and networking for members and will continue to play a significant role in the SLA offer moving forward.

FINANCIAL REVIEW

Financial position

This year also saw a period of financial change, with a new financial system, new accountants, and a VAT Review being undertaken. It was agreed that any surplus income generated from training would be used to support the SLA as a whole. The Chair undertook a financial self-assessment, and the knowledge of the newly recruited financial trustee has proved invaluable.

We do not employ any external professional fundraisers or consultants and we are very careful to abide by all legislation and best practice in this space.

Reserves policy

Reserves Policy Purpose:

The purpose of this reserves policy is to ensure the charity has a level of working capital that protects its continuity, enables it to remain solvent, and continue to deliver its core purpose.

Reserves are classified as funds that are unrestricted - so not restricted or allocated for any specific purpose or project.

Unrestricted reserves to be held:

Required unrestricted reserve - £150,000.

This incorporates 2 full quarters of expenditure at £65,000 per quarter and a contingency of £20,000.

Planned expenditure includes the single biggest item in the expenditure (other than salaries) which is the annual weekend course.

Level of reserves would be sufficient in an emergency situation to allow for a structured, planned and controlled wind-down of the charity.

THE SCHOOL LIBRARY ASSOCIATION

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, Articles of Association of School Library Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The liability of each member is limited to £0.50, being the amount that each member undertakes to contribute to the assets of the Association in the event of it being wound up.

Governance

Governance has been a core focus for the board this year. Many improvements have been introduced: strategic leads, a board secretary role, skills audits, trustee time with the CEO, formalised discussion of the risk register and increased use of working groups to become a more 'agile' Association; working on something for focused, time limited periods.

Two new trustees were recruited: this was an open recruitment, with the process involving candidates applying, then being interviewed by a small number of trustees, those with the most appropriate skillset being put forward to the members for election.

The board also spent some focused time on a governance review utilising resources from the Association of Chairs, Charity Governance Code and the Governance Wheel. These sessions led to suggestions for areas of improvement being pulled forward to the strategic review.

AGM

The AGM last year took place online and saw a much higher turnout than is usually expected for such an event. It was agreed by the Board that this would be preferable for future (dependent on approval from the Charity Commission).

Strategy

The Association refined the strategic aims in light of COVID, and has developed plans for a wide consultation to develop a new 5 year strategy over the coming year.

The Association also managed to secure Richard Gerver to take over the SLA Presidency when Chris Riddell stepped down. This was a key achievement given Richard's standing in the educational community and the strategic aim of showing school libraries as part of the educational landscape.

Staffing

As mentioned above, this year has seen increased turnover, with three members of staff leaving. However promising finances meant we were able to fill two positions, with the remaining place being advertised shortly.

The Board also established an Employment Committee to ensure fairness and consistency across pay, and the CEO's performance review was conducted by the Chair and Vice Chair before being reported to the board.

Last year we reported our gender pay gap for the first time, however the Association currently has no male employees.

CIO Conversion

Notwithstanding the pressures, immediate concerns and changes taking place over the course of this year, the Association has continued planning for the future, with discussions and preparation for converting to a Charitable Incorporated Institution. The proposal was delayed, and instead will go to Members at the 2021 AGM to be voted on.

THE SCHOOL LIBRARY ASSOCIATION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

00552476 (England and Wales)

Registered Charity number

313660 (England and Wales)

SC039453 (Scotland)

Registered office

1 Pine Court
Kembrey Park
Swindon
Wiltshire
SN2 8AD

Trustees

S C Bastone
J Bradford (appointed 6.7.20)
A M Deaville
A A Guyon
K Kaur
J M Kelly (resigned 24.6.21)
A A Kennedy
S A King
L J Maxwell (resigned 24.6.21)
S L Middleton
M Pemberton (resigned 24.6.21)
A Whiteford (appointed 6.7.20)
E E Krajewski (resigned 6.7.20)
L G Martin (resigned 6.7.20)
A McKay (resigned 6.7.20)
V S Dilly (appointed 24.6.21)
E M Firth (appointed 24.6.21)
R Horsman (appointed 24.6.21)

Company Secretary

A J C Tarrant

Independent Examiner

Graham Taylor
Langdowns DFK Limited
Chartered Accountants
Fleming Court
Leigh Road
Eastleigh
Southampton
Hampshire
SO50 9PD

Chief Executive

A J C Tarrant

THE SCHOOL LIBRARY ASSOCIATION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

FROM THE CHAIR

As you can see from this report, the SLA has moved forward at a rapid pace over the past year, notwithstanding the pandemic. The Trustees would like to thank the CEO and SLA team for sterling efforts during the pandemic, ensuring that the Association has become stronger and benefitted from the situation, rather than what might have been the opposite. We are sure members have noticed the increased online resources and training opportunities and this will continue to be a focus for us.

