

**GUILLE-ALLÈS LIBRARY AND MUSEUM
BOARD OF MANAGEMENT**

**Annual Report and Special Purpose
Financial Statements**

**Year ended
31 December 2018**

**GUILLE-ALLÈS LIBRARY AND MUSEUM
BOARD OF MANAGEMENT**

**Annual Report and Special Purpose Financial Statements
For the year ended 31 December 2018**

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GUILLE-ALLÈS LIBRARY AND MUSEUM BOARD OF MANAGEMENT

Report of The Board of Management For the Year Ended 31 December 2018

The Board of Management submit their report and the special purpose financial statements for the Guille-Allès Library and Museum Board of Management (the "Library") for the year ended 31 December 2018.

Principal activity

The principal activity of the Library is that of operating the library service for the Bailiwick.

Results

The results of the Library for the year are set out in detail on page 3.

Statement of Board of Management's responsibilities

The Board of Management are responsible for preparing the Report of the Board of Management and the special purpose financial statements for each financial year that show the state of affairs of the Library and of its income and expenditure for that period and prepared in accordance with the elected accounting policies as detailed in note 2. In preparing those financial statements, the Board of Management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the special purpose financial statements on the going concern basis unless it is inappropriate to presume that the Library will continue its activities.

The Board of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Library. They are also responsible for safeguarding the assets of the Library and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Board of Management

The Board of Management who served during the year were:

Richard Hamilton (Chairman)	(appointed 18/06/2018)
David Falla (Chairman)	(retired 18/06/2018)
Ian Bloese	
John Dickson	
Amanda Jones	
Caroline Lane	
Rhian Tooley	

Approval

This report was approved by the Board of Management and signed on their behalf by:

.....
R Hamilton
Chairman

Date:

Independent Review Report on the Unaudited Financial Statements of Guille-Allès Library and Museum Board of Management

We have reviewed the financial statements of Guille-Allès Library and Museum Board of Management (the 'Library') for the year ended 31 December 2018, which comprise the Income and Expenditure Account, the Balance Sheet and the related notes, including a summary of significant accounting policies. The special purpose financial statements have been prepared by the Board of Management (the 'Board') in accordance with the stated accounting policies as set out in note 2 to the special purpose financial statements.

Board of Management's responsibilities for the financial statements

As explained more fully in the Report of the Board of Management, the Board are responsible for the preparation of the special purpose financial statements in accordance with the accounting policies set out in note 2 and for such internal controls as the Board determine are necessary to enable the preparation of special purpose financial statements that are free from material misstatement, whether due to fraud or error.

Our responsibility

Our responsibility is to express an independent conclusion based on our review of the special purpose financial statements. We conducted our review in accordance with International Standard on Review Engagements 2400 (Revised), Engagements to review historical financial statements (ISRE 2400) and ICAEW Technical Release TECH 09/13AAF (Revised) Assurance review engagements on historical financial statements. ISRE 2400 also requires us to comply with the ICAEW Code of Ethics.

Scope of the assurance review

Our responsibility is to express an independent conclusion based on our review of the special purpose financial statements. We conducted our review in accordance with the International Standard on Review Engagements 2400 (Revised), Engagements to review historical financial statements (ISRE 2400) and the ICAEW Technical Release TECH 09/13AAF (Revised), Assurance review engagements on historical financial statements. ISRE 2400 also requires us to comply with the ICAEW Code of Ethics.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the special purpose financial statements have not been prepared in accordance with the stated accounting policies set out in note 2 to these special purpose financial statements.

Use of our report

This report is made solely to the services' directors, as a body, in accordance with the terms of our engagement letter dated 1 February 2019. Our review has been undertaken so that we might state to the Board those matters we have agreed with them in our engagement letter and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Service and the Board as a body, for our work, for this report, or for the conclusions we have formed.

BDO Limited
Chartered Accountants
Place du Pré
Rue du Pré
St Peter Port
Guernsey

Date:

**GUILLE-ALLÈS LIBRARY AND MUSEUM
BOARD OF MANAGEMENT**

**Income and Expenditure Account
For the Year Ended 31 December 2018**

	Note	2018 £	2018 £	2017 £	2017 £
Income		1,200,716		1,190,199	
Expenditure					
Direct cost of library service		1,029,124		1,016,320	
General establishment charges		159,177		151,664	
		<hr/>	(1,188,301)	<hr/>	(1,167,984)
Surplus before interest			12,415		22,215
Interest receivable			2,016		479
			<hr/>		<hr/>
Surplus for the year	5		14,431		22,694
			<hr/>		<hr/>

A statement of movements in reserves is included in note 5 to the financial statements.

The notes on pages 5 to 7 form an integral part of these financial statements.

**GUILLE-ALLÈS LIBRARY AND MUSEUM
BOARD OF MANAGEMENT**

**Balance Sheet
As at 31 December 2018**

	Note	2018 £	2017 £
Current assets			
Debtors	3	118,636	122,676
Cash at bank and in hand		342,303	315,783
		<hr/>	<hr/>
		460,939	438,459
Creditors: amounts falling due within one year	4	(122,615)	(114,566)
		<hr/>	<hr/>
Net assets		338,324	323,893
		<hr/>	<hr/>
Represented by:			
Reserves	5	338,324	323,893
		<hr/>	<hr/>

The special purpose financial statements were approved by the Board of Management and authorised for issue by:

.....
R Hamilton
Chairman

Date:

The notes on pages 5 to 7 form an integral part of these financial statements.

**GUILLE-ALLÈS LIBRARY AND MUSEUM
BOARD OF MANAGEMENT**

**Notes to the Special Purpose Financial Statements
For the year ended 31 December 2018**

1. General information

The Guille-Allès Library and Museum Board of Management (the 'Library') provides library services to the Bailiwick.

Under a contract registered in Guernsey on 10 March 1894 the building and assets of the Guille-Allès Library and Museum were vested in Trustees of the Guille-Allès Library and Museum Trust. The Trustees delegated the management of the Library's operations to the Board of Management.

The whole of the activities of the Guille-Allès Library and Museum Trust are supervised by a Council and separate special purpose financial statements are prepared for the Trustees that include the maintenance of the building and other assets that are not the direct responsibility of the Board of Management.

2. Accounting policies

(a) Basis of preparation

These special purpose financial statements have been prepared on a going concern basis, under the historical cost convention and in accordance with the following principal accounting policies that have been elected by the Board of Management and consistently applied:

(b) Income recognition

Income comprises grant and sponsorship income, overdue and lost or damaged book charges and other income. Income is recognised in the Income and Expenditure Account on receipt.

(c) Capital expenditure

All capital expenditure is recognised as expenditure in the year in which it is incurred net of any specific grants received in respect thereof. As a result, the Library does not capitalise tangible fixed assets and the balance sheet therefore not include tangible fixed assets at each financial year end.

(d) Pension costs

The Library contributes to a defined benefit multi-employer pension scheme. Superannuation contributions are charged to the Income and Expenditure Account to spread the cost of the pensions over the employees' working lives.

(e) Other expenditure

Other expenditure is recognised in the period in which the goods and services are received. Any amounts that have been paid for goods and services not received by the end of the reporting period are shown in the Balance Sheet as prepayments.

(f) Debtors

Short term debtors are measured at transaction price, less any impairment.

(g) Cash at bank and in hand

Cash at bank and in hand represents cash floats, current bank accounts and deposits with financial institutions with maturities of three months or less that have insignificant risk of change in value.

(h) Creditors

Short term creditors are measured at transaction price.

(i) Reserves

As a consequence of the accounting policy adopted in respect of capital expenditure, the Board of Management segregates the reserves of the Library to reflect an allocation for expenditure planned for the year ahead and expected to be incurred in the longer term.

**GUILLE-ALLÈS LIBRARY AND MUSEUM
BOARD OF MANAGEMENT**

**Notes to the Special Purpose Financial Statements (continued)
For the year ended 31 December 2018**

3. Debtors	2018 £	2017 £
States Schools Library Service – recharges due	78,281	75,920
Prepayments	38,937	38,118
Other debtors	1,418	8,638
	<u>118,636</u>	<u>122,676</u>

The Guille-Allès Library and Museum – States Schools Library Service is a related party by virtue of being under the common control of the Board of Management.

4. Creditors: amounts falling due within one year	2018 £	2017 £
Creditors	116,030	114,566
Accruals and sundry creditors	6,585	-
	<u>122,615</u>	<u>114,566</u>

5. Reserves	Organisational Change Reserve £	Furniture and Fittings Reserve £	ICT Reserve £	General Reserve £	Total £
Balance at 1 January 2018	-	10,000	15,000	298,893	323,893
Surplus for the year	-	-	-	14,431	14,431
Transfer to ICT Reserve	-	-	5,000	(5,000)	-
Transfer to Organisational Change Reserve	60,000	-	-	(60,000)	-
	<u>60,000</u>	<u>10,000</u>	<u>20,000</u>	<u>248,324</u>	<u>338,324</u>
Balance at 31 December 2018	60,000	10,000	20,000	248,324	338,324

6. Commitments under operating leases

As at 31 December 2018 the Library had future minimum lease payments under non-cancellable operating leases payable as follows:

	2018 £	2017 £
Equipment		
No later than 1 year	4,487	4,487
Later than 1 year and not later than 5 years	1,122	5,609
	<u>5,609</u>	<u>10,096</u>

**GUILLE-ALLÈS LIBRARY AND MUSEUM
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**Notes to the Special Purpose Financial Statements (continued)
For the year ended 31 December 2018**

7. Pension costs

A majority of the employees of the Library and Museum are members of the States of Guernsey Superannuation Scheme ("the Scheme"). This is a defined benefit pension scheme, funded by contributions from both employer and employee, at rates which are determined on the basis of actuarial advice and which are calculated to spread the expected cost of benefits to employees over the period of those employees' expected working lives.