As already stated, the trustees have focussed heavily on improving our governance. Charity Commission rules have tightened considerably in recent years and we are now confident that we are fully compliant and aware of our risks and obligations. We are also excited to be planning a new 5-year Strategy 2022-27 and there will be an opportunity for members to feed into this over the coming months.

Finally, I would personally like to thank all the trustees for their commitment and flexibility over this past year. Every one of them has been involved in working groups and many meetings, serving you, our members, as well as their many other commitments. We thank Joan Kelly and Lucas Maxwell who are stepping down at our AGM for their contribution over the past three years. At that time, once members have voted, we will be electing new trustees to take their place.

Thank you to all our members for their continued support.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on29/7/21..... and signed on its behalf by:



.....
S C Bastone - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE SCHOOL LIBRARY ASSOCIATION**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the Company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

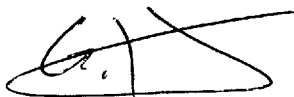
Independent examiner's statement

Since the Company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- 2 the accounts do not accord with those records with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Graham Taylor
Institute of Chartered Accountants in England and Wales
Langdowns DFK Limited
Chartered Accountants
Fleming Court
Leigh Road
Eastleigh
Southampton
Hampshire
SO50 9PD

Date: 20th August 2021

THE SCHOOL LIBRARY ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	3,433	29,390	32,823	-
Charitable activities					
Promotion of libraries in education	5	286,566	-	286,566	361,552
Investment income	4	16	-	16	31
Total		290,015	29,390	319,405	361,583
EXPENDITURE ON					
Charitable activities					
Promotion of libraries in education	6	298,014	2,981	300,995	378,301
NET INCOME/(EXPENDITURE)		(7,999)	26,409	18,410	(16,718)
RECONCILIATION OF FUNDS					
Total funds brought forward		256,943	-	256,943	273,661
TOTAL FUNDS CARRIED FORWARD		248,944	26,409	275,353	256,943

The notes form part of these financial statements

THE SCHOOL LIBRARY ASSOCIATION

BALANCE SHEET
31 MARCH 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Intangible assets	13	9,675	-	9,675	13,545
Tangible assets	14	185,948	-	185,948	190,274
		<u>195,623</u>	<u>-</u>	<u>195,623</u>	<u>203,819</u>
CURRENT ASSETS					
Stocks	15	4,470	-	4,470	10,259
Debtors	16	61,649	-	61,649	103,928
Cash at bank and in hand		170,672	26,409	197,081	183,226
		<u>236,791</u>	<u>26,409</u>	<u>263,200</u>	<u>297,413</u>
CREDITORS					
Amounts falling due within one year	17	(143,209)	-	(143,209)	(200,370)
		<u>93,582</u>	<u>26,409</u>	<u>119,991</u>	<u>97,043</u>
NET CURRENT ASSETS					
		<u>289,205</u>	<u>26,409</u>	<u>315,614</u>	<u>300,862</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
CREDITORS					
Amounts falling due after more than one year	18	(40,261)	-	(40,261)	(43,919)
		<u>248,944</u>	<u>26,409</u>	<u>275,353</u>	<u>256,943</u>
NET ASSETS					
FUNDS					
Unrestricted funds	21			248,944	256,943
Restricted funds				26,409	-
TOTAL FUNDS					
				<u>275,353</u>	<u>256,943</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

THE SCHOOL LIBRARY ASSOCIATION

BALANCE SHEET - continued
31 MARCH 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 29/7/21..... and were signed on its behalf by:

S Bastone
.....
S C Bastone - Trustee

THE SCHOOL LIBRARY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2021**

1. STATUTORY INFORMATION

The School Library Association is a private company, limited by guarantee without share capital, registered in England and Wales. The company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Trading income is recognised when the goods or service is provided.

Income from membership subscriptions is recognised in the period to which it relates. Membership subscription income received in connection with a future period is included as deferred income in the Balance Sheet.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses. Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date if the fair value can be measured reliably.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer Software - 25% straight line basis

Computer Software includes the costs of website and database development.

Tangible fixed assets

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

- Freehold property - 2% straight line
- Fixtures and fittings - 15% - 25% on reducing balance

Tangible fixed assets of a value of greater than £50 are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Impairment of fixed assets

At each reporting end date, the association reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

3. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	3,434	-
Award donations and grants	29,389	-
	<u>32,823</u>	<u>-</u>

THE SCHOOL LIBRARY ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

4. INVESTMENT INCOME

	2021 £	2020 £
Interest receivable	16	31

5. INCOME FROM CHARITABLE ACTIVITIES

	2021 £	2020 £
Promotion of libraries in education	8,546	9,893
Publication sales	198,887	198,088
Membership and subscribers	30,763	7,740
School librarian sales	30,235	94,791
Training courses	2,381	3,017
Job advertisement income	-	28,292
Advertising revenue	15,754	19,731
Other income	<u>286,566</u>	<u>361,552</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
Promotion of libraries in education	<u>64,659</u>	<u>236,336</u>	<u>300,995</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021 £	2020 £
Course expenses and publications	44,943	39,356
Specialists	11,646	-
Advertising & Marketing	5,089	-
Award expenditure	2,981	-
	<u>64,659</u>	<u>39,356</u>

8. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Promotion of libraries in education	<u>225,833</u>	<u>10,503</u>	<u>236,336</u>

THE SCHOOL LIBRARY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

8. SUPPORT COSTS - continued

Exceptional items

During the year the Association implemented a new accounting system and undertook a detailed review of the trade debtor balances as part of the implementation. The review identified £42,085 of trade debtor balances that were on the aged debtors listing, that were not recoverable. These balances have been released to the Statement of Financial Activities and included in exceptional items below.

Also as part of the implementation of the new accounting system the Association undertook a detailed review of the award creditor balances. The review identified £10,596 of award balances that should be released to the Statement of Financial Activities. These balances have been credited to exceptional items below.

The net effect of the exceptional items on the Statement of Financial Activities is £31,489.

Support costs, included in the above, are as follows:

	2021	2020
	Promotion of libraries in education £	Total activities £
Wages	152,830	174,087
Establishment expenses	5,483	12,750
Postage, stationery and office supplies	1,606	19,157
Branch expenditure	-	1,377
Awards expenditure	-	16,250
Other costs	-	16,783
Course and conference expenditure	-	82,433
IT & Software Costs	7,121	-
Bank charges	1,254	-
General Administration	14,431	-
Foreign Currency Variances	311	-
Exceptional item	31,489	-
Staff training	1,785	-
Amortisation of intangible fixed assets	3,870	-
Depreciation of tangible fixed assets	4,326	-
Interest payable and sim chs	1,327	-
Accountancy fees	10,503	9,209
Board travel and meeting costs	-	6,899
	<u>236,336</u>	<u>338,945</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	4,326	4,788
Computer software amortisation	3,870	1,935
Independent examiner - fee for accounts and independent examination	3,950	-
Independent examiner - fee for other services	6,336	-
Previous independent examiner - fee for accounts, independent examination and other services	217	9,209
	<u>217</u>	<u>9,209</u>

THE SCHOOL LIBRARY ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

10. TRUSTEES' REMUNERATION AND BENEFITS

None of the trustees were employed by the Association or received any remuneration from the Association under a contract of employment during the year or the previous year.

Trustees' expenses

Expenses for travel, subsistence and accommodation totalling £nil (2020: £6,899) were paid to trustees.

11. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	152,830	174,087
	<u>152,830</u>	<u>174,087</u>

Wages and salaries above includes cost of wages, employers national insurance and pension.

The average monthly number of employees during the year was as follows:

	2021	2020
Charitable activities	<u>5</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Promotion of libraries in education	361,552	-	361,552
Investment income	<u>31</u>	<u>-</u>	<u>31</u>
Total	361,583	-	361,583
EXPENDITURE ON			
Charitable activities			
Promotion of libraries in education	378,301	-	378,301
NET INCOME/(EXPENDITURE)	<u>(16,718)</u>	<u>-</u>	<u>(16,718)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>273,661</u>	<u>-</u>	<u>273,661</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>256,943</u></u>	<u><u>-</u></u>	<u><u>256,943</u></u>