The Scheme is a multi-employer scheme and the level of contributions made to the scheme by each employer will be affected by actuarial risks relating to the employees of other employers. It is also not possible for the underlying pension assets and liabilities within the Scheme relating to the employees of the Library and Museum to be determined on a reasonable and consistent basis. In addition, the Board of Management considers that the additional costs which would be incurred, were it possible to do so, in providing such information considerably outweigh any benefit to the proposed users of these financial statements.

The last actuarial valuation of the Library and Museum was conducted at 31 December 2013. At that date the actuarial value of the assets relating to the "Combined pool" within the overall Scheme, to which the Library and Museum's employees belong, represented 92.2% of the actuarial valuation of the liabilities relating to that group. With effect from 1 January 2012 the rate of employer's contribution increased to 14.1% in respect of all staff.

The total amount of superannuation contributions payable by the Library and Museum to the Scheme for the year ended 31 December 2018 was £129,303 (2017: £127,151).

Further details relating to the funding of the superannuation scheme are provided in the Superannuation Fund section of the accounts of the States of Guernsey.

8. Controlling party

The Library is under the control of the Board of Management, as a body acting in concert. In the opinion of the Board of Management, there is no single controlling party, as no individual has the ability to direct the financial and operating policies of the Library with a view to gaining economic benefits from their direction.

**GUILLE-ALLÈS LIBRARY AND MUSEUM
BOARD OF MANAGEMENT**

**Detailed Income and Expenditure Account
For the year ended 31 December 2018**

	2018 £	2018 £	2018 £	2017 £	2017 £	2017 £
Income						
States of Guernsey grant			1,180,175			1,173,215
Sponsorship – home delivery and books			7,255			-
Overdue book charges			6,701			11,000
Bespoke book charges			1,285			1,268
Sales of magazine and books			877			208
Damaged and lost books			1,165			1,184
Sundry receipts			872			975
Fax receipts			-			14
Internet receipts			2,096			2,218
Inter-library loans income			290			117
			<hr/>			<hr/>
			1,200,716			1,190,199
Direct cost of library service						
Books, AV, e-resources processing and binding		114,246			109,372	
Bookstart		5,130			3,223	
Newspapers, periodicals and subscriptions		7,219			8,285	
Inter-library subscriptions		1,331			3,222	
Home delivery service		5,548			-	
Staff training and recruitment		9,048			8,398	
Salaries, superannuation and wages	1,060,701			1,041,621		
Less recharges to the States Schools Library Service	(292,812)			(290,440)		
		<hr/>		<hr/>		
		767,889			751,181	
Capita subscription	103,159			103,714		
LMS and RFID maintenance	1,919			1,883		
Internet support and website maintenance	20,042			17,509		
		<hr/>		<hr/>		
		125,120		123,106		
Less recharges to:						
States Schools Library Service	(7,000)			(6,100)		
College of Further Education	(4,410)			(4,410)		
Princess Elizabeth Hospital	(2,650)			(2,650)		
Priaulx Library	(5,420)			(5,420)		
		<hr/>		<hr/>		
		105,640			104,526	
IT purchases, supplies and maintenance		13,073			28,113	
		<hr/>			<hr/>	
Total direct cost of library service			(1,029,124)			(1,016,320)
			<hr/>			<hr/>
Carried forward to page 9			171,592			173,879
			<hr/>			<hr/>

**GUILLE-ALLÈS LIBRARY AND MUSEUM
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**Detailed Income and Expenditure Account (continued)
For the year ended 31 December 2018**

	2018 £	2018 £	2017 £	2017 £
Brought forward from page 8		171,592		173,879
General establishment charges				
Advertising and public relations	5,986		3,996	
Audit fee	6,240		9,550	
Bad debts	7,507		-	
Bank charges	857		758	
Coffee machine expenses	3,790		4,102	
Contract cleaning and materials	44,964		42,740	
Fuel, light and water	20,939		18,635	
Insurance	4,673		6,522	
Legal and professional fees	276		635	
Printing and stationery	3,579		4,997	
Rates and taxes	406		396	
Repairs and renewals	15,310		14,702	
Salaries, superannuation and social security	60,175		58,147	
Sundry expenses	3,718		4,326	
Telephone and postage	5,528		6,011	
Less recharges to:				
States Schools Library Service	(22,771)		(21,853)	
Guille-Allès Library and Museum Trust	(2,000)		(2,000)	
Total general establishment charges	<u> </u>	(159,177)	<u> </u>	(151,664)
Surplus before interest		<u>12,415</u>		<u>22,215</u>
Interest receivable				
Bank interest receivable	2,016		454	
States Schools Library Service	-		25	
	<u> </u>	2,016	<u> </u>	479
Surplus for the year		<u>14,431</u>		<u>22,694</u>