THE SCHOOL LIBRARY ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

13. INTANGIBLE FIXED ASSETS

	Computer software £
COST	
At 1 April 2020 and 31 March 2021	<u>18,437</u>
AMORTISATION	
At 1 April 2020	4,892
Charge for year	3,870
	<u>8,762</u>
At 31 March 2021	<u>8,762</u>
NET BOOK VALUE	
At 31 March 2021	<u>9,675</u>
At 31 March 2020	<u>13,545</u>

14. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 April 2020 and 31 March 2021	<u>190,401</u>	<u>18,873</u>	<u>209,274</u>
DEPRECIATION			
At 1 April 2020	3,608	15,392	19,000
Charge for year	3,608	718	4,326
	<u>7,216</u>	<u>16,110</u>	<u>23,326</u>
At 31 March 2021	<u>7,216</u>	<u>16,110</u>	<u>23,326</u>
NET BOOK VALUE			
At 31 March 2021	<u>183,185</u>	<u>2,763</u>	<u>185,948</u>
At 31 March 2020	<u>186,793</u>	<u>3,481</u>	<u>190,274</u>

15. STOCKS

	2021 £	2020 £
Finished goods	<u>4,470</u>	<u>10,259</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	52,266	100,485
Other debtors	3,667	3,443
Prepayments and accrued income	5,716	-
	<u>61,649</u>	<u>103,928</u>

THE SCHOOL LIBRARY ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Bank loans and overdrafts (see note 19)	3,382	3,100
Trade creditors	1,599	656
Social security and other taxes	3,717	3,741
VAT	5,186	6,700
Other creditors	10,045	41,486
Accruals and deferred income	119,280	144,687
	<u>143,209</u>	<u>200,370</u>

Deferred income relates to membership and school librarian subscriptions released in line with the period of membership.

Deferred income brought forward was £132,989 (2020: £148,301) and this was all released to the profit and loss account in the year. Deferred income carried forward is £112,930 (2020: £132,989).

18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Bank loans (see note 19)	<u>40,261</u>	<u>43,919</u>

19. LOANS

An analysis of the maturity of loans is given below:

	2021	2020
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>3,382</u>	<u>3,100</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>3,382</u>	<u>3,100</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>10,147</u>	<u>9,299</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans - more than 5 years	26,732	31,520

20. SECURED DEBTS

The following secured debts are included within creditors:

	2021	2020
	£	£
Bank loans	<u>43,643</u>	<u>47,019</u>

The bank loan is secured by a Mortgage Deed over the freehold property owned by the Association.

THE SCHOOL LIBRARY ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

21. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	250,943	(7,999)	242,944
Future Building Works	6,000	-	6,000
	<u>256,943</u>	<u>(7,999)</u>	<u>248,944</u>
Restricted funds			
Awards	-	26,409	26,409
	<u>-</u>	<u>26,409</u>	<u>26,409</u>
TOTAL FUNDS	<u>256,943</u>	<u>18,410</u>	<u>275,353</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	290,015	(298,014)	(7,999)
Restricted funds			
Awards	29,390	(2,981)	26,409
	<u>29,390</u>	<u>(2,981)</u>	<u>26,409</u>
TOTAL FUNDS	<u>319,405</u>	<u>(300,995)</u>	<u>18,410</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	267,661	(16,718)	250,943
Future Building Works	6,000	-	6,000
	<u>273,661</u>	<u>(16,718)</u>	<u>256,943</u>
TOTAL FUNDS	<u>273,661</u>	<u>(16,718)</u>	<u>256,943</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	361,583	(378,301)	(16,718)
	<u>361,583</u>	<u>(378,301)</u>	<u>(16,718)</u>
TOTAL FUNDS	<u>361,583</u>	<u>(378,301)</u>	<u>(16,718)</u>

Restricted funds includes £26,409 of monies received by the Association, with restrictions that the monies must be used in connection with Awards and Campaigns. This includes monies held on behalf of the Great School Library campaign. This campaign is run jointly by CILIP, CILIP SLG and SLA, and SLA holds the operational funds.

THE SCHOOL LIBRARY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

21. MOVEMENT IN FUNDS - continued

Following the move to premises owned by the Association a decision was made to create a designated reserve for future refurbishment costs of the premises. The reserve remained unchanged in the year at £6,000.

22. RELATED PARTY DISCLOSURES

During the year the Association paid trustees £1,090 in connection with the provision of training and publication services.

The Articles of Association of the Association state, "a Director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Association where that is permitted in accordance with, and subject to the conditions in, Section 185 and 186 of Charities Act 2011."